

DECEMBER 2020

Symposium Guidelines for Conveners

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WEBSITE: [ICES Science Co-Sponsored Symposia](#)



ICES
CIEM

International Council for
the Exploration of the Sea

Conseil International pour
l'Exploration de la Mer

Contents

1	Purpose and Symposium Approval Process	1
1.1	Purpose	1
1.2	Seeking ICES co-sponsorship.....	1
2	Planning and coordination	2
2.1	Involvement of ICES Secretariat and Scientists.....	2
2.2	Diversity, Equity, and Inclusion.....	2
2.3	Organisers.....	2
2.3.1	Organising committee.....	2
2.3.2	Scientific steering committee.....	2
2.3.3	Other committees.....	3
2.4	Venue and programme	3
2.4.1	Date, location and venue	3
2.4.2	Call for papers, registration, abstract submission.....	3
2.4.3	Scientific programme	3
2.4.4	Opening address	4
2.4.5	Keynote speakers	4
2.4.6	Awards and award certificates	4
2.4.7	Social events	4
2.4.8	Name badges.....	4
2.5	Publication plans	5
2.6	Budget	5
2.6.1	Registration fee.....	5
2.6.2	Costs	6
2.7	Symposium website and online promotion.....	6
2.7.1	Website.....	6
2.7.2	Other promotional material.....	7
2.7.3	Social media.....	7
2.7.4	Use of ICES logo.....	7
2.8	Exhibitors.....	7
2.9	Support for Early Career Scientists (ECS)	7
2.9.1	Use of ICES funds for support of early career scientists	7
2.9.2	Selection criteria, process, and timing.....	8
2.9.3	Coordination of ECS support with other organisations.....	8
2.9.4	Advertising of ECS support	8
2.9.5	ECS application database.....	9
2.9.6	Notifications for successful and unsuccessful ECS applications.....	9
2.10	Letters of Invitation for Visas.....	9
3	Hosting a virtual symposium	10

3.1	Planning a virtual symposium.....	10
3.2	Software and digital tools.....	10
3.3	Virtual Early Career Scientists Support.....	11
4	Postponing symposia	11
5	After the symposium.....	11
5.1	Symposium reporting form and scientific overview	11
5.2	Certificates/letters of attendance	11
5.3	Evaluation of the conference	11
	Annex 1: Example resolution for an ICES co-sponsored symposium	12
	Annex 2: Symposium website guidelines.....	18
	Symposium resolution	18
	Website location.....	18
	Website design	18
	Website URL.....	18
	Website content.....	18
	Registration and abstract submission	18
	How to write for the web.....	18
	Annex 3: Instructions for publishing symposium proceedings in the ICES Journal of Marine Science.....	19
	Checklist for application for a symposium issue in ICES Journal of Marine Science:	20
	Call for Papers.....	20
	Annex 4: Example Grant Letter for Early Career Scientist Support.....	21
	Annex 5: Example Letter of Invitation for Visa	22
	Annex 6: Symposium reporting form (2 pages).....	23
	Annex 7: Example Thank You Letter requesting feedback	25

1 Purpose and Symposium Approval Process

1.1 Purpose

Symposia are an important part of the ICES Science Programme. Symposia facilitate international, inter-institutional and cross-disciplinary communication by bringing together scientists and practitioners to present and discuss their latest research and future plans. These events help scientists, especially at early career stages, to develop networks of collaborators, to receive feedback on their research and to learn about new tools and techniques. The opportunity to meet colleagues and share knowledge adds value to e-communications, creates a sense of community, and further facilitates increased interaction between ICES and the marine science community at large.

ICES provides support for scientific symposia that contribute to ICES efforts to develop and share knowledge and expertise related to marine science. ICES ensures that the diversity of the community is broadly represented in the diversity of participants, conveners, keynote speakers and organisers in all ICES co-sponsored symposia.

ICES welcomes proposals for symposia on topics that are relevant to the priorities in the ICES [Science](#), [Advisory](#), and [Strategic](#) Plans.

ICES co-sponsors 4-5 symposia a year, with 50% of these financially supported.

1.2 Seeking ICES co-sponsorship

Requests for co-sponsorship must be submitted by 1 February in the year prior to the planned symposium. Requests for ICES symposium co-sponsorship may originate from any part of the ICES network or from other relevant individuals and organisations.

The Science Committee (SCICOM) reviews draft resolutions for ICES co-sponsored symposia on an annual basis at their March meeting. Draft resolutions put forward for evaluation and approval must clearly indicate all resource requirements requested from ICES. An example of a draft resolution for an ICES co-sponsored symposium is included in Annex 1.

Symposium co-sponsorship implies endorsement by ICES of the objectives and scientific excellence of the planned symposium and may imply, if stated:

- Financial support. ICES co-funding for symposia is earmarked to support the participation of Early Career Scientists (up to 10,000 Euros per symposium).
- The opportunity to apply for a special issue of the ICES Journal of Marine Science as an outlet for the publication of the proceedings.
- Secretariat resources for hosting the symposium website.
- Secretariat resources for hosting the registration and abstract submission.
- Provision of ICES logo for use on symposium materials.

The following criteria/guidelines apply:

- The topic should address at least one of the science priorities in the ICES Science Plan and/or topics highlighted in the ICES Strategic or Advice Plans;
- High quality scientific outcomes are expected;
- The scientific credibility of the conveners is well established;

- ICES scientists should be included in the scientific steering committee;
- A sound financial basis is expected;
- ICES sponsorship should be of mutual importance for ICES and for the requesting partner(s).

2 Planning and coordination

2.1 Involvement of ICES Secretariat and Scientists

While ICES involvement in the planning of each ICES co-sponsored symposium varies, the planning components outlined in the next sections will, to a greater or lesser extent, involve Secretariat support. As such, a member of the ICES Secretariat will be appointed to support the conveners.

Additionally, it is expected that ICES scientists and Secretariat professional staff are included in the scientific steering committee and represented in the organising committee.

2.2 Diversity, Equity, and Inclusion

Importantly, conveners and the local organizing committee must plan for diversity, equity, inclusion, and accessibility. This includes consideration of gender balance, country representation, and career stage to ensure diverse representation on all symposium committees, session chairs, keynotes, and oral and poster presenters.

