

January 2017

Guidelines for SIG meetings and events



This document outlines the processes and procedures normally followed for all ALTAS SIG meetings and events. The document will give details regarding the organisation, management and financing of SIG meetings.

Meeting and event organisation

The meeting will be jointly organised by ATLAS and the organiser of the SIG meeting. The SIG coordinator should inform ATLAS if the organiser of the meeting is someone other than themselves. ATLAS will be responsible for the registration and invoicing of all delegates and will collect and collate all abstracts and papers. The SIG meeting organiser should coordinate with the ATLAS office regarding the selection of meeting papers.

The organiser of the SIG meeting or event will be responsible for all facilities at the location of the event and for the programme of the event. ATLAS and the organiser of the SIG meeting will jointly be responsible for the marketing of the event and any subsequent publications. Please inform the ATLAS office as soon as possible about specific publication outcomes from any SIG event so that they can prioritise these.

Both the organiser of the SIG meeting and ATLAS will nominate specific contact personnel to liaise on all matters relating to the meeting or event being organised.

Registration

Registration will be made via ATLAS using the ATLAS website. ATLAS will invoice and receive payment for all delegates. ATLAS will pass on all registration information to the SIG meeting organiser on a regular basis.

Publications

All papers submitted to a meeting or event will be considered for publication and proceedings for all meeting and events will be made available through the ATLAS book shop. Delegates who wish to submit their papers for such a publication will be required to deliver the completed paper to the ATLAS administration within two months after the meeting or event.

ATLAS is aware of the numerous publication possibilities for any event or meeting of this nature. As such, ATLAS and the organiser of the SIG meeting will liaise in trying to create publication possibilities for all meeting and event papers. These publications can include:

- Inclusion of papers in a (special issue) of a journal,
- Contacting publishers for interest in publishing conference papers,
- New publications in the ATLAS publication series.

ATLAS has a history of producing conference proceedings from the many events held by ATLAS and their SIGs. As such, ATLAS would expect numerous publication opportunities to arise from any one event or meeting; at least one of which will include proceedings from the meeting to be sold exclusively through the ATLAS online bookshop.

ATLAS appreciates all donations of royalties. SIG coordinators and SIG meeting organisers should liaise with ATLAS on the most advantageous way to promote publications and how SIGs can help fund further special meetings and events through donating royalties to ATLAS.

Finances

All meetings and events are to be self-financing. The delegate fee should be calculated on the basis of a break even point. All or any deficit will be met by the organiser of the SIG meeting or event and not by ATLAS. In the event of a surplus, this amount will be put towards publications costs from this event or will go into a SIG fund that can be used for SIG activities like inviting a speaker at a future meeting, printing of future publications, SIG research projects, etc.

ATLAS will receive a fixed cost of €50 per paying delegate. This fixed cost includes:

- Marketing of the meeting or event,
- The collection and collating of all abstracts and papers, both before the meeting and afterwards,
- Registration and invoicing processes.

More importantly, this amount helps to cover the overall running costs of overseeing the success of ATLAS and the SIGs.

For non-ATLAS members, there is a higher fixed cost per delegate than for ATLAS members. Normally, the difference between the members and the non-members fee is €50. This amount raised help ensure the smooth running of all of the ATLAS functions, including all SIG events, the annual conference, the ATLAS online bookshop and various other ATLAS projects.

It is the responsibility of the organiser of the SIG meeting or event to calculate a reasonable participation fee (for both ATLAS members and non-members). This fee MUST take into account the fixed cost per delegate fee for ATLAS for both members and non-members. The participation fee must cover all reasonable costs in the organisation of such an event. The organiser of the SIG meeting or event can also make use of other sources of money, such as sponsorship, in order to keep the participation fee as low as possible.

If the organiser of a SIG meeting or event is unsure of what all the associated costs might be for an event, please liaise with the ATLAS office and the meeting/event destination.

Through the registration process, ATLAS will receive all income from delegates. From this amount, the fixed costs per delegate will be paid to ATLAS directly. The remaining amount will be paid to the organiser of the SIG meeting or event to cover their costs. ATLAS would

like to emphasise that money can only be paid to the organiser once registration costs have been paid by delegates.

After the SIG meeting, the organiser must submit a final financial report of all revenue and costs to ATLAS.

ATLAS annual conference

During the ATLAS annual conferences, ATLAS will offer all SIGs the possibility to have a meeting during this conference. ATLAS does offer two possibilities:

1. A full day meeting the day before the conference. ATLAS will ask a nominal fee to the participants to cover the costs. The meeting can also be continued as a special track within the conference program.
2. A small meeting which will be included as a special track in the workshop programme during the conference.

Of course ATLAS is also open for suggestions and is willing to be of assistance, if you would like to organise your SIG meeting around the annual conference in another format.

About 6 months before a conference ATLAS will ask all SIG coordinators if the SIG is interested in organising a meeting around the conference.

Jointly organised meetings or other special circumstances

ATLAS recognises the many ways that meetings, conferences, seminars, etc. can be organised. ATLAS is also keen to encourage SIG coordinators and meeting organisers to involve the SIGs where ever possible. However, SIG coordinators and meeting organisers **MUST** recognise the time, effort and hard work that ATLAS put in to helping organise, administer and market such events.

As such, if an SIG coordinator or meeting organiser is organising a joint event or an event that is outside of the guidelines outlined above, please contact the ATLAS office to discuss how they can help and how ATLAS can benefit from such an occasion.

ATLAS encourages all SIGs to organise annual meetings or events and can advise SIG coordinators or meeting organisers on many aspects of the process. ATLAS realises that these events are often time consuming to organise and have resources available to help – please ask!