

IUFRO OFFICEHOLDERS AND IUFRO HEADQUARTERS

We at IUFRO Headquarters 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 please 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!

- Register for a user account** at the IUFRO website: in order to have access to all areas of the IUFRO website, such as the lists of member organizations, register for a user account and log in to our website. <https://www.iufro.org/registration/>.
In case of questions, please contact Brigitte Burger, burger@iufro.org.
- Events:** When you are organizing an event, please send the following relevant information: title, venue, date, organizing IUFRO Unit(s), event homepage and Strategy theme the event is most related to. <https://www.iufro.org/events/calendar/>, <https://www.iufro.org/discover/strategy/>.
Only then your event will be included in the Calendar of Events, your Unit's activities and events page (all on the IUFRO website), in IUFRO. Also inform us of events that are of interest to your Unit.
Contact: burger@iufro.org.
- 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 on-line Proceedings Archive on the IUFRO website. <https://www.iufro.org/publications/proceedings/>.
Contact: burger@iufro.org.
- Newsletters:** Please place IUFRO Headquarters on the mailing list of your Unit's 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 publications and references 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.
Contact: burger@iufro.org.
- If you have **special ties** to any other Unit in IUFRO, let us know – only then this information will appear in your Unit's publications and references page on the IUFRO website. This might enhance information and communication flow among Units at all levels. Contact: burger@iufro.org.
- 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. Please use the online form at <https://www.iufro.org/science/officeholder-information-and-consent-form/>.

8. **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".
Contact: burger@iufro.org.
9. **Toolbox:** Each Divisional Unit has a Toolbox page. This page contains important and helpful documents such as the IUFRO Statutes and Internal Regulations, the IUFRO Strategy, the IUFRO Powerpoint Presentation, the IUFRO Video as well as brochures and guideline documents. All these will help you in fulfilling your task as IUFRO officeholder with ease. Enjoy the read!
10. **Unit Noticeboard:** Each IUFRO Unit has, on its Unit website, a feature called the Unit Noticeboard. If, as Unit Coordinator, you have registered for a user account and are logged in at the IUFRO website, you are able to post announcements there that are important for your Unit. Do not be afraid that it is too complicated – the tool is self-explaining and quite easy to use! If you have questions nevertheless, IUFRO Headquarters also has a guideline document to help you along!
Contact: burger@iufro.org.
11. **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 Unit's webpages. Please check the pages 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. Please note that you need to be registered with the lists in order to be able to post there.
Contact: burger@iufro.org.
12. **Submit an entry for the IUFRO Noticeboard:** A form has been added to the IUFRO Noticeboard where you can enter information that you consider interesting for or that you want to be posted on the IUFRO Noticeboard. Fill in this form and your information will be on the Noticeboard and maybe also be used in the monthly electronic newsletter IUFRO News. <https://www.iufro.org/discover/noticeboard/>,
<https://www.iufro.org/discover/noticeboard/submit-noticeboard-entry/>

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

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

IUFRO Headquarters