

GUIDELINES AND RULES FOR IACMAG CONFERENCES

The conferences sponsored and organized by the Association have been very well attended and there has been considerable growth in attendances over the years since the inception of this conference series. Hence, it is appropriate that the existing rules and criteria are consolidated for the orderly conduct of future conferences. Some of the major criteria for consideration are:

1. Procedures for location of conferences and scope,
2. Formulation of timetable,
3. Formation of required committee(s),
4. Preparation of budget and printing of stationery,
5. Criteria for selection of papers,
6. Criteria for invited speakers,
7. Critical circumstances
8. Procedure for publication of proceedings,
9. Co-sponsorship and financial support,
10. Transportation and accommodation,
11. Financial aspects and support by the Association, and
12. Final report.

1. Conferences and Location

The International Association for Computer Methods and Advances in Geomechanics (IACMAG) is the sponsor and overall administrator of these conferences. It will establish a Conference Liaison Committee (CLC) to provide direction and advice for each conference regarding the conference arrangements, such as technical topics, invited speakers, conference sessions, conference budget and conference fee. A Local Organizing Committee (LOC) will normally be established to handle the day-to-day running of each conference. The composition of these committees is described below under Section 3.

1.1 Scope

The scope of the conference will include topics such as theoretical developments, constitutive modeling, applications of computer methods and important advances in geomechanics. The basic and general scope shall remain essentially the same for all conferences, although a few specific emerging topics may be included as appropriate. Topic(s) of local interest may also be added in the Scope with the agreement of the CLC.

If topics and/or events are proposed by other societies/institutions/associations for inclusion in the conference program, this should be done in consultation and with the agreement of the CLC.

1.2 Duration

The duration of an IACMAG Conference would be about 4 to 5 days so as to cover the wide scope of topics usually included. If for any reasons it would be necessary to reduce the duration, the Chair of the conference should submit the reasons to the Executive Board (President, Vice Presidents, Past President(s), treasurer, and Secretaries) of the ICAMAG for approval.

The location of the next conference in the series will be ordinarily considered at the time of the previous conference. A Conference Selection Committee (CSC) made up of about 3-6 individuals, appointed by the President of IACMAG, will review the nominations and report its recommendations to the Board. The decision by the CSC for the next conference will be discussed and submitted to the Board of IACMAG for approval, usually during its meeting at the time of the previous conference, and will normally be announced at the time of the previous conference.

The candidate(s) and the host institution for the new conference will agree to the guidelines and rules, which will be provided in advance, before the candidature is formally considered. A copy of the Guidelines and Rules will be made available to all candidates.

It is recommended that proposers of conferences obtain initial approval and agreement from host institutions and co-organizers, if any, before their nomination is submitted and considered. Proposer(s) of the selected site will also need to submit a signed agreement to abide by the Guidelines and Rules for IACMAG Conferences to the IACMAG via the President, before the formal selection process takes place, preferably at the time of the previous conference when the selection is made.

2. Time Table

A suggested format of the timetable is shown in Appendix I. It will be the responsibility of the Chairman of the Local Organizing Committee (LOC) and the IACMAG to see that the timetable is followed as closely as possible.

3. Committees

An ad hoc Conference Liaison Committee (CLC) shall be formed normally consisting of the President (as the Chair), one Vice-President, the Secretary, Past-President of IACMAG, and one Board Member of IACMAG from the location of the conference (chosen by the President), to maintain appropriate liaison with the Local Organizing Committee (LOC), through its Chairman.

The Chairman of the LOC should maintain frequent contact with the CLC, and inform it to obtain concurrence regarding adoption of the scope, duration, time table, composition of various committees, invited lectures, publication of proceedings, financial aspects including periodic budget preparation, etc. (see Appendix I). The Chairman of the LOC would also inform and seek input from the membership of the LOC. As appropriate, paper review and editing, and financial sub-committees of the LOC will be formed after a location is selected. A Chair of the Conference, with two to four Co-Chairs will be named; the Chair shall usually be a person associated with the host institution.

If the conference involves significant levels of co-organization with other individuals and/or institutions regarding planning, location, financial aspects, papers and proceedings, etc., clear and written agreements will be made in collaboration with IACMAG (CLC), so that any disputes that can adversely affect the conference and IACMAG are avoided.

4. Coordination and Liaison

As indicated previously, a CLC will be formed for deliberations, discussions and resolutions of items that need such consideration. The President or his or her representative will be the contact person of the Association, and will consult with other members of the IACMAG Executive Board, as necessary.

