

# IASC Guidelines for Endorsing Events

(February 23, 2021)

The IASC will consider **requests for endorsing events and conferences**. Requests for endorsement should be submitted with the relevant information (see below) to the IASC President at least **three months** in advance of the event's starting date.

The following **conditions** must be satisfied for endorsement:

- The theme of the event / conference should be of interest to the membership of the IASC.
- The dates of the event should not be adjacent to dates of events or conferences organized by the IASC or its regional sections. In particular, there should be a two-week window (before and after) major IASC events (such as the DSSV conference and annual conferences organized by the regional sections) and a one-week window for other IASC events such as webinars or schools.
- The Scientific Programme Committee for the event shall include at least one member of the IASC who is also an Elected member of the ISI.

For the events that the IASC decides to endorse, the endorsement includes at least the following cooperation actions:

- The IASC will advertise the event online by including its name, dates, and website address (link) in the IASC Calendar of Events (<http://iasc-isi.org/events-all/>), and will clearly label these as an 'IASC Endorsed Event'.
- The IASC will publish brief announcements (prepared by the Organizers of the conference or event) in the IASC Monthly News Items, encouraging its membership to attend.
- The IASC logo will be provided for use on the event's website and printed materials (flyers, leaflets, programme book, etc.).
- The IASC promotional flyer (pdf file) will be provided by the IASC to be printed and /or included in electronic documents distributed to all participants.

- The IASC **does not provide any financial support** as part of the endorsement for an event.
- It may be required that IASC members shall be entitled to reduced registration fees for the conference or event (at the lowest category).
- If there are plans to offer short courses, workshops or other meaningful capacity building activities together with the main event, the IASC may consider providing financial support to enable the attendance of the instructor(s) and the provision of suitable facilities. In this case, the request for endorsement and support must reach the IASC at least **six months** in advance of the event.

### **Information needed for requesting endorsements of events**

- Title of event
- Dates of event
- Location (country, city) and venue
- Languages of the event
- Name of organizations (and their web pages) promoting the event
- Name of the member of the IASC (who is also an ISI Elected member) on the Scientific Programme Committee for the event
- Website address for the event
- Objectives of the event
- Expected number of participants
- Short course or capacity building activity requiring support (optional)