

# CONFERENCES

The conferences department provides a professional events-management service to the IOP groups and supports bids to bring international physics events to the UK

INTERNATIONAL AND OTHER EVENTS

SELF-SERVICE

CONFERENCE-MANAGEMENT SERVICE

INTRODUCTION



The Institute of Physics (IOP) is one of the world's largest physical societies. We have a worldwide membership from enthusiastic amateurs to those at the top of their fields in academia, business, education and government.

Our purpose is to gather, inspire, guide, represent and celebrate all who share a passion for physics. In our role as a charity, we're here to ensure that physics delivers on its exceptional potential to benefit society.

We engage with policymakers and the public to increase awareness and understanding of the value that physics holds for all of us, and through IOP publishing we are world leaders in professional scientific communications.



# Introduction

The organisation of events is an integral part of the Institute's goal to promote physics and the groups play a vital role in delivering events which reflect the needs of their community. Through the conferences team, we support the groups to deliver a wide range of events which are strongly focused on developing the core discipline while promoting networking and collaborations. We are committed to providing a forum for our members and others within the scientific community to share research, foster innovation and update technical knowledge.

Access and inclusivity are core values of the IOP, and we are open to supporting group events overseas as well as in the UK and Ireland.

## **We offer two levels of service:**

- Conference-management service
- Self-service

Both services are offered free of charge for groups and members. An overview of what the services include can be found below.

To organise an event with the conferences team, please review the service options and complete a notification of events form, which can be found at **[www.iop.org/conferences](http://www.iop.org/conferences)**.

If you have any questions about the service options, please email **[conferences@iop.org](mailto:conferences@iop.org)** or telephone +44(0)20 7470 4840. We aim to respond to all enquiries within two working days.



# Conference-management service

This is the most comprehensive service as the conferences team will manage all the logistics and administration for the event. Each event is allocated a member of the team, who will provide advice and support, and who will work with you to deliver the event.

Groups are asked to give as much notice as possible. We recommend a minimum of four months for day meetings and 12 months for residential conferences.

## **The following is an outline of the service provided:**

### **Project planning**

- Produce a project plan with actions and deadlines

### **Committees**

- Provide support and guidance as requested to the committee

### **Venue and accommodation**

- Recommend suitable locations and venues to host the event and social activities
- Site inspections and risk assessments
- Negotiate accommodation arrangements
- Work with the venue to deliver the event

### **Publicity**

- Print marketing designed by our design studio
- Digital marketing including targeted email campaigns
- Identify co-sponsorship opportunities
- Printed advertisements in *Physics World*
- Place advertisements and banners as appropriate in journals and magazines
- Promote the event via social media



## Website

- Create and maintain a website for the event
- Optimisation for search engines
- Google analytics reporting
- Conference app

## Financial

- Produce a viable budget that will be set to break even. The Institute underwrites all the events organised using this service
- Account and auditing
- Invoicing, credit-card payments and credit control

## Exhibition and sponsorship

- Prepare an exhibition prospectus
- Targeted campaigns to potential exhibitors and sponsors
- Manage the production of the exhibition
- Engage with exhibition suppliers

## Registration, abstract and paper submission

- Bespoke online abstract and paper submission tool
- Online reviewing of abstracts and papers
- Delegate communication tool
- Bespoke online registration page
- Secure payment gateway
- Invoicing and electronic communication
- Reports
- Provide supporting letters for participants to obtain visas



### **Proceedings**

- Publish proceedings through *IOP Conference Series*
- Discounted rates for online publication
- Option to purchase print copies
- Management of the agreement for the proceedings
- Provide instructions for the preparation of papers
- Online paper-submission tool

We encourage organisers to publish papers in *IOP Conference Series*; however, this is not mandatory. Proceedings are also optional.

### **Scientific content**

- Liaise with invited and contributed speakers
- Creation of the scientific programme

### **On-site service**

- Create material as appropriate for the event, e.g. handbook and abstract book
- Liaise with the venue onsite
- Provide staff to manage the registration desk
- Produce badges and delegate packs
- Deal with any enquiries that might arise at the conference
- Ensure all items are provided as agreed in the contract and within the times specified

### **Post-event reporting**

- Compile a survey to send out to all participants
- Evaluate the feedback and responses
- Send an analysis of participant numbers and attendance category
- Provide a full and transparent set of accounts
- Transfer information for annual accounts



# Self-service

This option is offered for events organised by the group (free and paid).

**The following is an outline of the service provided by the conferences team:**

- The event will be added to the events calendar
- We will create a website and online registration portal
- Send a list of registered participants
- Provide a presentation slide to display at the beginning of the event and during breaks
- Invoicing and credit control
- Transfer income collected to the group's budget
- Transfer information to the annual account

All other duties are the responsibility of the organisers/organising committee and you should refer to the guidelines below, which must be adhered to for the event to be considered an IOP event.

- A notification of events form must be submitted
- The meeting's web page will be hosted by the Institute
- The Institute will manage all registrations
- For events where a registration fee is charged, there should be at least a 25% differential fee between members and non-members

Groups are financially responsible for self-service events. To this end, we recommend all events held over multiple days are organised using the conference-management service.

Marketing of the event can be arranged through the Groups and Awards Officers. For further information, please email [groups@iop.org](mailto:groups@iop.org)



# International events

The conferences team can support bids to host international conferences in the UK and Ireland. Groups are encouraged to identify possible peripatetic conferences.

We support this activity by providing the necessary documentation to bid for the event, and if successful we will organise the event using the conference-management service.

If you have any questions or would like to consider bidding for an international event, please email **[conferences@iop.org](mailto:conferences@iop.org)**.



## Other events

The conferences team can also support other scientific events that are not organised through an IOP group for a modest management fee.

The service is bespoke based on individual requirements and the management fee is calculated based on the level of support required and estimated attendance numbers.

All income generated through this service is used to support other IOP activities.

### **The services we can offer include:**

- Project planning
- Venue and accommodation sourcing
- Publicity
- Website creation
- Financial planning
- Registration, abstract and paper submission
- Exhibition and sponsorship
- Proceedings
- Support with the scientific content
- On-site services
- Post-event reporting

To request a proposal or for further information, please contact [conferences@iop.org](mailto:conferences@iop.org).



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