

## Bylaws annex 6.3.3. Event approval **procedure**

### **1. Introduction**

This event approval procedure lists the different qualifications of an event that identify the role that IFIP can play in an event. In addition the different categories of events are explained. The category clarifies the nature, size and some other characteristics. Next the criteria for attaching the right qualification and category to an event are listed. Finally the procedure to obtain approval for an event is included together with the event approval form.

This procedure is mandatory for each event with an IFIP involvement. Additional guidance is provided in Standing Orders.

### **2. Event qualifications**

The role of IFIP in an event is identified by the following qualifications (that have to be clear for all events in all media releases like calls for papers, announcements, advertisements, webpages, programme brochures, etcetera):

- **IFIP flagship event**
  - Events on IFIP general level: World Computer Congress (WCC), World IT Forum (WITFOR), World CIO Forum (WCF).
  - Full program responsibility with IFIP (others may participate in program committees).
  - Events have to be labelled as IFIP WCC, IFIP WITFOR, IFIP WCF in all documents and media releases.
  - Other roles than IFIP can be announced as hosted by, organized by, sponsored (financially) by, supported by, media partners, etcetera.
  - Organization in cooperation with third parties such as IFIP members, government departments or agencies, commercial organizers.
  - Formal agreements between IFIP and organizer / host have to be signed. Agreements may vary per event.
  - Responsibilities concerning organization, financial arrangements and other arrangements may vary and will be agreed in the formal agreement.
  - Approval by Executive Committee (EC).
  
- **IFIP event**
  - Events of Technical Committees (TC), Specialist Groups (SG), Working Groups (WG), Special Interest Groups (SIG), Domain Committees (DC), InterYIT, etcetera.
  - Full program responsibility with IFIP (others may participate in program committees).
  - Events have to be clearly visible and recognizable as an IFIP event.
  - Other roles than IFIP can be announced as hosted by, organized by, sponsored (financially) by, supported by, media partners, etcetera.
  - Organization is usually done by an IFIP member, university, research institute, etcetera.
  - The IFIP responsible group has to sign event approval form in which responsibilities, financial arrangements and other arrangements are agreed.
  - Approval by Activity Management Board (AMB).
  
- **IFIP joint event**
  - Joint event of TC, SG, WG, SIG, DC, InterYIT with other organizations, often similar bodies of IFIP member societies.
  - Shared program responsibility.
  - Role of IFIP must be clearly visible and recognizable.
  - Require a Memorandum of Understanding (MoU) (can be one MoU for a series of events) in which responsibilities for organization and program, liabilities and financial consequences are regulated.
  - Approval by AMB.
  
- **IFIP supported event**
  - Event of another organization that is supported by IFIP, as a way of moral support.

- Typically events that serve goals of IFIP and cannot be (co)organized by IFIP (e.g. UN events, government events )
  - Role of IFIP will be identified as “Supported by”.
  - No program or organizational responsibility for IFIP, however IFIP may be invited to contribute to the program and / or organization.
  - Approval by EC.
- **IFIP sponsored event**
    - Any kind of event for which IFIP has decided to grant financial sponsorship.
    - Approval by EC.

### 3. Event categories

The following categories of events are identified:

- **Congress / Forum**
  - Open and large event, 700+ participants.
  - Scope can be general / wide (like WCC) or specific (like WCCE).
  - Type of target audience can be broad (all stakeholders) or specific (CIO's).
- **Conference**
  - General category for events
  - Open and medium to large sized event, 100+ participants
  - Scope usually the area of the Technical Committee or the joint areas of a number of Working groups
  - Professional / scientific purpose
  - Mix of invited and solicited, refereed contributions, often presented in several parallel tracks and with published proceedings.
- **Working conference**
  - General category for events within a special subject area
  - Open and small to medium sized event, 50 – 100 participants
  - Professional / scientific purpose
  - Mainly refereed contributions with published proceedings
- **Workshop**
  - Special subject area
  - Open and small sized, less than 50 participants
  - Professional / scientific purpose
  - Unrefereed contributions normally not intended for published proceedings
- **Tutorial / Seminar / Lecture**
  - Special subject area
  - Open, variable sized
  - Educational purpose
  - Invited contributions, not intended for published proceedings
- **School**
  - An event of usually one or two weeks intensive study and discussion
  - Can be a mix of subject areas
  - Brings together young students, research assistants and academics with researchers and peers in the field
  - Invited and refereed contributions, normally with published proceedings.