The organizing committee and local conveners are also responsible for considering and planning for other special requests such as dietary restrictions and accessibility needs for both the symposium venue and hotel accommodation. There may also be requests from attendees about childcare, breast feeding room, gender neutral bathroom, etc. Conveners are also strongly encouraged to avoid holding their symposium during important public and religious holidays.

A helpful conference-planning checklist for diversity, equity, and inclusion is available here: <https://sparcopen.github.io/opencon-dei-report/checklist.html>.

2.3 Organisers

2.3.1 Organising committee

The conveners are responsible for establishing the organising committee that will carry out the on-site activities for the symposium. This committee will coordinate the planning, administration, promotion, funding, reporting, and evaluation.

ICES encourages conveners to plan regular web meetings, involving the Secretariat, to ensure that the symposium is run according to plan and to support the conveners if necessary. ICES Secretariat staff may also attend the symposium to provide support. For example, to help ensure that registration, distribution of meeting documents, agenda, programmes, and other practical aspects of handling the symposium are run according to plan.

2.3.2 Scientific steering committee

The conveners, together with the organising committee, are responsible for establishing the scientific steering committee (SSC) adhering to diversity issues discussed above, and to include prospective members in the resolution. The committee oversees

the scientific activities including theme sessions, keynote speakers, awards, publications, early career scientists and works with the organising committee to support social events. The co-organizers and co-sponsors may be invited to nominate representatives to this group. After the symposium is held, the conveners and SSC are also responsible for completing a report to SCICOM summarising the scientific contributions.

2.3.3 Other committees

The organising committee may choose to set up other focused committees or sub-committees for coordination of publications, theme sessions, social events, training and early career activities.

2.4 Venue and programme

2.4.1 Date, location and venue

It is important that the conveners settle on a date and location early to provide a fixed point in time to work back from when planning the symposium. There are a few rules of thumb to keep in mind when selecting dates:

- Avoid conflicts with other major events including the ICES Annual Science Meeting.
- Take into consideration the differences in dates and holidays among countries that are likely to be represented.
- Avoid summer and winter holiday periods and keep in mind that attendance is often lower on weekends.
- Avoid important public and religious holidays. A comprehensive summary of religious holidays is available here: <https://www.csusm.edu/equity/events/index.html>.

Once potential dates and the duration of the symposium are identified, the conveners can start looking for available venues that match their requirements. When discussing potential venues, it is important for the conveners to select a venue that matches their budget and to carefully consider financial commitments to venues, should they be cancelled. Please refer to the budget section below.

2.4.2 Call for papers, registration, abstract submission

The ICES Secretariat may be requested to provide and maintain the registration and abstract submission facilities. These requests must be specified in the resolution under “Resource Request” and made upon submission of the proposal.

2.4.3 Scientific programme

Once the conveners have settled on the key elements and format of the symposium, it is time to shape these elements into a detailed programme. The exact details of the programme may change until shortly before the symposium date. However, having a preliminary programme will attract attendees and help them plan for travel and funding.

Make a plan in case keynotes and other presenters become unavailable at the last minute by clearly discussing who will be responsible for filling these gaps. For example, the theme session conveners should closely monitor their sessions and will need to know whether they can ask poster presenters to consider an oral presentation if there are gaps in the programme.

2.4.4 Opening address

Depending on the symposium format and the requirements of the organising committee, an ICES representative is made available to give, or to contribute to, an opening address.

2.4.5 Keynote speakers

Selecting keynote speakers is one of the most critical parts of creating a stimulating and attractive scientific programme. We recommend inviting compelling speakers at an early stage in the planning process as these names will help to attract attendees and guarantee that scientific priorities are met. One approach is to create a prioritised list of potential speakers to invite and to start sending invitations to the speakers at the top of the list as soon as possible, then working down the list to invite others if the most highly ranked speakers are not available. A list also provides a transparent basis to control for any potential gaps in representation and help ensure that the keynote speakers are geographically and gender balanced.

Before inviting keynote speakers, the conveners should have decided on whether keynote speakers will be provided with compensation for accommodation, transportation, per diem, and/or social events. Recruiting some local keynote speakers can help save on transportation costs and add local/ national insights to the symposium.

At the end of the symposium, the conveners may want to thank the keynote speakers (and any theme session conveners) with gifts. Gifts should be accounted for in the budget (see section below).

2.4.6 Awards and award certificates

The Scientific Steering Committee may choose to create a sub-group that coordinates the awards selection process, ceremony and award certificates. The sub-group determines a set of criteria and ensures that nominations meet all criteria and determines the nominees' areas of expertise.

2.4.7 Social events

It is suggested not to hold any larger social events on the last day of the symposium when attendance is more unpredictable.

A welcome reception and/or conference dinner are optional additions to the symposium programme that provide additional networking opportunities. The cost of a conference dinner can be included in the registration fee and/or purchased on site.

Conveners may also consider reserving an afternoon for optional excursions when planning the programme. Excursions might include educational opportunities to visit research labs and field sites, but may also include local sights of interest that will appeal to new visitors to the region. Excursions and transportation can often be arranged for with the assistance of a professional booking agent (a service offered by many travel agencies). The booking agent will usually collect payment for excursions.

2.4.8 Name badges

Name badges should include name, institute, and country. An early decision should be made on the responsibility for production of name badges either in the host country, or by other members of the organising committee.

2.5 Publication plans

Conveners of ICES co-sponsored symposia can apply for a special issue in the ICES Journal of Marine Science (IJMS), but publication in other outlets can also be considered. Detailed instructions on publishing symposium proceedings with IJMS are provided in Annex 3. If publication in another outlet is planned, please inform ICES Secretariat of the intended outlet and anticipated publication date when known.

Conveners can also request publication of proceedings, or part of the proceedings, in the ICES peer-reviewed series ICES Cooperative Research Reports (CRR) or ICES Techniques in Marine Environmental Sciences (TIMES). For information, please contact the ICES Editor (ruth.anderson@ices.dk).

2.6 Budget

Conveners are responsible for preparing a budget to ensure that the symposium will meet its own costs. The symposium will usually cover the majority of costs from a registration fee, which is set by the conveners in consultation with the ICES Secretariat. The Secretariat, if hosting the registration page, will transfer the fees to the host organisers two weeks after registration has closed.

