

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 EVENTS, PROCEEDINGS AND OTHER INSTITUTE ACTIVITIES

SELF SERVICE AND CO-SPONSORSHIP

REGISTRATION AND ABSTRACT SUBMISSION

CONFERENCE-MANAGEMENT SERVICE

INTRODUCTION



The Institute of Physics is a leading scientific society. We are a charitable organisation with a worldwide membership of around 50,000, working together to advance physics education, research and application.

We engage with policymakers and the general public to develop awareness and understanding of the value of physics and, through IOP Publishing, we are world leaders in professional scientific communications.



Introduction

The conferences department provides a free professional conference- and meeting-management service that supports the activities of the IOP groups and supports bids to bring international physics or related science conferences to the UK and Ireland.

The department provides three levels of service:

- conference management support;
- registration and abstract support;
- self-service.

Through these services, the conference team supports the activities of the groups by assisting with the organisation of a range of events that include workshops, day meetings, evening lectures, residential conferences and international physics or related science events.

Groups

Groups play a vital role in supporting the work of the Institute. Scientific meetings are one of the most practical examples of how groups support our goal of promoting physics.

This guidance document is intended to give group members an overview of the options available to them when considering their programme of activity to allow us to provide the best level of support possible.



Conference-management service

The conferences department is able to support the activities of the IOP groups by undertaking the following administrative responsibilities:

Venue and accommodation

- Recommend suitable locations and venues to host the event.
- Undertake site visits to ensure that the venue is suitable and that the location is accessible.
- Assist in booking suitable facilities for the event and, where applicable, negotiate the contract.
- Arrange accommodation.

Publicity

- Advertise the event through the relevant online calendars, including the conference, main IOP and group calendars, as well as *physicsworld.com*.
- Design publicity materials for the event through our professional design studio.
- Targeted mailings to the relevant groups via e-mail or printed materials.
- Create and maintain a website for the event.
- Include the event as appropriate in the conferences' e-bulletin.
- Printed advertisements in *Physics World* magazine.
- Contact the relevant organisations for publicity and co-sponsorship opportunities.
- Place advertisements and banners as appropriate in journals and magazines.
- Advertise the event to the heads of physics departments.

Financial

- Work with the organising committee to produce a viable budget for the event that will be set to break even. The conferences office underwrites all of the events that they organise.
- Agree all expenses for invited speakers and committee as part of the budgeting process.
- Provide a set of accounts post-event confirming the financial outcome.
- Collect income from registrations and raise invoices as appropriate for additional sources of income.
- Credit control for outstanding payments.



Registration, abstract and paper submission

- Bespoke online abstract and paper submission tool, and online registration.
- Secure online registration system linked to WorldPay – a secure payment gateway.
- Invoicing and electronic confirmation.
- E-mail tool for contacting authors and registrants.

Exhibition and sponsorship

- Produce an exhibition and sponsorship sales document.
- Suggest sponsorship opportunities.
- Contact potential exhibitors to discuss exhibition and sponsorship opportunities.
- Create floor plans for the exhibition.

Proceedings

- Publish proceedings through IOP Conference Series.
- Discounted rates for online publication.
- Option to purchase print copies of the proceedings.
- Manage 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

The setting of the scientific programme is the responsibility of the organising committee, including initial invitations to invited speakers. We can assist with the following:

- liaise with the invited and contributed speakers as appropriate;
- capture relevant information from the speakers, including biographies and abstracts;
- advertise the programme online.



Conference-management service

On-site service

- Create material as appropriate for the event, e.g. handbook and book of abstract.
- Liaise with the venue on site.
- Provide Institute staff to cover the registration desk.
- Produce badges and delegate packs that are given out to participants on arrival at the event.
- Deal with any enquiries that might arise at the conference.
- Ensure that 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 registration numbers and attendance categories.
- Provide a full and transparent set of accounts.

Do

- Give the conferences office as much notice as possible about your event. We recommend four months for a day meeting and at least 12 months for residential conferences.

Don't

- Sign contracts committing to theatre space or accommodation without liaising with the conferences office.
- Pay any deposits.

For further information, please contact the conferences department by e-mailing conferences@iop.org



Registration and abstract submission

The registration- and abstract-management service should be used by groups for events that they are organising themselves but where a registration fee is to be charged. This service was previously referred to as “half service”.