The Chair shall provide a copy of the Association's Guidelines and Rules to the agency/institution that will be involved in the execution of a conference. A copy of this communication will be sent to the President, including the name and address of the liaison member affiliated with the agency/institution.

If the Chair and his/her local group do not have significant prior experience in holding conferences or events of similar magnitude, the membership of the Liaison Group may be enhanced so as to assist the local organization, and in specific task(s).

The Chair shall keep the Secretariat of the Association and the CLC informed of the continuing developments such as web sites, preparation of brochures, applications for financial support, and sponsorships, budget, and abstracts and papers received (see Appendix I), as well as suggestions for the names of individuals who may be asked to present invited lectures. The conference web site will be included in the IACMAG web site, and any other relevant web sites.

5. Budget and Stationery

The Chairman of the LOC shall prepare a budget including all expected expenses and receipts. The budget will be revised at various stages; hence, the initial budget would be essentially an estimate. Copies of proposed budget(s) shall be sent to the IACMAG (CLC) for a review, suggestions, if any, and concurrence.

Since IACMAG conferences represent a professional service, and they are essentially non-profit activities, expenses should be kept to a minimum. It would not be appropriate to include personnel time (e.g., Chairman, Secretary, IACMAG President, CLC, etc.) for the expenses in the budget. A commercial organization for administering (some part) of the conference may be considered, only if its expenses do not escalate the registration fee to an unacceptable level.

If required, IACMAG shall provide the Chair with appropriate stationery or sufficient funds (in the form of a loan) for printing the stationery for the conference. The letterhead should state: “_____ Conference of the International Association for Computer Methods and Advances in Geomechanics.” The stationery should also contain the name of the Chairman and his or her affiliation. It may be appropriate to list the members of the LOC on the stationery. However, this will depend upon the circumstances such as sizes of the committees. All correspondence by the Chair and other authorized persons related to the conference should be communicated on this stationery.

6. Conference Participation and Financial Support

Participation in the conference from various countries should be based on technical considerations only, and home-country designation of participants shall be in accordance with international agreements.

Committee members, invited papers, chairs of sessions, etc., will be decided by the LOC in consultation with and concurrence of the CLC, with consideration given to geographical distribution.

Committee members, invited papers, chairs of sessions, etc., will include a combination of established individuals, “new blood” and emerging workers in the field. This is important for the reputation, growth and health of the conferences and the Association.

The conference will pay to IACMAG 15% of the total income, e.g., from the registration fees paid by participants in the IACMAG conference; preferably half before the conference, and half after the conference (within three months).

The conference will provide support in terms of waiver of registration fee, airfare, accommodation, and per diem to the officials of IACMAG, e.g., President, Founding President, past President and Secretary. Travel expenses (air fares, etc.) for the IACMAG officials may be provided by IACMAG if a payment significantly greater than 15% of the registration fees is to be received by IACMAG from the conference. The LOC shall determine if such greater payment will be made to the IACMAG at the time of notifying the IACMAG officials in writing about their level of support, which should occur well before the conference.

The plenary and semi-plenary speakers will be provided with a reduced registration fee accommodation and/or travel grants, depending on the availability of funds, e.g., from government, industrial, registrations and other supports received by the LOC.

It is expected that support, e.g., a waiver of registration fee and partial travel support, would be provided to junior persons and students, depending on available funds. If the conference receives financial support from external agencies (government, private, etc.), a portion should be earmarked for students and junior persons. A statement should be included in the brochures regarding the encouragement of participation by junior participants and availability of such support.

Depending upon the availability of funds, IACMAG may provide scholarships to students who present papers at the conference.

All registered and paid participants will be admitted as members of IACMAG for one year. If they continue after one year, a membership certificate, etc. will be provided to them.

7. Critical Circumstances

If causes such as natural hazards and major strikes affect the conference and its attendees significantly, a committee composed of the officers of IACMAG would take into account such a situation, and consider modifying the payment by the conference to the IACMAG.

8. Selection of Papers

A review form and a set of criteria will be established for selection of contributed papers. Sufficient time should be allowed to introduce corrections and changes to reviewed manuscripts before final acceptance.

9. Brochures

Brochures and other promotional material shall include, among other items, a brief history of the conferences and support to junior persons and students; the final brochure would include a listing of the IACMAG Board Members. Although brochures may emphasize details of local geography, etc., items such as national flags are not considered appropriate. Drafts of brochures shall be provided to the Secretariat (CLC) before they are printed.