The budget for the conference is expected to specify the expected sources of income and details of expected symposia expenses. This information should be briefly described in the resolution sections labelled “Resource Request” and “Additional Funding Sources”.

2.6.1 Registration fee

The most important consideration when calculating the symposium budget is the registration fee. The registration fee will generally cover the cost of the symposium proceedings as described in the next section.

- Conveners will need to decide if the registration fees will include receptions and meals, including any lunches and/or a symposium dinner.
- Conveners should decide whether the fees for invited speakers, the organising committee, and/or theme session conveners will be waived.
- Students generally pay a reduced fee.
- Discounted fees for other groups may also be considered as long as it is well-justified and meant to promote diversity, equity, and inclusion.

Costs associated with cancellations should also be taken into consideration and conveners should encourage participants to choose flexible travel options. 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 so it is important to have a clear communication regarding cancellations, refunds, and no-shows.

It is also recommended to consider setting an “early bird” fee, and a “late registration” fee. This approach will encourage early registration, and clarify expected participant numbers earlier in the planning process, thus facilitating practical planning.

ICES administration fee for registration of symposium participants (effective for co-sponsored symposium resolutions approved after January 2021)

If ICES is asked to host the registration platform for symposium participants, ICES

will charge a 5% administration fee of the net amount received (payment less credit card fee).

2.6.2 Costs

Unless substantial external support has been provided, the registration fee may have to cover some or all of the following costs:

- Rent of conference centre and facilities (hardware, poster panels, technical support, extra meeting rooms, Wi-Fi access, etc.);
- Cancellation costs of financial commitments to venue, catering, and social activities;
- Waived or reduced registration fees for some attendees (e.g., invited speakers, organising committee members, theme session conveners, students);
- Travel, accommodation, and per diem costs for keynote speakers;
- Busses to the welcome reception and other shuttle arrangements if some events are held far from the conference centre;
- Welcome reception (may be completely or partially covered by the registration fee);
- Conference dinner (may be included in the registration fee or separately);
- Refreshments and snacks for coffee breaks and poster sessions;
- Promotional and exhibition materials, such as flyers, banners, posters and postcards;
- Editing and production of the Book of Abstracts which may be hosted only online, but resources still need to be allocated to compile the abstracts;
- Online publication of symposium proceedings may need resources allocated for production and publication costs;
- Expenses for recording and/or live broadcast of some or all talks and sessions;
- Name badges;
- Decorations such as plants and flowers (optional);
- Gifts for keynote speakers and conveners (optional);
- Carbon footprint offsets (optional);
- Complimentary tote bags (optional, but conveners are encouraged to look for ways to minimize potential waste generated by the meeting).

2.7 Symposium website and online promotion

ICES communications promotes ICES symposia via website news and social media posts. Communications staff will contact the conveners to identify key messages, speakers, early career selectees, etc., for outreach efforts.

2.7.1 Website

Conveners can set up their own website and the Secretariat will create a link to it from the ICES website. Alternatively, the conveners may request ICES to host the symposium website. If this is the case, the symposium website will follow ICES website design, and content for the site must be provided by the symposium organizers including text, photos, and graphics. See Annex 2 for more detailed information.

2.7.2 Other promotional material

Promotional material, such as flyers and posters should be consulted with the ICES Secretariat, ensuring that the text and key matters of content are suitably covered. Conveners are responsible for preparing the first draft of any flyers and posters. Draft flyers should be submitted to the Secretariat for final production no later than 9 months prior to the symposium.

2.7.3 Social media

The conveners should inform the ICES Secretariat of any social media accounts that have been set up for the event (including conference hashtags) and other plans for social media promotion.

2.7.4 Use of ICES logo

The ICES logo should be prominently included in the promotional material including the symposium website, programme, posters, etc. You can download these logos from the ICES website: <http://ices.dk/news-and-events/press-room/Pages/Logos.aspx>

2.8 Exhibitors

Conveners may choose to invite exhibitors to the symposium. If exhibitors are invited to the symposium, please keep in mind that facilities must be provided for them. These facilities may include a desk, chairs, Wi-Fi access, power drop and possibly screens, etc. The steering committee may decide to charge a fee to exhibitors, which can provide an income to the symposium. However, if an exhibitor is highly relevant to the symposium, the organising committee and conveners may choose to waive the fee. Please see the example [exhibitor's package](#) for inspiration.

2.9 Support for Early Career Scientists (ECS)

2.9.1 Use of ICES funds for support of early career scientists

If ICES has approved support of ECS for the symposium, the conveners will need to decide how these funds are to be designated. Common options include:

- Coverage of registration fees (paid directly to the organisers);
- Travel grants (paid to the ECS, but please note the limitations of travel grants outlined in the section below);
- Support for ECS events such as mentorship or training activities (paid directly to the organisers).

Statement for Early Career Scientist Travel Grants

To ensure that conveners are not liable for any losses to ECS travel grants, ICES recommends the following text to be included on the symposium's webpage on funding as well as the ECS travel grant letters.

Suggested Early Career Funding Statement:

Early career scientist travel grants can only be transferred to the selected participants when they arrive on site. Please note that symposium organizers cannot reimburse travel expense losses due to COVID-19 or other reasons, and this coverage and travel insurance protections should be supported by the home institutions of the symposium participants. As such, you are strongly encouraged to discuss your travel arrangements with your home institutions prior to

booking travel and accommodation, and wherever feasible, book re-fundable options. The grant is contingent on in person attendance at a physical symposium.

2.9.2 Selection criteria, process, and timing

Selection of ECS for ICES support requires an application and evaluation process to be established. Two criteria are generally required of all applicants applying for ICES early career support:

- Under 35 years of age and/or completed a PhD within the past five years, AND
- An accepted abstract for either a poster or oral presentation.
- Additionally, priority is given to ECS applicants affiliated with institutes in [ICES member countries](#).

The conveners and SSC can further specify the selection and evaluation criteria as long as it can be clearly communicated in advance of the application process and applied transparently. Considerations may include:

- Alignment with the symposium themes and/or ICES scope of work;
- Balanced representation across early career stages, such as students, post-docs, and early career professionals;
- Geographic and gender balance; and
- Prioritization of groups that face the most barriers for funding support.