The registration- and abstract-submission service is used for meetings where the group takes on the responsibility for organising the event as for self-service meetings (as overleaf). The difference in this case is that the Institute takes responsibility for advertising, with support for this given by the Science Support Officer. The group is also responsible for managing the costs of the meeting and setting the registration fee. This fee may be set to include discounts for students or other groups at the organiser’s discretion. Groups are reminded that all meetings should be budgeted to break even. Any deficit will be covered from the group budget. For advice on budgeting, please contact the conferences office.

Organisers are reminded that a differential fee must be applied on top of the registration fee for non-IOP members. This fee entitles non-members to affiliate membership of IOP and will be collected by the conferences office. For further information, please contact the Science Support Officer by e-mailing groups@iop.org.

The conferences office will work with organisers to set up an online registration service for the event.

The conferences office can also assist groups with the management of abstract submissions, if this is relevant to the event.



Self-service

Self-service meetings are those that are organised by groups, with no formal input from the conferences office. Self-service meetings are “free” meetings, where no registration fee is charged to attend. Meetings can be organised by one group or organised jointly by multiple groups.

Groups are responsible for the advertising of their event. The event should be listed in the group calendar and the main IOP calendar. E-mails and the mailing of literature to advertise the event to group members can be arranged in conjunction with the science support officer.

An online registration service for self-service meetings can be arranged via the Science Support Officer.

All costs for self-service meetings are covered by the group budget. Self-service meetings may be co-sponsored by an external organisation.

For further information, please contact the Science Support Officer by e-mailing groups@iop.org.



Co-sponsorship

Groups may from time to time identify an event being organised by another society, or be approached by another organisation, and decide that they wish to co-sponsor the event to benefit their own members.

Co-sponsorship usually takes one of three forms:

- **Type 1:** the group simply offers its name and logo to be used by the other organisation, with no financial commitment beyond publicising the meeting to members. The group may or may not be involved in the development of the programme.
- **Type 2:** the group offers financial support to the other organisation but has no further involvement in the organisation of the meeting.
- **Type 3:** as for type 2 but the group plays a substantial role in the organisation of the meeting.

In all cases, in return for publicising the event to IOP members, groups should ensure that they are listed as a co-sponsor by the organiser. This would usually include the group logo being displayed on all meeting publicity, including flyers and websites.

Groups can add details of the events that they co-sponsor to their **www.iop.org** calendar and should advertise the event to their members via e-mail. Groups should contact the Science Support Officer for support with this by e-mailing **groups@iop.org**.

If applicable, IOP members should also be entitled to any discounted registration rate offered by the hosting society to their members.

Where financial support is agreed as part of the co-sponsorship arrangement, groups are asked to give serious consideration to the level that is agreed. In all cases, the amount should fall within the guideline amounts for the subsidy of group events. Please contact the science support officer for advice.

All co-sponsored meetings should be listed in the annual activity report.



International events

As part of the Institute's wider strategy to have a global influence, members are actively encouraged to identify and bid to bring international physics or science-related events to the UK.

The Institute can support this activity by providing the services of its free and professional conference department, which will produce the necessary documentation to support your bid to host the event and provide administrative support through the "conferences management service" if successful. For further information, contact the conferences team by e-mailing conferences@iop.org.

Proceedings

IOP Conference Series was launched in 2004 to offer an open access (free to download and fully citable) proceedings service. Since then, IOP Conference Series has published more than 400 volumes and currently attracts some of the largest and most prestigious events in physics.

The result of this is that IOP Conference Series receives more than two million article downloads each year, providing excellent international visibility for proceedings papers.

- **Open Access** – All articles are free to read and download in perpetuity.
- **IOP Proceedings Licence** – No copyright forms to administer and collect from authors.
- **Fast publication** – Proceedings are published within four to six weeks of IOP Publishing receiving accepted articles.
- **Visibility** – All papers abstracted and indexed in ISI Web of Science, Scopus, Compendex and Inspec, among others.

All events organised through the IOP conferences team will receive online publication at a discounted rate. Further information about IOP Conference Series is available at conferenceseries.iop.org.



Additional Information

In addition to the existing programme of IOP group events, the Institute has introduced discussion-style meetings entitled “Topical Research Meetings”. These are meetings on major and topical themes, including applied physics, astronomy and physics at the interface of other sciences.

Topics for future meetings are welcome from all members. For further information about previous events, visit the website at <http://trm.iopconfs.org> or by e-mail conferences@iop.org.



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