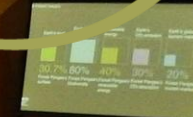
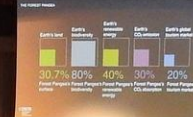


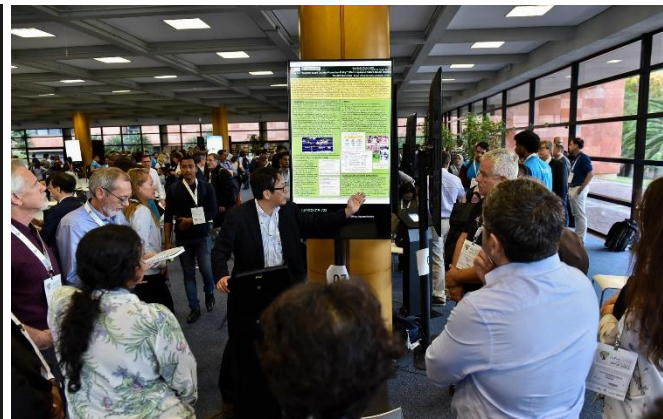
IUFRO

Interconnecting
Forests, Science and People



iufro2019
Cotiba, Brazil

**Things you need to know
about IUFRO-supported events**
<https://www.iufro.org/events/calendar/>



Before the event – First steps

- Read **guideline document**:
[How to obtain IUFRO recognition and promotion of your event](#)

- Inform IUFRO Headquarters, Brigitte Burger, burger@iufro.org, about the following details:
 1. **Event title**
 2. **Date**
 3. **Location**
 4. **Sponsoring Unit(s)**
 5. **Contact person (name and email address)**
 6. **Webpage URL (or if a webpage is not planned, a flyer or other document containing an Event Announcement)**
 7. **Relevant IUFRO Strategy Theme(s)**

- The event will be included in the **IUFRO Calendar of Events** and in the next issue of the electronic newsletter **IUFRO News**. It will also be promoted in the **IUFRO social media channels** (Twitter, Facebook, LinkedIn, possibly Instagram)



Before the event – Next steps

- Thoroughly read **two messages from IUFRO Headquarters**, Brigitte Burger, burger@iufro.org, about what to do next:
 1. If not stated yet, inform IUFRO Headquarters about the relevant [IUFRO Strategy Theme\(s\)](#)
 2. Send an **event announcement** to a [Division mailing list](#)
 3. Get the **IUFRO logo** uploaded on the **event website** and use it **also for any publication** coming out of the event
 4. Inform **your country's representative and alternate representative** to [the IUFRO International Council](#) about the event and encourage them to participate
 5. In the registration process of your event, be sure to be in compliance with the **European General Data Protection Rule (GDPR)**: inform participants and obtain their express agreement that their data (name, email address and affiliation) will be forwarded to IUFRO Headquarters for further use



During the event

- Give a short **introduction on IUFRO** at the beginning of the event or your session. If you are unable to participate in the event, nominate someone from your unit to do so
- The **IUFRO Powerpoint Presentation** is available for download at:
<https://www.iufro.org/fileadmin/material/science/divisions/toolbox/iufro-presentation.pptx>
- Adapt the IUFRO Presentation to you own purposes!



After the event

- Send a **report** to IUFRO Headquarters, Gerda Wolfrum, wolfrum@iufro.org. Use [this template](#) for your report
- Publish **proceedings!** Make sure that IUFRO and your unit are **properly acknowledged** (IUFRO logo, title of participating IUFRO unit)
- Send the **proceedings electronically** to IUFRO Headquarters, Brigitte Burger, burger@iufro.org, for inclusion in the IUFRO [online Proceedings Archive](#). Should **hard copies** be produced, please send **two copies** to IUFRO Headquarters, Marxergasse 2, 1030 Vienna, Austria.



We wish you a successful event!

Thank you for your cooperation !

**See you at the
next IUFRO event!**

www.iufro.org