Once applicants have their oral and poster presentations accepted by session conveners, their applications for ECS are evaluated by the ICES Secretariat staff. This selection may occur in collaboration with conveners and SSC members provided a small committee is established for this purpose. The selection process should take place maximum 1 month after the abstract selection and minimum 3 months before the symposium. This timeline is essential for many ECS since their participation often relies on funding to make travel arrangements in due time.

2.9.3 Coordination of ECS support with other organisations

If other organisations are supporting ECS, it should be determined if there should be one process for selecting all ECS grantees that considers the selection criteria of ICES and the other organisations. In most cases, the ICES Secretariat and the other organisations representatives will work together to see how these funds can complement each other to have the broadest participation possible of ECS.

When multiple sources of ECS funding will be provided for the symposium, ICES Secretariat staff will still send the grant letters to selectees that will be supported by ICES funds unless other arrangements have been agreed upon in advance by the Secretariat.

2.9.4 Advertising of ECS support

ECS support should be broadly advertised, including announcements on the symposium website and social media platforms when the submission for applications is open.

2.9.5 ECS application database

If ICES is the only ECS supporter, our IT staff will set up the application database. If other organisations will contribute to the support of ECS, the organisations will work together to decide on the best way to collect and evaluate the applications.

ICES will keep a record of the successfully funded ECS for each ICES co-sponsored symposium.

2.9.6 Notifications for successful and unsuccessful ECS applications

When the selection process is completed, the ICES Secretariat will send out letters to the ECS selectees supported by ICES funds for registration fees and/or travel grants. This letter will request confirmation of acceptance of support and notify the selected ECS that the ICES communications team may contact the individual requesting an interview for a short news article or other promotional materials to highlight our ECS selectees. Generally, ICES will wait for the confirmation of acceptances before notifying unsuccessful applicants. An example grant letter is available in Annex 4.

Confirmation of attendance and dissemination of funds for early career travel grants

Early career scientist travel grants can only be transferred to the selected participants when they arrive on site.

2.10 Letters of Invitation for Visas

Some country nationals will require a visa to be able to attend the symposium. The conveners should expect and plan accordingly to send out required letters of invitation and other documents needed for some international attendees. It is a good idea to first have some assurance that the visa applicant has confirmed their attendance to the symposium, for example through prior registration.

The organising committee should appoint a specific contact person for these requests and the symposium website should include also information about how to request official letters of invitation. Hosting countries may require specific information, but requests for Letters of Invitation should generally include the following details:

1. Full name (as it appears on passport)
2. Email address
3. Date of birth (MM/DD/YYYY)
4. Nationality
5. Passport number
6. Accommodation during stay and who will cover the expenses in connection with the stay
7. Role in Symposium (e.g., registered participant or registered presenter)

For symposia to be held in Denmark, information on the Danish visa application process for hosting company/organisations is available [here](#). Please note that some countries may require additional information, such as home institute and contact person in the host country so it is best that the symposium contact person identify these specifics well in advance of the symposium so they can be included on the website.

3 Hosting a virtual symposium

Due to the increasing urgency to reduce carbon emissions of travel and effects of the COVID-19 pandemic on work, an increase in virtual symposia is expected in the coming years. To accommodate the increasing number of online events, ICES can choose to support a certain number of virtual symposia each year based on the resources available in the Secretariat.

There are many benefits to using a virtual format, such as the increased accessibility for participants. However, online events also have unique considerations of increased technical support needs and coordination across international time zones.

3.1 Planning a virtual symposium

Planning a virtual symposium requires as much time as planning an in-person event, so conveners should ensure that adequate time is allotted to the planning process. Conveners should start the planning early in order to make decisions on software, digital tools, and programme design.

A virtual event will likely attract a global audience, so the conveners need to be sensitive to time zone differences of participants. It is also important to consider that the number of virtual participants may be larger than in-person events, with the potential for a higher number of abstract submissions.

As such, conveners will need to deviate from traditional plans of in-person meetings by making additional accommodations such as taped talks, breakout rooms for discussions, and rethinking session and presentation timing. Particular attention should be paid to finding ways to incorporate more informal virtual interactions and discussions, which are often viewed as extremely valuable opportunities at physical meetings but are often overlooked at virtual events.

While some financial costs will be reduced for virtual symposium, IT expenses and necessary support personnel can be large and should not be underestimated. Discussions about how to handle registration fees and registration links are also critical.

3.2 Software and digital tools

There are several virtual tools available to improve the social interactions and the overall experience of online events. Conveners need to consider what kind of video software (Zoom, GotoWebinar, Webex, etc.), networking platform, social media, and registration platform to use. When choosing digital tools, the conveners also need to consider the financial costs of these and the necessary support needed to run these platforms.

Currently, the ICES Secretariat has limited experience with virtual platforms for running large online symposia, but is in the process of building capacity. The 2020 International Marine Conservation Congress (IMCC) had a good experience using [Whova](#), an integrated platform that includes video, networking, chat functions, breakout sessions, 1-1 calls, and the ability to identify participants and speakers. Having all these features in one platform is user-friendly and enables engagement in virtual spaces.

3.3 Virtual Early Career Scientists Support

ICES continues to support symposia that target early career scientists. There are many ways to promote Early Career Scientists in virtual events and this can include training and workshops targeted at early career scientists, online networking events, and meet and greets with career professionals.

4 Postponing symposia

A consequence of the COVID-19 pandemic, has been the need to postpone symposia due travel restrictions across the world. If the conveners choose to postpone the symposia, permission is to be requested from the ICES Secretariat.

5 After the symposium

5.1 Symposium reporting form and scientific overview

All symposia supported by ICES are required to complete **both** a symposium reporting form (included in Annex 6) as well as a 1-2 page symposium overview, no later than 6 weeks after the symposium ends.

The completed reporting form must include all details of early career support selectees and financial information including the total costs spent and the contribution from ICES co-sponsorship.

The 1-2 page symposium overview should summarize the scientific content, outcomes and science highlights. Examples of past symposium reports can be viewed on the [ICES symposia website](#).

5.2 Certificates/letters of attendance

As part of the reimbursement procedure, some participants may require a certificate or letter of attendance for the symposium. It is a good idea to have a draft that can be easily modified to send out to the requesting participants after the symposium.

5.3 Evaluation of the conference

After the symposium, the Organising Committee may wish to thank the participants and ask for feedback. An example letter is provided in Annex 7, but for conferences that are held regularly, the conveners may also consider distributing a survey to help plan for the following symposium.

