



International Union of Forest Research Organizations

Union Internationale des
Instituts de Recherches
Forestières

Unión Internacional
de Organizaciones de
Investigación Forestal

Internationaler
Verband Forstlicher
Forschungsanstalten

BEST PRACTICES GUIDELINES FOR THE ORGANIZATION OF IUFRO REGIONAL CONGRESSES

11 September 2014

1. IUFRO Member Organizations that wish to host a Regional Congress of IUFRO to be convened in their country should first seek guidance from IUFRO Headquarters about a suitable timing for such an event in line with IUFRO's overall plans for larger events within an inter-Congress period. Following these discussions the IUFRO Member Organization should submit documents presenting the proposal according to the guidelines outlined in this document.
2. The Management Committee (MC) of IUFRO will evaluate and consider such a submission approximately two years prior to the planned IUFRO Regional Congress. In case there is more than one IUFRO Member Organization from the same region submitting a proposal, the MC will short-list a maximum of three proposals for discussions and decision at the IUFRO Board meeting approximately 12 months prior to the planned date of the Regional Congress.
3. Based on these submissions the Board will thoroughly debate the proposals and thereafter cast a vote on the proposal. The submitting IUFRO Member Organizations are notified of the decision immediately after the Board Meeting.

Best Practices for Organizing a Regional Congress

1. Foreword

The International Union of Forest Research Organizations (IUFRO) is a non-profit, voluntary, international scientific union open to all organizations and individuals involved in forestry and forest products research. Currently, more than 120 countries are represented with approximately 15,000 participating scientists from about 650 member institutions.

This document describes IUFRO Regional Congress objectives, policies, best practices and desirable conditions for organizing a Regional Congress. These guidelines will be reviewed and revised by the IUFRO Management Committee (MC) if and when required.

2. Background

2.1 IUFRO Congress Objectives

A Regional Congress is concerned with:

- Scientific, technical and policy questions related to forests and forestry, with an emphasis on the respective region, addressed through technical sessions, special presentations, poster displays, and side events; and
- Publication of Congress results and resolutions.

In addition, satellite meetings are held to feature special topics and to promote dialogue between IUFRO and other science-based organizations as well as policy makers and other stakeholders. Social events and study tours in conjunction with a Regional Congress strengthen the IUFRO community through more informal and interactive exchanges.

2.2 IUFRO Congress Policies

IUFRO Regional Congresses should be held in between IUFRO World Congresses (not more than two Regional Congresses within one inter-Congress period). They are a non-political, international forum open to all nations, for the conduct of the Union's business, and for the exchange of scientific, professional and technical information on forest- and tree-related subjects. A Regional Congress may be extended by pre- and/or post-Congress excursions, presenting the type of forests and forestry typically found in the host country. The local and regional news media are welcome and encouraged to attend and there is documentation of Congress papers, posters, resolutions and other newsworthy events on the Internet.

The Board provides guidelines on best practices to IUFRO Member Organizations interested in organising a Regional Congress. The final selection of the host country will be made by the IUFRO Board, based on information provided by the interested IUFRO Member Organizations which will act as Congress Organiser.

Costs associated with the hosting of an IUFRO Regional Congress shall be offset by registration fees to be decided by the Congress organisers. The host organisation is responsible for covering remaining costs through resources that include direct contributions of the host country Member Organizations, and through contributions of sponsors and donors, who provide financial support for such a Congress. Donor contributions are particularly important for the support of IUFRO participants from economically disadvantaged countries.

Host country selection will rotate among geographic and/or climatic regions, thereby reflecting over time the distribution and interests of IUFRO's membership. Such geographic rotation also increases the opportunity to feature different forest ecosystems in Congress excursions.

To be eligible for selection, applicants must adhere to the guidelines and due dates published in this call for proposals.

3. Best Practices

This section provides a checklist of aspects related to the host country, host city, Congress venue, and finances that are considered to be essential for successfully implementing an IUFRO Regional Congress.

3.1 Aspects related to the Host Country

- Significant and active domestic forestry activities and forestry community, as demonstrated by the presence of forest research organizations, status of forestry in general, and the support given to the Regional Congress by the forest scientific community in the country.
- Host country location preferably features a different climatic and/or geographic region or continent from the previous Congresses in the region.
- The host country is politically and economically stable, and can support a non-political forum, consistent with the principles of the International Council for Science (ICSU).
- The infrastructure for communication (availability of phones and Internet) and transportation (international airports, railways and other ground transportation) in the host country is good.
- Environmental factors in the host country cause no undue concern relative to health and safety.
- Organizational plans for Congress management, including financial management, are sound.

