

Guide-lines for Lead-Conveners of Symposia at the IAGA Scientific Assembly 2009 in Sopron

EARLY ACTIONS:

The deadline for submission of abstracts to the Local Organizing Committee (LOC) in Sopron (say: "SHOPRON") is April 15, 2009 (electronic submission; two weeks earlier for paper submission). It is thus time to act in order to make the symposia well attended. As usual, invited talks by leading scientists will help in attracting contributed papers and a good audience at the Assembly. Advertisement of symposia in various professional newsletters, such as those of AGU, and EGU, as well as spreading information directly to potentially interested institutions and persons are other ways of securing good attendance. Sessions, which attract only small numbers of abstracts, may have to be combined with other sessions at the final preparation of the scientific program.

In the list of symposia descriptions for Sopron distributed hitherto only IAGA divisions/commissions have been listed as co-sponsors of the symposia. Please, inform the Secretary General at once, after consulting the respective body, if there are any other bodies that should be listed (such as SEDI or EMSEV).

ABSTRACTS:

Abstracts shall be sent to the LOC. If you receive an abstract please check if it is on the LOC website (www.iaga2009sopron.hu). If not, forward it immediately to the LOC. You will be able to access directly on the website of the LOC all information about abstracts as they are submitted electronically to your symposium. Abstracts submitted in other ways will be sent to you by the LOC.

ORGANIZING A SYMPOSIUM PROGRAM:

In order to put your program together you will have to decide which papers will be assigned to oral and poster presentations, according to the mode of presentation requested and the time allocated for your symposium. The schedules for the six full working days can be found at the IAGA 2009 website (www.iaga2009sopron.hu) together with the descriptions of all symposia.

In some cases you may find that a paper would be more suitable in a different symposium. In that case, it will be your responsibility to bring that paper to the attention of the Lead-Convener of that other symposium as soon as possible. If that Convener accepts the abstract from you, then he/she has to notify both you and the LOC. If the other Convener does not accept the abstract, you should forward the abstract to the Secretary General with explanations.

The morning oral sessions will start at 0830 and end at 1200 and the afternoon sessions will be from 1330 to 1700. On days with Association Lectures (on August 26 and 27), morning sessions do not start until 1030. Each morning and afternoon session should contain a break of 30 minutes, starting at 1000 and 1500, respectively. Oral presentations will be given a time of 15 minutes including discussion. Invited talks may have double this time (or 15 minutes).

For some symposia there may have been allocated less time for oral sessions than the time needed for the number of people requesting that mode of presentation. If the discrepancy is very large, contact the Secretary General. In most such situations you will have to schedule poster presentations in some cases where oral presentation has been requested. All posters will be up for the full week but the author is obliged to be present to discuss his/her

contribution only between 1700 and 1900 on the day of the first oral session of the symposium (but welcome to be present at any other time during the week).

Some authors who have asked for oral presentations may not be able to attend the Assembly (for economic or other reasons). Please, contact if possible all authors of oral presentations by e-mail to find out if they will attend or not. When doing that, you may also invite them to consult the 'IAGA Guide for Speakers', which is attached and can be found also at the IAGA website (www.iugg.org/iaga) and the IAGA 2009 website (www.iaga2009sopron.hu). For those authors who will not attend the Assembly, their papers should preferably be assigned to the poster session, if one of their colleagues will be able to present it on their behalf.

STANDARD PROGRAMME SHEET (SPS):

One SPS contains your programme for half a day, i.e., four SPSs should be sent (by e-mail) to the Secretary General for a symposium lasting two full days. The SPS form is found at the end as an appendix. The LOC may provide you with sheets of a somewhat different format to be put by you at the programme website, and you can use that format, if you prefer, for informing the Secretary General.

ACCEPTANCE/REJECTION OF ABSTRACTS:

The LOC will inform first authors of submitted abstracts about your acceptance or rejection immediately after the programme is set in beginning of May 2009. Only 3 abstracts per lead-author will be accepted.

GRANTS:

Grant applications are due on March 31, 2009 (same deadline as of paper-submitted abstracts). The Secretary General will coordinate and determine all travel grant awards. While the programme is prepared, the LOC will provide you with a list of those scientists who submitted abstracts to your symposium and who have also submitted Grant Requests to the LOC. You will be asked for advice on the distribution of the financial support and you will receive additional information on that matter in due course. All applications for financial assistance will have to be finally decided in April, 2009 and the results communicated (by the LOC) to the applicants.

IMPORTANT DATES/PERIODS:

- February -15 April: Lead-Conveners access directly from the LOC website abstracts submitted electronically to their symposia. Abstracts are exchanged with other symposia where appropriate. Lead-Conveners consult Co-Conveners as needed.
- 31 March: Deadline for abstract submission on paper and Grant Applications.
- 15 April: Electronic submission deadline
- 15 April: Deadline for Lead-Conveners's ranking of grant applications and sending the ranking to the Division/Commission Chair and to the Secretary General.
- 22 April: Deadline for Division/Commission Chairs to send the ranking list for the whole Division/Commission to the Secretary General.
- 30 April: Deadline for the Lead-Conveners to deliver their session schedules.

Thank you for participating in organizing the IAGA Scientific Assembly in Sopron.

Good luck and best wishes!

Bengt Hultqvist
Secretary General of IAGA

STANDARD PROGRAMME SHEET (SPS)

Symposium Code (see Second Circular)

Day of Session

(Mon Tues Wed Thurs Fri Sat (circle one)
Session (1/2 day) AM or PM (circle one)

Title of Session:

Sponsored by:
(IAGA divisions and other bodies):

Type: Oral Poster (circle one)

Estimated audience: (circle one)
>300 200-300 150-200 100-150 75-100 <75

Room of Session:

Session begins at

Break at

Session ends at

Session chair(s):

Name (1)
Affiliation
Address

Tel. Fax e-mail

If two chairs:

Name (2)
Affiliation
Address

Tel. Fax e-mail

List of papers:

Add an 'I' after starting time if it is an invited paper

Abstract reference #	Last name	Starting time
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		