Annex 1: Example resolution for an ICES co-sponsored symposium

Resolution Form: Symposium

Review the ICES Symposium Guidelines for Conveners before submitting this resolution form. Once approved, all resolution information on this form will be publicly available on the ICES website.



Resolution Term (yyyy-mm-dd)			
Select a 2-year term. Start date is January 1 of the year before the symposium. End date is December 31 of the symposium year.			
Start Date: 2021-01-01		End Date: 2022-12-31	
Symposium Title (max 280 characters)			
Ecosystem models and their role in addressing ocean sustainability challenges			
Symposium Conveners (max 5)			
Full Name	Institute	Email	Country
An Other	France	Ifremer	an.other@ifremer.fr
An Other	United States	NOAA	an.other@noaa.gov
An Other	Sweden	University of Gothenburg	an.other@gu.se
An Other	Canada	DFO	an.other@dfo-mpo.gc.ca
Symposium Website URL (if known)			
Scientific Justification (max 1500 characters)			
Describe the aims, objectives, and anticipated outcomes of the symposium <u>and</u> the relevance of the symposium to the ICES Science, Advisory, and/or Strategic Plans.			
The aim of this symposium is to strengthen working relationships between the currently dispersed communities of scientists working on the development of ecosystem models and the implementation of marine environmental management. With most management agencies now committing to adoption of an ecosystem approach, it is timely to ask what can be done to increase the utility and impact of ecosystem models, and to learn from examples of successful application.			
Published outcomes will be a symposium review paper on future directions in this field and conference proceedings. The symposium will also ensure that a group of early career scientists have greater awareness of the potential applications of their ecosystem models as a result of participation in a symposium-associated training course.			
The topic of the Symposium is relevant to ICES Science Plan topics on 'Ecosystem Science' and 'Conservation and Management Science' and Advisory Plan topics on 'Incorporating innovation'. We intend that this symposium will lead to more effective and rigorous application of ecosystem models in supporting marine environmental management.			
Symposium Dates (yyyy-mm-dd)			
Start Date: 2022-10-10		End Date: 2022-10-12	
Venue (specific place such as the conference centre)		Expected Number of Participants	
Magnificent Conference Centre		250	
City/Town		Country	
Lisbon		Portugal	

<p>Comments on dates, venue, location, and participants (max 500 characters) For example, if any of the symposium details are tentative, provide potential dates (month/year), expected duration (# of days), venue(s) and location(s) under consideration.</p>
<p>The dates are confirmed.</p>

<p>Symposium Programme (max 1500 characters) Briefly describe the symposium programme, including any pre- or post-symposium workshops, training, early career activities, and other coordinated events.</p>
<p>This will be a three full-day symposium. Each morning will open with keynote presentations, followed by at least three parallel oral sessions, with an option to add additional sessions (up to five) for every 50 registrations over the basic target of 250. The first evening will consist of a poster session and mixer, and the second evening will include a panel debate followed by a symposium dinner. Two of the keynote speakers [name] and [name] have been confirmed, of which [name] is an active member of the ICES community. Subject to a successful funding bid, the Data Institute will coordinate the evening panel debate on the "future of the oceans."</p> <p>The keynotes, oral presentations, and poster sessions will focus on the following 5 themes: Advances in ecosystem modelling, Application of ecosystem models in scientific advice, Addressing uncertainty in ecosystem models, Adoption of modelling tools in management systems, and Advances in medium-term forecasting.</p> <p>A workshop on ecosystem modelling for early career scientists will run alongside the symposium; two members from the ICES Working Group on Marine Ecosystem Modelling (WGMEM) have committed to lead this workshop. We have a provisional booking of a venue adjacent to the conference centre for the two days before the opening of the symposium.</p>

<p>Acronym(s) of ICES Expert Groups, Strategic Initiatives, Steering Groups, Operational Groups, and Other Groups Contributing to the Symposium (optional)</p>
<p>WGMEM</p>

<p>Contributions by ICES Representatives (max 1500 characters) How will ICES representatives contribute to the planning and organisation of the symposium? For example, members of the ICES community may be conveners, session chairs, serve on the planning board, scientific and organising committees, assist with the selection of plenary speakers, awards, and early career support. Additionally, if ICES representatives are already involved in the symposium, please provide this information.</p>
<p>Conveners [names] are chairs of the ICES Working Group on Marine Ecosystem Modelling (WGMEM) and will coordinate regular communication with relevant ICES working groups and the IEASG chair about the symposium planning and outcomes.</p> <p>Two members, [name] and [name], of WGMEM will lead the early career workshop on techniques in marine ecosystem modelling.</p> <p>[name], the ICES Delegate for [country], is a member of the symposium organising committee.</p> <p>The twelve-person scientific steering committee will assist with the selection of abstracts. [name] of the ICES Science Committee has already agreed to join this committee and upon approval of this resolution, we plan to add a chair from one of the IEA regional working groups.</p> <p>Staff from the ICES Secretariat will participate in the symposium organising committee and in the panel selecting early career scientist travel grantees.</p>

Resource Request (max 1500 characters)

Before completing this section, conveners should read the ICES Symposium Guidelines for Conveners outlining the types of financial, coordination, and technical support that can be provided by ICES. List below all items requested of ICES to support this symposium. This must include specifics of any financial request, assistance with early career support applications, symposium registration, advertising, and/or website and virtual conference hosting, plans to use the ICES logo, etc. Clearly identify and describe requests that will require any time of ICES Secretariat staff such as coordination and technical support. This information is required so that the ICES Secretariat can assess its ability to fulfil these requests.

ICES is requested to:

1. Provide €10,000 funding to support attendance of Early Career Scientists (a panel including a member of the ICES Secretariat will be established to select grantees)
2. Assist the local organizing committee with budget management, collection of registration and other fees
3. Permit use of ICES logo on all symposium documentation and advertising

Additional Funding Sources (max 1500 characters)

List all current, pending, and to be requested support from other sources.

