



# Guidelines for IAGE-Organised or Sponsored Events



One of IAGE's primary roles is to train and update the green energy community on new advances and emerging fields. The International Green Energy Conferences (IGEC) form an important platform to acquire and disseminate such information to its members.

To standardize and streamline the organising processes, the following guidelines are promulgated by the IAGE Board of Directors (BoD):

## **General Guidelines** (applicable to all IAGE events):

1. Proposed dates must first be endorsed by IAGE BoD to ensure there is no conflict with other events of importance to IAGE members.
2. In all these events, different registration fees should always be offered for IAGE members and non-members. It is suggested that a base fee be set for members and the fee charged to non-members be higher to provide an incentive for membership. In addition, considerations should be given to allow one-day registrations in the case of multi-day events.
3. Proposals to hold IAGE events with another organisation or multiple organisations (other than the host organization) shall be based on a cost/revenue arrangement to be negotiated between organizers and submitted for approval by each respective party. The objective is to strengthen both the IAGE and the other organisations and their respective abilities to promote future events more rigorously. Revenue can be achieved through registrations, sponsorships, exhibitions or via other collaborative / promotional opportunities.
4. It is imperative that event organizers consult with the IAGE Conference Committee (CC) before setting the final registration fee structure. The events should be self-supporting and ideally budgeted to generate some net income that can be shared between the hosting organization and IAGE in accordance with a pre-set or negotiated income-splitting formula. In the case of the annual International Green Energy Conference (IGEC), the pre-set formula shall be 50% to IAGE and 50% to the local hosting organization (see next section).
5. Information should be provided to the president of IAGE, so it may advertise these events on the website and social media and, depending on timing, in the *Green Energy Today*.
6. Upon request, the IAGE will also permit its name to be used as a sponsor of technical meetings/conferences organised by other technical societies. In such cases, IAGE's support will generally be limited to promotion of these meetings on the IAGE website and social media in exchange for an agreement allowing IAGE members to benefit from any member-based registration discounts.

## **Special Considerations for the IGEC:**

The IGECs are major conference events that take place every year under the responsibility of the IAGE. Given their importance to IAGE's objectives and service to its members, the IAGE has set up a CC composed of former, current, and future IGEC organizers. This Committee is responsible for maintaining these Guidelines and promoting best practices on Conference processes/procedures including budgets, venue, and agreements. It is imperative that each Organising Committee maintains close contact with the IAGE CC and follows specific guidelines presented below:

### **1. APPROVAL**

The IGEC is hosted annually by a university or a group in which a university is involved. The host is expected to organise the event with substantial autonomy except as outlined below. The proposal to host a IGEC shall be submitted to CC and the CC's recommendation shall be presented to the BoD at least two years prior to the proposed Conference year. The specific dates and the venue-related contract/agreement must be approved by the IAGE BoD at least one year in advance. Prior consultation with the IAGE CC is highly encouraged at all approval stages.

### **2. TIMELINE**

A typical timeline for each conference is as follows:

- D-3y: Announce call for bids to host the conference
- D-2.5y: Close the call for bids. CC evaluates the proposals, requests more information if necessary, prepares a recommendation, shares it with BoD for review and voting, and invites the candidate organizer to BoD meeting for presentation.
- D-2y: Announce the selected host at the conference (venue might be subject to change later)
- D-1.5y: Local OC gets quotes from candidate venues, negotiates with the venue, selects the venue (to be approved by BoD), searches for plenary and keynote speakers, finds sponsors, prepares call for papers brochure & draft program to be presented at the upcoming conference. Once the venue selection is approved by BoD, the contract with the venue is signed by the President.
- D-1y: Announce the next conference venue & program at the conference
- D-11m (August): Announce call for paper, deadlines for abstract submission, full paper submission, registration (early bird and regular)
- D-6m (January): abstract/paper submission due
- D-5m (February): notification of acceptance
- D-3m (April): early bird registration due, revised paper submission due
- D-1m (June): Regular registration due
- D-0 (July): Conference starts

### **3. ANNOUNCEMENTS**

The conference website outlining the call for papers, key dates and different conference tracks should be available one year in advance of the scheduled conference, and typically be promoted during the IGEC that year. Typically, the Conference should be scheduled between mid June and early August unless approved otherwise by the BoD.

### **4. VENUE**

Local OC picks candidate venues, gets their quotes, compares the quotes, negotiates with the candidate venues, picks the top venue, and finalizes the contract. Local OC should work with CC and the President whenever necessary and the finalized contract should be approved by

BoD before signed by the President. The venue of the conference can be presented in the prior conference after the contract with the venue is approved by the BoD and the President.

Common candidate venues include, but not limited to:

- Campus of the hosting university
  - Low cost and easy to administer if university supports
  - Unless there is an on-campus hotel, travel to and from hotel can be inconvenient
- Hotel in the hosting city
  - Convenient if staying at the same hotel
  - Hotels offer event discount for guest rooms
- Convention center in the hosting city
  - Expensive (?)
  - Travel to and from hotel can be inconvenient

Considerations when selecting a venue:

- A certain number of guest rooms should be blocked at a discounted fixed rate for the conference.
- IAGE should not assume unlimited liability for any damage to the venue.
- In the case of an act of God, both IAGE and the venue should not be responsible.
- In the event of cancellation of the conference, IAGE should not be responsible for more than the security deposit.

