

## **Guidelines for Conveners**

### **Organization**

Symposia are an important part of the ICES work programme, not least because they broaden the diversity of scientists who participate in ICES activities. ICES welcomes proposals for stimulating symposia on topics that are fundamental to the science components of the ICES Strategic Plan, including (a) understanding the physical, chemical, and biological functioning of marine ecosystems; (b) understanding and quantifying human impacts on marine ecosystems, including living marine resources; and (c) evaluating options for sustainable marine-related industries, particularly fishing and mariculture.

Proposals for ICES Symposia are endorsed by Council Resolution with the understanding that they will be organized by ICES, thereby assuring Delegates of the ICES Member Countries that the Council's role in the chain of events from the initial planning stages to the final publication of the contributions/proceedings has been taken into account.

Other organizations may co-sponsor ICES Symposia. Only the General Secretary may approach intergovernmental/international organizations to request their co-sponsorship as indicated in the Council Resolution. Conveners may approach all other potential co-sponsors directly. Co-sponsorship can be at many levels. It may involve requests for funds to help support the Symposium or even an offer of help to organize the event.

An example of a draft Council Resolution for an ICES Symposium is attached as an annex. Normally, ICES approves up to three Symposia for publication in the *ICES Journal of Marine Science* per year, but Symposia to be published elsewhere supplement the numbers endorsed annually.

### **Timing and location**

Please inform the Secretariat of any changes to the dates and location for the Symposium as soon as these changes are known.

### **Scientific Steering Group**

The Conveners are responsible for establishing the Scientific Steering Group, prospective members of which should be included in the Council Resolution. The co-organizers and co-sponsors may be invited to nominate a representative to this Group.

### **Publication of proceedings**

Arrangements for publication of the proceedings should follow the guidelines indicated in the Council Resolution.

Usually, proceedings of ICES Symposia are to be submitted for consideration for publication to the *ICES Journal of Marine Science* before alternative publication arrangements are made. Publication should occur as soon as possible after the symposium in question. An annual volume of the *ICES Journal* publishes up to three proceedings issues. *ICES Marine Science Symposia (MSS)*, the Council's proceedings series for many years, was incorporated into the *Journal* in 1995, but under

special circumstances, occasional volumes of proceedings may be published exclusively in *MSS*, or special issues may be published at conveners' expense, as explained below.

Contact *Journal* Editor-in-Chief, Howard Browman (HowardB@IMR.no) to receive information about publication. The Conveners and the Scientific Steering Group appoint a Guest Editor or Editors at symposium expense to handle the initial stages of publication, from the selection of manuscripts to final refereeing and approval. Writers work under the general guidance of the Editor-in-Chief and the specific guidance of one of the regular *Journal* Editors and the ICES Executive Editor, Bill Anthony (bill@ices.dk), who will work closely with them.

Symposium issues contain up to 200 pages (the actual maximum will be agreed up front). The Guest Editor should closely monitor the expected published length of each paper to ensure that the proceedings keep within the page allocation. If more than the symposium's allocation is required, the cost of the extra pages (£33 per page) must be paid from the Symposium budget or by the home institutes of the authors concerned. It is therefore imperative that a system be put in place before the meeting to facilitate such cost overruns. The member of the *ICES/JMS* Editorial Team assigned to the issue will advise on this. Oxford University Press allows up to one free colour-containing page per manuscript; this allowance can be carried over from papers with no colour figures. If this number is exceeded, the conveners will be charged £350 per colour page. Note that, although it is possible to place more than one colour figure on a page, it cannot be guaranteed that the page layout will permit this in every case. These extra costs may have to be covered by the Symposium budget or by the home institutes of authors.

Twenty-five offprints are sent to authors free of charge, and extras can be ordered and purchased in the same way as for regular papers. If an issue larger than the agreed page allocation is anticipated, contact the assigned *ICES JMS* editor and the *ICES JMS* Editor-in-Chief.

In addition to the proceedings published as an integral part of each nine-issue volume of the *ICES Journal of Marine Science*, it is possible to publish additional proceedings as supplements. In each such case, mutual agreement between the organizers of the Symposium, the Editorial Team, ICES Secretariat, and Oxford University Press must be reached beforehand about the precise conditions for publication, stipulated in writing. Additional proceedings issues can be arranged at a cost of £33 per page. In the case of overruns too, an honorarium for the responsible *ICES JMS* Editor should also be paid from the Symposium budget, as partial compensation for the additional workload (the honorarium for that editor for an issue up to 200 pp. is covered out of the annual budget administered on behalf of ICES by Oxford University Press). If the conveners would like to consider bearing the entire cost of an additional symposium issue, contact the *ICES JMS* Editor-in-Chief as well as Ian Sherman (ian.sherman@oup.com) and Caroline Bracken (caroline.bracken@oup.com) at Oxford University Press.

**Ordering Copies of the Symposium Proceedings:** Copies of the symposium proceedings can be ordered for participants at the reduced rate of £23.75, including postage, for a standard size issue. (Ordinarily, this cost is included in the participant registration fee.) Three months before hard-copy publication, conveners must send the Publishers an estimate of the number of participant copies and a geographical breakdown for distribution purposes. One month before publication, conveners must send either address slips or a comprehensive address list of all registered participants. Failure to order at this time will result in a penalty late fee. The Publisher will invoice the convener(s) for participants' copies once they have been sent; this must be settled immediately directly with Oxford University Press. Contact Jill Paterson at Oxford University Press Special Sales Department, jill.paterson@oup.com. Note that, if the proceedings issue exceeds the established standard size and if the copies must be sent to individual addresses rather than to one address, the cost will be adjusted upwards.