€130,000 Total cost

€62,500 expected from registration fees

Committed support

€50,000 from PKI, the local hosting institute, to book the venue, provide morning, afternoon and poster session refreshments, and development of a conference app

€10,000 from AKLP to support the attendance of scientists from AKLP countries

Pending support

€10,000 from ICES to support Early Career Scientists (this resolution)

€7000 from the Data Institute to support travel and subsistence for four participants contributing to an evening panel debate on the “future of the oceans”, the result of this bid will be known by [dd/mm/yyyy]

The budget is being developed on the basis that 250 registrations at an average of €250 will fund approximately half the symposium and associated activities, including three keynote speakers. The local hosts, PKI Institute, have committed €50,000 and have agreed to fund any shortfall in income to a maximum of €20,000. Any excess income would be used to support additional parallel sessions (we have options with the venue on locations for up to five) and additional training opportunities alongside the symposium.

Plans for Publication of the Proceedings

Specify potential publication outlet(s) below. For specific information on publishing proceedings in the ICES Journal of Marine Science (IJMS), refer to the ICES Symposium Guidelines.

Publication intended (specify): Ecological Modelling, IJMS

No publication intended

General Information**Resolution Status (select one)**

New resolution

This resolution has not been previously approved by the Advisory Committee (ACOM), Science Committee (SCICOM), and/or ICES Council.

Amendment to an approved resolution

This is a change to a currently active resolution that has been previously approved. Common amendments include changes to conveners, updates to symposium dates and venue, and term extensions following unavoidable delays.

<p>One-Sentence Summary (max 280 characters) Describe the central purpose of this resolution written for non-experts for use on the ICES website and social media. Use active voice, plain language with simple words that convey meaning, and avoid jargon.</p> <p>This international symposium will focus on the advancement of ecosystem models and their role in addressing ocean sustainability challenges.</p>

ICES Advisory Plan Priorities (select up to two if relevant to this resolution)	
Priority 1: Incorporating innovation	Priority 2: None

ICES Science Plan Priorities (select up to two if relevant to this resolution)	
Priority 1: Ecosystem science	Priority 2: Conservation and management science

<p>Additional Comments (if required, max 500 characters) Restrict comments to those that are required to understand and review this resolution and for which there is no existing box on the form (e.g., request for a special resolution term duration).</p>

Geographic Focus (select one or more)

<p><input checked="" type="checkbox"/> Non-geospecific Select non-geospecific when the resolution is not closely focused on a specific geographic region (e.g., symposium focused on techniques or processes).</p>

ICES Ecoregions and Adjacent Ecoregions	Areas outside ICES Ecoregions and Adjacent Ecoregions
<input type="checkbox"/> Adriatic Sea <input type="checkbox"/> Aegean-Levantine Sea <input type="checkbox"/> Arctic Ocean <input type="checkbox"/> Atlantic, Northeast (FAO area 27) <input type="checkbox"/> Azores <input type="checkbox"/> Baltic Sea <input type="checkbox"/> Barents Sea <input type="checkbox"/> Bay of Biscay and the Iberian Coast <input type="checkbox"/> Black Sea <input type="checkbox"/> Celtic Seas <input type="checkbox"/> Faroes <input type="checkbox"/> Greater North Sea <input type="checkbox"/> Greenland Sea <input type="checkbox"/> Icelandic Waters <input type="checkbox"/> Ionian Sea and the Central Mediterranean Sea <input type="checkbox"/> Norwegian Sea <input type="checkbox"/> Oceanic Northeast Atlantic <input type="checkbox"/> Western Mediterranean Sea	<input type="checkbox"/> Arctic Sea (FAO area 18) <input type="checkbox"/> Atlantic, Antarctic (FAO area 48) <input type="checkbox"/> Atlantic, Eastern Central (FAO area 34) <input type="checkbox"/> Atlantic, Northwest (FAO area 21) <input type="checkbox"/> Atlantic, Southeast (FAO area 47) <input type="checkbox"/> Atlantic, Southwest (FAO area 41) <input type="checkbox"/> Atlantic, Western Central (FAO area 31) <input type="checkbox"/> Indian Ocean, Antarctic and Southern (FAO area 58) <input type="checkbox"/> Indian Ocean, Eastern (FAO area 57) <input type="checkbox"/> Indian Ocean, Western (FAO area 51) <input type="checkbox"/> Mediterranean and Black Sea (FAO area 37) <input type="checkbox"/> Pacific, Antarctic (FAO area 88) <input type="checkbox"/> Pacific, Eastern Central (FAO area 77) <input type="checkbox"/> Pacific, Northeast (FAO area 67) <input type="checkbox"/> Pacific, Northwest (FAO area 61) <input type="checkbox"/> Pacific, Southeast (FAO area 87) <input type="checkbox"/> Pacific, Southwest (FAO area 81) <input type="checkbox"/> Pacific, Western Central (FAO area 71)

Close Links to Other Organisations (if relevant)
 Select scientific cooperation, agreements, partnerships, and other close links from the list below. Other links can be specified at the bottom of this table, but restrict your list to pertinent organisations that are closely associated with this resolution.

No close links to other organisations

<p>United Nations Organisations and Programmes</p> <ul style="list-style-type: none"> <input type="checkbox"/> European Inland Fisheries and Aquaculture Advisory Commission (EIFAAC) <input type="checkbox"/> Food and Agriculture Organization of the United Nations (FAO) <input type="checkbox"/> International Maritime Organization (IMO) <input type="checkbox"/> International Sea bed Authority (ISA) <input type="checkbox"/> Secretariat of the Convention on Biological Diversity (CBD) <input type="checkbox"/> UN Environment (UNEP) <input type="checkbox"/> UN Education, Scientific, and Cultural Organization – Intergovernmental Oceanographic Commission (UNESCO-IOC)
<p>European Commission and its Agencies</p> <ul style="list-style-type: none"> <input type="checkbox"/> European Commission (EC) <input type="checkbox"/> European Environment Agency (EEA) <input type="checkbox"/> European Fisheries Control Agency (EFCA) <input type="checkbox"/> Joint Research Council (JRC) <input type="checkbox"/> Regional Coordination Groups (RCGs) <input type="checkbox"/> Statistical Office of the European Communities (EUROSTAT)
<p>Regional Fisheries Organisations and Management Organisations (RFOs/RFMOs)</p> <ul style="list-style-type: none"> <input type="checkbox"/> General Fisheries Commission in the Mediterranean (GFCM) <input type="checkbox"/> International Commission for the Conservation of Atlantic Tunas (ICCAT) <input type="checkbox"/> North Atlantic Salmon Conservation Organization (NASCO) <input type="checkbox"/> North East Atlantic Fisheries Commission (NEAFC) <input type="checkbox"/> Northwest Atlantic Fisheries Organization (NAFO)
<p>Regional Sea Conventions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Baltic Marine Environment Protection Commission (HELCOM) <input type="checkbox"/> Convention for the Protection of the marine Environment of the North-East Atlantic (OSPAR)
<p>Arctic Networks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arctic Monitoring and Assessment Programme (AMAP) <input type="checkbox"/> Conservation of Arctic Flora and Fauna (CAFF) <input type="checkbox"/> International Arctic Science Committee (IASC) <input type="checkbox"/> Protection of the Arctic Marine Environment Working Group (PAME)
<p>Scientific Intergovernmental Organisations (IGOs)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mediterranean Science Commission (CIESM) <input type="checkbox"/> North Atlantic Marine Mammal Commission (NAMMCO) <input type="checkbox"/> North Pacific Marine Science Organization (PICES)
<p>Other</p> <ul style="list-style-type: none"> <input type="checkbox"/> European Aquaculture Society (EAS) <input type="checkbox"/> Integrated Marine Biosphere Research project (IMBeR)