### 4. Financial aspects

- **IFIP flagship event**

- For all IFIP flagship events: cost for IFIP volunteers if any (e.g. for preparatory meetings) must be included in the event budget. IFIP may pre-finance this but has to be refunded irrespective of the event result.
- WCC
  - Fixed fee to be paid by the conference to IFIP
  - Plus fee per participant per day (10 euro), number of days has to be officially mentioned in event request form, may be half days
  - Congress fee structure must provide in discount for participants who are member of IFIP member societies
- WITFOR
  - No fee to be paid to IFIP (because no fee is required from participants and the surplus of a WITFOR event is to be used for WITFOR type activities)
- WCF
  - Fixed fee to be paid by the conference to IFIP
  - Fee per participant per day (10 euro), number of days has to be officially mentioned in event request form, may be half days
  - Forum fee structure must provide in discount for participants who are member of IFIP member societies
- **IFIP event**
  - For all IFIP events: cost for IFIP volunteers if any (e.g. for preparatory meetings) must be included in the event budget.
  - For all types of events except School: fee structure must provide in discount for participants who are member of IFIP member societies
  - Congress / Forum (other than flagship events)
    - Fee per participant per day (10 euro), number of days has to be officially mentioned in event request form, may be half days.
  - Conference
    - Fee per participant per day (10 euro), number of days has to be officially mentioned in event request form, may be half days.
  - Working conference
    - Fee per participant per day (5 euro), number of days has to be officially mentioned in event request form, may be half days
  - Workshop
    - Fee per participant per day (5 euro), number of days has to be officially mentioned in event request form, may be half days
  - Tutorial / Seminar / Lecture
    - Financial aspects of a tutorial / seminar / lecture will be decided on a case by case basis.
  - School
    - Fee per participant per day (2 euro), number of days has to be officially mentioned in event request form, may be half days
- **IFIP joint event**
  - For all joint events an agreement (MoU or otherwise) has to be signed in which the specific financial arrangements for that (series of) event(s) are agreed. If profit / loss sharing is agreed, criteria for this have to be followed (see elsewhere in this procedure ? or in the standing orders?). Wherever possible discount for members of IFIP member societies should be negotiated.
- **IFIP supported event**
  - No financial implications other than possible arrangements by the organizer for IFIP contributors. Income and / or cost for IFIP only in very exceptional occasions.
- **IFIP sponsored event**

- Amount of sponsorship can vary and must be agreed in sponsor contract.
- No other financial aspects.

#### **Other financial aspects**

- 75% of event proceeds of events organized by TCs / SGs and WGs / SIGs are credited to the fund of the responsible IFIP Technical Committee.
- **Loans** are the primary vehicle for IFIP financial support to IFIP events. As a principle, the requested loan should not exceed the pre-event expenses. A detailed budget should be submitted together with the request for a loan.
- **Grants** may be allocated to an IFIP event. As a principle, grants should be earmarked (to support participants from developing countries, lecturers to events in developing countries, for special awards, etc.) and are not provided for event administration. In order to have an IFIP grant approved, a detailed conference budget is requested. A final financial statement, with original receipts, would have to be submitted after the event in order to allow the transfer of the allocated grant. A grant can be from IFIP funds or from TC funds.
- IFIP expects that each conference organizer will accept all **financial** and other **legal liabilities** apart from any support eventually approved by IFIP. The local organization and arrangements are the responsibility of local organizing committees. IFIP recommends event organizers to consider insurance locally and to include any insurance costs in the conference budget. Many universities and research organizations have blanket insurance policies for their events. IFIP event organizers are encouraged to investigate whether their organization has an existing insurance policy before other arrangements are explored.

## **5. Approval procedure**

Approval of IFIP's involvement in a particular event is given by the Activity Management Board (AMB) or the Executive Committee (EC) (see paragraph on classification of events). To issue such approval, the IFIP Secretariat must receive a fully completed event request form which will be forwarded to AMB or EC. This information must be provided via the chair of the main IFIP body responsible for IFIP's involvement in the event (TC, WG, etcetera) indicating the approval of that body.

Events with approved IFIP involvement are listed in the IFIP Event Calendar, published in the IFIP Newsletter and other publications.

## **6. Obligations regarding approved events**

#### ***For IFIP:***

The approval implies an obligation for the IFIP Responsible Chair to inform the IFIP Secretariat about progress in planning the event (such as still under study, postponed, relocated or cancelled). The IFIP Responsible Chair is also expected to inform the IFIP Secretariat about progress in implementing the event. The IFIP Secretariat has to ensure proper publicizing the event in the IFIP Event Calendar and providing centralized contact and communication with all IFIP bodies involved.

