



## International Union of Forest Research Organizations

Union Internationale  
des Instituts de  
Recherches Forestières

Unión Internacional  
de Organizaciones de  
Investigación Forestal

Internationaler  
Verband Forstlicher  
Forschungsanstalten

### IUFRO OFFICEHOLDERS AND THE SECRETARIAT

We at the IUFRO Secretariat are a bunch of curious people - we want to know about everything that is going on in IUFRO. Unfortunately, in many cases, we often find out about things not because of planned handing-on of information, but by mere coincidence.

Below find listed the things we would be particularly interested to know – we hope that you will realize that you and IUFRO as a global network will greatly benefit if you inform us accordingly!

- Events:** When you are organizing an event, send the following relevant information: title, venue, date, organizing IUFRO Unit(s), event homepage.  
Only then your event will be included in the Calendar of Meetings, your Unit's events page (all on IUFRO website), in IUFRO News and in the Global Forest Information Service GFIS, <http://www.gfis.net>.  
Also inform us of events that are of interest to your Unit.
- Proceedings of events:** When you have published proceedings, please send us a pdf file and 2 hard copies of the proceedings.  
Only then your proceedings will be included in the DABIS on-line literature database and the on-line proceedings archive on the IUFRO website.
- Newsletters:** Please place the IUFRO Secretariat on the mailing list of your electronic newsletters – even if you accidentally forget to forward useful information to us, your newsletters are an invaluable source of information that we use for inclusion in all our electronic (and other) media.  
Only if we receive your newsletters, they will appear on your Unit's newsletter page on the IUFRO website.
- State-of-knowledge reports:** if your Unit publishes a state-of-knowledge report, send us a pdf file; only then it will appear in the relevant section of your Unit's homepage on the IUFRO website.
- If you have **special ties** to any other Unit in IUFRO, let us know – only then this information will appear in your Unit's links page on the IUFRO website. This might enhance information and communication flow among Units at all levels.
- Coordinators'/Deputy Coordinators' contacts and affiliation:** please inform us of any changes in your contacts and affiliation so that we can update them in our database.  
Only then they will appear correctly on the IUFRO website.

7. **Research interests:** each of you has a certain research focus and research interests. Please inform us about yours – only then they will be listed in your Unit's page called "Expertise offered by Unit".
8. **Unit webpages:** all items above refer in essence to your Unit's webpages: if you supply all this information, it will be used to update your webpages. Please also check the pages yourself regularly and tell us what should be modified or deleted. Do not forget that any of you can also use the mailing lists of the Divisions, Research Groups and Working Parties to divulge information you consider relevant to a larger audience.
9. **Scientific Summaries:** IUFRO has developed a new means of electronic publication, the "Scientific Summaries": These may be related to meetings or events of relevance in IUFRO Divisions, Task Forces, Projects and Programmes, and aim at presenting substantial information on progress, processes and – most of all – results in forest science and related disciplines in a concise and attractive style. The reports will reflect the contributions of IUFRO activities to topical issues in forest science that are of a broad interest and possibly related to international processes and debates. They are presented prominently in IUFRO media, especially in IUFRO News and on the IUFRO website. In addition, the full reports continue to be posted on the relevant Unit webpages.
10. **Register for a user account** on the IUFRO website: in order to have access to all areas of the IUFRO website, register for a user account and log in to our website. Only then you will be able to access valuable guidelines for your work as IUFRO officeholder (<http://www.iufro.org/discover/working/>).

If you have any other information you want to share with us, please do so – we are looking forward to receiving it!

We thank you for your cooperation for a better functioning of IUFRO.

The IUFRO Secretariat