In rare cases, ICES may be able to give some financial support for the cost of publishing the proceedings or subsidizing the participants' copies.

## **Registration of participants**

A member of the ICES Secretariat will assist Conveners and may attend the Symposium to ensure that registration, distribution of meeting documents, agenda, and programmes, and other practical aspects of handling the Symposium run according to plan.

## **Opening address**

Generally, ICES Symposia are opened with an address by the President of ICES or another ICES official appointed to act on behalf of the Council.

## **Announcements and Calls for Papers**

Announcements and Calls for Papers should be produced under the direction of the Secretariat, ensuring that the text and key matters of content are suitably covered. Conveners are responsible for preparing the first draft of any flyers or Calls for Papers.

The flyer/Call for Papers may be printed by ICES, if so requested by the Conveners, and a suitable number of copies will be sent to them and the Steering Group for distribution. ICES will distribute the flyer/Call for Papers within its own contact network (including other international organizations and relevant bodies). Distribution by the Conveners and Steering Group will be at their expense.

Please consult the ICES Symposia website ([www.ices.dk/iceswork/symposia.asp](http://www.ices.dk/iceswork/symposia.asp)) to see examples of material prepared for recent ICES Symposia. Draft flyers should be submitted to the Secretariat no later than two years prior to the meeting.

The flyer and any other promotional material and information about the Symposium will be posted on the ICES website. You may set up your own website, and we will link to it from the ICES website.

## **Excursions, receptions, and dinners**

These are tasks that can be solved with the assistance of a professional booking agent (a service offered by many travel agencies). The booking agent will collect payment for excursions, and some will also provide bilingual conference hostesses, etc.

You may wish to reserve an afternoon for excursions when planning the programme. Of course this is optional and will depend on the number of presentations and scientific sessions.

Conveners will decide if admission to the symposium dinner is included in the registration fee.

## **Financial and budgetary matters**

ICES Symposia must meet their own costs. Conveners are responsible for preparing a budget to this end. The Symposium will normally earn most of its income from a conference fee, which is set by the Conveners in consultation with the Secretariat.

**Registration fee.** The most important consideration when calculating the budget is the registration fee. Normally, the fee will cover the cost of the symposium proceedings, a complimentary bag including a Book of Abstracts, symposium sessions and workshops, welcome reception, symposium dinner, refreshments at poster sessions, refreshments during coffee breaks, and a copy of the symposium proceedings in the *ICES Journal of Marine Science*.

When establishing the registration fee, it is important to remember that fees for invited speakers, the local organizing committee, and theme session conveners will be waived. Students normally pay a reduced fee. Cancellations should also be taken into consideration. It is recommended that Conveners fix a date after which no refunds can be made. In addition to cancellations, inevitably there will be some registered participants who fail to turn up.

**Costs.** Some of which will be covered by registration fee:

- Rent of conference centre and facilities (hardware, poster panels, assistance of bilingual hostess, technical support, etc.);
- Editing and production of the Book of Abstracts;
- Complimentary bags;
- Decorations (plants, flowers, banners);
- Refreshments at coffee breaks;
- Wine/snacks at poster sessions;
- Welcome reception (completely or partially covered by the registration fee);
- Conference dinner;
- Busses to the welcome reception and other shuttle arrangements;
- Copy of proceedings (*ICES Journal of Marine Science*).

ICES Secretariat, December 2011

*Annex to Guidelines for Conveners of ICES Symposia*

## **Example of a Draft Resolution to hold an ICES Symposium**

**Please use the template below to formulate your draft resolutions.**

A Symposium on “**Full title of the symposium**” will be held during [dates], at [place name and country] with [names and nationalities] as Conveners.

A Scientific Steering Group will be established with members nominated by relevant Working Groups or other relevant ICES bodies from among the ICES network of research institutes in order to assist the Conveners in planning the Symposium. In consultation with the Conveners, the ICES Secretariat will solicit appropriate co-sponsorship from other international organizations.

### Supporting Information

Priority:	Specify why the symposium is of high priority for ICES.
Scientific justification:	Specify the relevance of the topic for the ICES Strategic Plan, especially for the science and advisory goals here. Outline if the topic has potential to open a new field of marine science, or if it accentuates current science activities in ICES. Indicate if and how the topic will reinforce existing relationships with other organizations and institutions. Not to exceed half a page of text
Resource requirements:	Organizing a symposium entails significant resource requirements, all of which must be met by the imposition of a Conference Fee. Indicate where and why additional funding requirements will be expected.
Participants:	Indicate the range of participants from ICES member and other countries that can be anticipated.
Secretariat facilities:	The Secretariat may be involved in general professional and secretarial support, and the Secretariat may provide direct assistance during the Symposium. Indicate where secretariat involvement will be expected.
Financial:	Specify the amount of funding that conveners expect from ICES. Note that ICES typically contributes to funding of the Book of Abstracts, rent of conference facilities, travel and subsistence of keynote speakers or ICES conveners, and to support for early career scientists.
Linkages to advisory committees:	Specify here if the symposium topic is directly related to the remit of the ICES Advisory Committee which may support the symposium.
Linkages to other committees or groups:	Specify here if the symposium topic is directly related to the remit of one or several ICES Expert Groups which may support the symposium.
Linkages to other organizations:	Mention here the organizations in question and the contact person(s), if applicable
Publication of proceedings:	Indicate if conveners plan to use the <i>ICES Journal of Marine Science</i> for the proceedings, if the volume is expected to exceed 200 pages, and how then funding will be accomplished. If known, mention whom you expect to be the guest editor. State explicitly that conveners agree to the 15-month turnaround schedule for publication, if you plan on the ICESJMS.