Other Organisations(s) not listed above (if relevant)	

ICES Secretariat to complete the information below

<p>Unique Identifier Include the auto-generated identifier when the <u>approved</u> resolution is added to the resolution database.</p>

<p>Resolution Parent (select one) Symposia should generally select SCICOM.</p>
<p>SCICOM</p>

Professional Officer (if relevant)	Supporting Officer (if relevant)

<p>Secretariat Comments (max 500 characters) Only include essential comments that can be made public and must stay with the resolution.</p>
<p></p>

Annex 2: Symposium website guidelines

The terms and conditions for ICES symposium websites created and hosted by ICES Secretariat are described below.

Symposium resolution

Requests for Secretariat hosted websites are indicated in the “Resource Request” section of the original symposium resolution.

Website location

Symposium websites are created as sub sites of [ICES website](#). See for example Shellfish symposium 2019: <https://www.ices.dk/events/symposia/shellfish/Pages/default.aspx>.

Website design

The symposium website will be created with the same design as ICES website. It is not possible to change the colour or the format of the website template. ICES website design is defined in the ICES design guide, which can be requested from Terhi Minkkinen at ICES Secretariat terhi@ices.dk.

Website URL

ICES Secretariat will create a short URL for the website. This will be in the format: www.ices.dk/name or acronym of the symposium.

Website content

Symposium conveners will provide the website content including text, graphics, photos, etc., and all copyright information. The Secretariat will dedicate a staff member, who will be responsible for updating the website as the symposium planning develops. ICES communications staff may edit text content and make suggestions on how to display content on the website.

Registration and abstract submission

If the ICES-hosted website is to have online registration and abstract submission features, the timeline of when these will need to go online must be indicated in the original symposium resolution. This will ensure that the Secretariat staff can include this support in their yearly work plan.

How to write for the web

Users read websites differently than newspapers or scientific articles. For guidelines and inspiration for your content, see [Writing for the Web Checklist](#).

Annex 3: Instructions for publishing symposium proceedings in the ICES Journal of Marine Science

Requests for symposium issues to be published in ICES Journal of Marine Science (IJMS) will be decided upon by the Journal's Editor-in-Chief (EiC). Conveners who wish to publish some of the contributions from their symposium in the Journal are encouraged to contact the EiC before preparing their resolution (see the application checklist below). Publication will typically be 14-18 months after the symposium. Please note that the ICES Journal of Marine Science does not accept requests for symposia issues when conveners intend to publish in multiple outlets

Conveners are expected to solicit high quality/broadly relevant manuscripts from their presenters, particularly from keynote and other invited speakers. Conveners should prepare a spreadsheet listing the presentations delivered at the Symposium (names and affiliations of the authors and titles of their presentations), clearly indicating which are expected to submit manuscripts. This should then be sent to the Editorial Office Manager (ices.editorialoffice@oup.com) and the EiC, along with a cover letter stating the deadline that has been set for submissions. The deadline for submissions will normally be decided upon in consultation with the EiC. The Editorial Office will inform the conveners of the manuscripts that have been received shortly after the deadline. Thereafter, monthly updates on the status of submitted manuscripts will be sent to the conveners.

Manuscripts are submitted online through the [Journal's website](#). During the submission process, authors will be asked to identify the symposium with which their manuscript is associated from a pull-down menu. They should also identify the symposium in their cover letter. To ensure consistency and quality control in manuscript processing and in editorial decisions, symposium manuscripts are handled in the same manner as regular-issue Journal manuscripts. The Journal does not engage guest editors. Rather, all submissions are screened by the EiC in consultation with members of the editorial board. Conveners are advised to read – and circulate to symposium delegates – the document, "[How to get published in ICES JMS](#)".

When the content of the symposium issue is finalized, the conveners will receive the manuscripts that have been accepted. The conveners will be asked to write an introductory article providing the background and rationale for the symposium and a summary of the contributions and their significance. They will also decide upon the order in which the articles should appear in the print issue. The conveners are acknowledged with bylines in the symposium issue and will also receive a publication credit for their introductory article. The introductory article must acknowledge ICES funding contribution to the symposium as follows: "The authors thank the International Council for the Exploration of the Sea (ICES) for co-sponsoring this conference".

In addition to the ICES-sponsored symposium proceedings published as an integral part of each volume of IJMS, it is possible to publish additional proceedings as Supplemental issues. In each such case, mutual agreement between the organizers, the Journal's EiC, the ICES Secretariat, and Oxford University Press must be reached beforehand about the precise conditions for publication, stipulated in writing. Supplemental issues can be arranged at a cost of £50 per page (online only, free colour figures). Please note that this cost does not include the licensing charge to publish papers open access. If the conveners would like to consider bearing the entire cost of an additional

symposium issue, they should contact the Journal's EiC, Howard Browman (howard.browman@hi.no), the OUP publishing editor Cailin Deery (cailin.deery@oup.com), and the OUP Supplements Development Manager Gemma Barker (gemma.barker@oup.com).