10. Publication and Proceedings

The title sheet of the proceedings shall include the name of the conference and the name of the International Association; the name of the host institution will be included as shown in Appendix II.

The language of the conference and proceedings will be English.

The Proceedings will be published by the most economical mode so that all interested persons and institutions can afford them. They will be preferably available to the participants before the conference, but not later than at the time of the conference. The publisher will be selected in consultation with the CLC.

Nowadays, it is preferable to prepare a CD or a thumb drive for the proceedings. In that case, printed proceedings may not be needed. However, if it is desired to prepare printed proceedings, they will be prepared by using the most economical means, e.g., it is not necessary to print the proceedings on hard cover or expensive paper.

The question of all editorial aspects for the proceedings should be discussed with the CLC.

The names of the cosponsors and financial supporters will be listed on the reverse side of the title page. The membership of the IACMAG Board and committees shall be included in subsequent pages.

11. Cosponsors and Financial Support

The Organizing Committee shall initiate the correspondence for technical co-sponsorships and financial support. Copies of all such correspondence shall be sent to the Secretariat (CLC).

12. Financial Aspects and Support by the Association

If needed, the Association will provide up to U.S. \$7,500 as seed money to the next conference. This amount will be treated as a loan, should be provided for in the budget, and will be returned to the Association (after the conference), preferably before the conference, as funds become available.

The Association shall see that the registration fee and cost of the proceedings, etc., to the participants are kept to an affordable level, consistent with the financial needs to run the conference. It is not intended to make a significant residual 'profit' from the conference; but it is recognized that this may often be a requirement of agencies that provide financial support to conferences.

The budget shall include a provision for one or two visits to the conference site by the representatives (of the CLC), liaison group and/or the Association representatives before the conference is held.

The Association shall not be responsible for any losses. It is believed that the chances of a loss are remote, and care should be taken to provide for all eventualities in the budget and seek all possible financial support. It is understood that no previous conference (even with paid participants of about 150) has incurred a loss.

13. Transportation

The organizer(s) will provide participants sufficient information for making travel arrangements to the conference site

In cases where travel to the site is difficult, the organizers shall provide required assistance including local (airline) reservations and support, and arrangement of special (charter) flights for which, among other items, appropriate insurance will be provided.

The organizers shall arrange for transportation for such activities as sightseeing, social, and after-conference tours. It is desirable to make available periodic vehicle transportation to and from the conference site, hotels and local (city) sites.

14. Accommodation

The organizers should arrange for and provide a list of hotels whose cost ranges from high to low, e.g., from US\$200 to US\$100 per night. Also, arrangements for economical accommodation for younger and student participants would be made.

15. Final Report

The Chair shall report preliminary details of the conference during the Board meeting at the time of the conference.

The Chair shall submit a report and the remaining amount (15%, see item 6 above) and any loan, to the Association within three months after the conference. It should include detailed items such as attendance, geographical distribution, details of expenses and receipts, financial support received, residual or loss, and recommendations for future meetings.

DOCUMENT HISTORY

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REVISED AND ACCEPTED AT TURIN

November 10, 2005

APPENDIX I

TIME TABLE FOR CONFERENCE
 Assume that the conferences are held every three years.

<u>Stage</u>	<u>Months/week Prior to the Conference Date</u>	<u>To be submitted to CLC</u>
1. Selection of Location	Ordinarily, the time of previous conference	
2. Formation of Committees, and Chairman	32 months	X
3. Preparation of Budget and Stationery	30 months	X
4. Initiate Applications for Co-Sponsorship and Financial Support	24 months	X
5. First Announcement and Call for Papers	24 months	
6. Receipts of Abstracts	18 months	
7. Meetings of Organizers and Association Representatives (CLC)	18 to 6 months	X
8. Revise Budget to Account for Financial Support Received	12 months	X
9. Complete Review of Abstracts	15 months	
10. Receive Manuscripts	9 months	
11. Receive Revised Manuscripts	6 months	
12. Revise Budget including support to participants	4 months	X
13. Submit Preliminary Report and Budget	At Conference	X
14. Submit Final Report Including Financial Aspects	Within 3 months after the Conference	X

APPENDIX II

COMPUTER METHODS AND ADVANCES IN GEOMECHANICS

Proceedings of the _____ International Conference

of the

International Association for Computer Methods and Advances in Geomechanics

Location (Host Institution)

Date

(Editors)

INTERNATIONAL ASSOCIATION FOR COMPUTER METHODS
AND ADVANCES IN GEOMECHANICS