3.2 Aspects related to the Host City

- The city shall be located conveniently close to an international airport, rail, road and/or sea connections.
- Local hotels shall provide attractive and suitable accommodation for the numbers of attendees anticipated.
- Hotel room rates shall range from high-standard to (low-priced) budget accommodations, and prices shall be appropriate for the advertised quality of the hotel. Discount rates for students and representatives from developing countries shall be provided.
- The host city shall offer amenities for a comfortable, safe, and pleasant visit.

3.3 Aspects related to the Congress Venue

- The Congress venue can accommodate meeting/exhibit space and equipment needs.
- The Congress venue can accommodate planned functions and special events.
- The Congress Centre is conveniently located relative to local transportation hubs and designated hotels for the Congress.

3.4 Aspects regarding Finances

- Reasonable Congress fees with special rates for students and delegates from economically disadvantaged countries.
- Support from likely sponsors.

4. Recommended Format of the Submission

The submission shall be presented electronically and should not exceed 10 pages. The content of the document may be structured as follows:

4.1 Host Country Information

4.1.1 Name of the Host Country and contact information for the IUFRO Member Organization responsible for Congress coordination.

4.1.2 List of other IUFRO Member Organizations within the host country.

4.1.3 Submission date

4.1.4 Host Country Forests and Forestry - Brief narrative that describes forests, forest management and conservation, forest research and forest industry within the host country.

4.1.5 Host Country Introduction - Brief narrative on the host country's geography, history, system of governance, time zone(s), economy, culture, traditions, forest sector, and environment. Aspects of the infrastructure relevant to the Sub-plenary sessions of a Congress should be described, such as communication and transportation.

4.1.6 Organizational Plan - Narrative that describes the organizational structure, staff and resources of the lead IUFRO Member Organization for Congress management and coordination.

4.2. Financial Information

4.2.1 A general financial plan for this event should be described in this section, including the percentage of anticipated costs to be covered by proposed Congress participants' registration fees, donors and sponsors.

4.2.2 A summary of the details concerning finances as stated in the letter of invitation to IUFRO and other governmental commitments.

4.2.3 Information on potential sponsors for the Regional Congress including those for the Scientist Assistance Programme.

4.3 Congress Venue(s)

4.3.1 Narrative that describes specific location of the Congress Centre, and distance of the centre from major transportation hubs (airport and ground transportation).

4.3.2 Narrative that describes facilities for hospitality at the Congress Centre, such as message and information services, on-site registration centre, excursion information centre, hotel information centre and media room, medical and health facilities, including facilities for disabled persons.

4.3.3 Narrative that describes facilities (number of seats, room arrangement, AV equipment etc.) for the sessions.

4.3.4 Narrative that describes facilities for exhibits (size of room(s), number of poster boards and tables accommodated).

4.3.5 Narrative that describes facilities for special events, such as receptions and IUFRO Management Committee and IUFRO Board meetings

4.4 Congress Excursions

Professional Excursions - Narrative should describe options for professional excursions, including anticipated locations, transportation and costs.

5. Submission

Please find this document on Best Practices Guidelines and Processes at:
Website to be announced

The submission document should be sent to:

IUFRO Secretariat
Marxergasse 2
A-1030 Vienna, Austria
Tel.: +43-1-877 01 51, Fax: +43-1-877 01 51 ext. 50
Email: office@iufro.org
Web site: <http://www.iufro.org>

Annex 1

Past Regional Congress Venues

1. Past Regional Congress Venues

Latin America	<p>Tercer Congreso Latinoamericano de IUFRO - IUFROLAT III; San José, Costa Rica; 12-15 June 2013</p> <p>Segundo Congreso Latinoamericano IUFRO - IUFROLAT II, La Serena, Chile; 23-27 October 2006</p> <p>Primer Congreso Latinoamericano IUFRO - IUFROLAT I, Valdivia, Chile; 22-28 November 1998</p>
Europe	<p>IUFRO European Congress 2007 Warsaw, Poland; 6-8 September 2007 (organised in conjunction with the EFI Annual Conference 2007)</p> <p>IUFRO European Regional Conference Copenhagen, Denmark; 27-30 August 2002</p>
Africa	<p>First IUFRO-FORNESSA Regional Congress Nairobi, Kenya; 25–30 June 2012</p>