Checklist for application for a symposium issue in ICES Journal of Marine Science:

When applying for a symposium issue of the ICES Journal of Marine Science, please consider:

- all sub-topics covered by the symposium should be represented by at least one manuscript submission;
- the keynote speakers should be strongly encouraged to submit synthetic reviews that reflect what they were invited to achieve with their talks;
- delegates should be encouraged to submit manuscripts;
- only high quality/broad interest articles will be pursued (see the document "[How to get published in ICES Journal of Marine Science](#)");

The application should include a detailed publication plan, which includes the following information:

- the anticipated contents
- state explicitly that the conveners agree to the 14-18-month turn-around schedule for publication;
- state whether you wish the EiC, and/or other members of the Journal's editorial board, to be present at the symposium to explain the manuscript review process, assess the quality of the presentations for possible publication, and to answer questions from potential authors.

Call for Papers

The Call for Papers should be developed in consultation with the ICES Secretariat, to ensure that the text and key matters of content are suitably covered. Conveners are responsible for preparing the first draft of the Call for Papers.

The text in the flyer should read, "Selected manuscripts will be considered for publication in ICES Journal of Marine Science, and can be submitted at any time until the deadline"

Annex 4: Example Grant Letter for Early Career Scientist Support

Dear [selected ECS],

Congratulations on your successful application for ICES early career support for the [Symposium xxx] to be held in [xxx] on [xxx].

ICES is pleased to offer you [support to cover your symposium registration fees] and/or [a travel grant of \$\$\$ Euros]. Note that the funding for early career scientists are limited and therefore this offer is non-negotiable. **Please inform us by email to symposium@ices.dk no later than [date] on your decision to attend the symposium and of your acceptance or decline of this grant.**

If you have been granted registration fees, these fees will be directly paid to the organisers on your behalf.

If you have been granted a travel grant, a bank transfer form has been emailed to you and should be returned to symposia@ices.dk in order to receive payment. The early career scientist travel grant is contingent on in person attendance at a physical symposium and funds can only be transferred to the selected participants when they arrive on site.

Please note that symposium organizers cannot reimburse travel expense losses due to COVID-19 or other reasons, and this coverage and travel insurance protections should be supported by the home institutions of the symposium participants. As such, you are strongly encouraged to discuss your travel arrangements with your home institutions prior to booking travel and accommodation, and wherever feasible, book refundable options.

In the unlikely event that you are not able to attend the conference, and do not wish to make use of the grant, please let us know as soon as possible, as the funds will, in that case, be passed on to another applicant.

We encourage you to visit the symposium website for further information, where details of the scientific programme and early career events will be available in the coming months [insert website link]. You can also follow our social media [@symposium] and [#symposium] for updates. Please remember to register for the conference, if you have not already done so.

We are looking forward to welcoming you to [city] and to the [symposium title] in [month year]. If you have any questions, please reach out to us at symposia@ices.dk.

Kind regards,

[xxx]

Annex 5: Example Letter of Invitation for Visa

First Name Last Name

Address

Nationality

To whom it may concern,

Please be advised that [First Name Last Name] (passport number [XXXXXXXX]), of [Institute Name], has registered for the [XXX Symposium], taking place in [City, Country], [Date Month Year].

Participation at the conference is entirely at participants' own cost. [OPTIONAL: First Name Last Name has been granted early career scientist funds of XXX EUR, to support travel and subsistence at the conference.]

Please do not hesitate to contact [xxx], should further documentation of registration be required.

Best regards,

(Signature)

Name

Title

Annex 6: Symposium reporting form (2 pages)

Please submit this form to symposia@ices.dk along with a 1-2 page overview summarizing the scientific content of the symposium no later than 6 weeks after the symposium ends.

GENERAL INFORMATION

CONVENERS	1. First Name Last Name, Country 2. 3. 4. 5.
VENUE AND DATES	
SYMPOSIUM TITLE	
NUMBER OF PARTICIPANTS	
PLANS FOR PUBLICATION OF THE PROCEEDINGS	Please indicate any publications that are planned from the symposium.

EARLY CAREER SCIENTIST INFORMATION

NUMBER OF EARLY CAREER SCIENTISTS	State the number of participants
FULL NAMES, INSTITUTE, E-MAIL ADDRESS, AND GENDER (IF KNOWN) OF EARLY CAREER SCIENTISTS FUNDED BY ICES** ** If there were more than 10 early career scientists, you may submit this section as an Excel file to symposia@ices.dk	1. Malene Smith, DTU Aqua, Denmark, m.smith@dtu.dk , Female 2. Søren Jones, IMR, Norway, s.jones@imr.no , Male 3. 4. 5. 6. 7. 8. 9. 10.

FINANCIAL INFORMATION

FINANCIAL REPORTING	EXPENSE	AMOUNT (EUR)
	Venue	i.e., Rent, food, AV costs
	Keynote speakers	i.e., Travel costs and honorarium
	Public relations costs	i.e., Advertising, publications
	Other costs	e.g., Web hosting, transportation
	Total costs	Total costs for the symposium
	ICES Contribution	State the amount contributed by ICES and a breakdown of how the funds were used

The symposium conveners confirm that early career scientist travel grants were contingent on in person attendance at a physical symposium and followed ICES early career travel funding statement below.

Early career scientist travel grants can only be transferred to the selected participants when they arrive on site. Please note that symposium organizers cannot reimburse travel expense losses due to COVID-19 or other reasons, and this coverage and travel insurance protections should be supported by the home institutions of the symposium participants. As such, you are strongly encouraged to discuss your travel arrangements with your home institutions prior to booking travel and accommodation, and wherever feasible, book re-fundable options. The grant is contingent on in person attendance at a physical symposium.

Name(s) and signature(s) of convener(s) completing form:

Signature

Date:

Full Name

E-mail

Institute Name and Address

Annex 7: Example Thank You Letter requesting feedback

Dear [Symposium] participants,

Thank you for attending the [Symposium]. Your participation helped make the event a great success.

We need your input! Please take 5 minutes to complete this short survey [link] by [date]. Your input will help make the next [Symposium] even better.

A few important reminders:

- The deadline for submitting papers for the special issue of the [Journal name] is [date]. More information is available here: [link].
- The symposium website includes lots of information and resources including [videos of all the plenary events and speakers, cartoons from each day, photos] and much more.

[Symposium] by the numbers: [include statistics here]

Thank you to all the [Symposium] organizers, sponsors and participants!

- The [Symposium] Organizing Committee