The approval of financial sponsorship or a loan implies an obligation for the IFIP Secretariat for proper recording in the IFIP accounts.

#### ***For the responsible Organizer (as identified on the Event Request Form):***

Approved IFIP involvement implies an obligation to include the name and logo of IFIP, as defined by IFIP, in all announcements of the event. For all IFIP Flagship events and for IFIP Events the name "IFIP" shall be included as prefix to the event name (if desired, extended with the respective IFIP body (TC, WG, etc). For Joint, Supported or Sponsored events this shall be done wherever possible.

IFIP expects the Organizer to accept all financial and other legal liabilities in accordance with the class of event and as formally agreed, apart from any support eventually approved by IFIP. Local arrangements are the responsibility of local Organizing Committees. The Organizer has the responsibility to insure the event locally, if deemed necessary, and to include any insurance costs in the conference budget. Many universities and research organizations have blanket insurance policies

and the Organizer is encouraged to investigate whether such a policy is in place before exploring other arrangements.

Finally, the Main Organizer is also obliged to submit to the IFIP Secretariat three months after the event a final report. It should contain information about the outcome of the event, such as a summary of the program and the papers submitted, accepted and presented, proceedings, no. of participants, the reactions of the participants, experiences and suggestions of relevance to subsequent events of similar types, etc. This also includes transfer of any amounts due to IFIP (loan reimbursement, surplus share and others) as described above.

## 7. Criteria for Event Approval

IFIP's involvement is not approved unless four general criteria are fulfilled:

- **The technical program** of the event must conform to the statutory aims of IFIP and involve IFIP directly, (one or more of IFIP's own sub-ordinate bodies [TC, WG etc.] have to be included). If more than one IFIP body is included, one (which may be a WG) must be identified as representing IFIP towards the Organizer. The program must be designed for an international audience, controlled by an international program committee of recognized professionals, and composed of international contributions of high quality.
- **The general organization** of the event must involve IFIP, at least indirectly. This implies that the organizers must include one or more of either IFIP's own subordinate bodies (TC, WG etc.), or IFIP Member Organizations, but none of these needs to be the Organizer. The organizers may include other non-IFIP bodies such as local organizations, but if one of these is the Organizer then the local IFIP Member Organization will be given an opportunity to approve or disapprove this organization. If an IFIP WG is involved, the related TC is also considered to be involved as it is responsible within IFIP for the WG. If more than one TC is involved, one of them must be identified as the IFIP Responsible Body.
- **The official language** of the event must be English. All announcements and printed material must be in this language. Upon approval of the Executive Committee in exceptional cases another language may be the official language of the event.
- **The financial implications** of the event for IFIP must be defined with regard to support from IFIP as well as proceeds to IFIP, in accordance with the guidelines described below (specific criteria for event approval). Final approval of any financial support from IFIP cannot normally be confirmed until the IFIP budget for that year in which the support need to be transferred has been approved. Such transfer is normally not expected to take place more than one year prior to the event. If earlier approval is needed, reserved support may be requested. If the Organizer is a non-IFIP body, as is often the case, this body must accept full financial and other legal responsibility for the event, apart from any financial support approved by IFIP. If the Organizer is an IFIP-body, each non-IFIP Co- Organizer must agree to cover a specified financial and legal commitment, usually expressed as a loss share. It is the duty of the IFIP Responsible Chair to ensure that these criteria are fulfilled.

Specific criteria for some events:

- World Computer Congresses. These require a Full Member of IFIP as host and contract partner. The event organization must adhere to the IFIP WCC Guidelines (see Standing Orders). The financial implications for IFIP should be specified in the bid for hosting the WCC and IFIP expects these include:
  - All financial and other legal responsibility to be born by the host / main organizer;
  - A fee per registered participant with a guaranteed minimum amount specified;
  - A share of the surplus generated by the event.
- World IT Forums. These require a government as host and contract partner. The event organization must adhere to the IFIP WITFOR Guidelines (see Standing Orders). The financial implications for IFIP should be specified in the agreement and budget

## 8. Procedure for submitting requests

To facilitate the proper recording, a request for IFIP involvement in an event must be submitted on the official event request form, prepared and signed by the Organizer, requested and signed by the responsible IFIP body (WG and TC) chairs, and forwarded to the IFIP Secretariat.