## **5. FINANCES**

IAGE can provide seed money; however, the local OC has the financial responsibility. The minimum financial intent of this event is to make enough money to cover all the expenses and return the seed money to IAGE. In the process, if any net income or loss is made, then it will be shared between the local host organization and the IAGE as 50% for host organization and 50% for IAGE. If it becomes anticipated that a significant loss is possible (i.e. more than two times IAGE's share of the seed money), then the local OC Chair shall so inform IAGE BoD and adequate measures considered to minimize the loss. It is up to the host organization to ensure that negotiated arrangements with third parties (e.g. joint conferences) are satisfied and to decide how they wish to use their part of net income, though they are encouraged to use profits in support of IAGE-related activities.

## **6. REGISTRATION FEES**

For year-to-year consistency purposes, recommended fees (applicable taxes extra) for IGEC registrations are in the following table. These fees are recommendations and the local OC may change them with the approval of the IAGE BoD. Depending on the financial situation, the local OC may determine if the registration fee will be waived for IAGE BoD members and/or invited speakers.

The host organization may receive all the registration fees, but also local OC may hire a third party to collect the registration fees. When foreign currency can be an issue, the host organization may receive registration fees from local attendants and the University of Waterloo may receive registration fees from non-local attendants as appropriate at the discretion of the local OC.

A standard registration fee will cover the participants' IAGE membership fee of the following year, if they are a current member of the IAGE or register with the IAGE as a member. The membership fees gathered through the registration fee should be transferred to IAGE after the conference is closed.

In addition, considerations should be given to allow one-day registrations.

Category	Early Bird (3 months before the conference or earlier)		Regular		Banquet (extra tickets)
	In-person	Online	In-person	Online	
Professionals					TBD
Students					TBD

(in U.S. Dollars)

## 7. PROMOTION

IAGE will help advertise the event on the IAGE web site and other channels.

## 8. WEB SITE

Local OC will use the reserved domain URL “[www.iage-net.org](http://www.iage-net.org)” as the official Conference web address.

## 9. SPONSORSHIP

Local OC reaches out to potential sponsors with different options and benefits. Sponsorship options include, but not limited to (in U.S. Dollars):

- Platinum sponsorship package
- Gold sponsorship package
- Silver sponsorship package
- Bronze sponsorship package
- Sponsorship for best student paper awards
- Exhibit booth/stand package
- In-kind sponsorship: technical tour, coffee breaks, drinks, banquet, welcome reception, delegate badges, lanyards, goodie bags, memory sticks, delegate gifts, etc.

Details of the sponsorship may change at the discretion of local OC.

## 10. VOLUNTEERS

Local OC finds 2 volunteers for check-in table and 1 volunteer for each breakout room. Volunteers’ responsibilities include:

- Set up check-in tables and prepare breakout rooms for before each session.
- Keep communication with local OC chair
- Provide conference-related information to delegates
- Help local OC chair during the conference period whenever necessary

## 11. PROGRAM

Conference program is provided digitally on the conference website but may also be provided via e-mail, QR code, hard copy, or mobile app (e.g., Guidebook, Conf.app, Fliplet).

## 12. PROCEEDINGS

Conference proceedings (abstract book) is provided digitally on the conference website.

## 13. CERTIFICATE of ATTENDANCE

Local OC chair issues certificate of attendance with signature upon request.

## 14. PARTICIPATION by Technical Committee

Local OC should get in touch with the IAGE Technical Committee (TC) Chairs 1.5 years before the scheduled conference to organize conference sessions/tracks. At least one member,

typically chair, of the local OC should serve in the IAGE Technical Committee. IAGE TC accepts abstracts/papers and is expected to help the local Organising Committee organize the specific track as follows:

- a) Drafting and distributing a Call for Papers for the technical track
- b) Seeking active participation from their scientific community/networks to contribute papers to the track
- c) Organizing the review process for all submitted papers in their track
- d) Proposing keynote speakers for their track, when requested and as appropriate
- e) Promoting and attending the annual IGEC
- f) Volunteering to chair/facilitate the sessions within their track

## 15. PLENARY and KEYNOTE SPEAKERS

It is suggested that two plenary presentations and at least two keynote presentations be scheduled each conference day (12 or more in total). 1/3 or less of the invited speakers should be from the host university. Local OC may provide the plenary speakers with a registration fee waiver and/or other support at its discretion.

## 16. INTERNATIONAL PARTICIPANTS

International participation is encouraged, and local OC should facilitate the attendance of international delegates.

- Local OC should issue a personalized invitation letter to each international attendee upon request. It is strongly recommended that local OC issue the invitation letter only once the attendee has registered. Interested attendees should be informed of the necessity to register early to allow enough time for them to obtain necessary visas.
- It is strongly recommended that the local OC carefully examine the validity of the information provided by the international attendees (exercise due diligence as per the government guidance).

## 17. CONFERENCE SCHEDULE

Local Organizing Committee (OC) shall consider the recommended schedule presented below:

Option I: 3 days (preferably starts on Monday, ends on Wednesday)

- Day 1: Official opening by IAGE President  
International Journal of Green Energy (IJGE) Editorial Board meeting  
Plenary/keynote presentations  
Technical sessions
- Day 2: Plenary/keynote presentations  
Technical sessions  
Technical tours  
Banquet in the evening, awards ceremony during banquet
- Day 3: Plenary/keynote presentations  
Technical sessions  
Closing ceremony  
Official closing by IAGE President (at end of closing ceremony)

Option II: 4 days (preferably starts on Monday, ends on Thursday)

- Day 1: Official opening by IAGE President  
International Journal of Green Energy (IJGE) Editorial Board meeting  
Plenary/keynote presentations  
Technical sessions
- Day 2: Plenary/keynote presentations  
Technical sessions

- Day 3: Banquet in the evening, awards ceremony during banquet  
Plenary/keynote presentations  
Technical sessions  
Technical tours
- Day 4: Plenary/keynote presentations  
Technical sessions  
Closing ceremony  
Official closing by IAGE President (at end of closing ceremony)