



GUIDELINES FOR CONVENORS ENERGY GROUP EVENTS

The objective of these guidelines is to provide a framework for convenors to manage Energy Group badged conferences at the Geological Society.

These guidelines are intended to be flexible and the convenors are encouraged to seek advice from the Energy Group Coordinator and discuss questions with their Energy Group Committee representative.

These are the guidelines of which objectives should be met by what dates:

1. At least 12 months prior – Please submit meeting proposal to be reviewed by the Energy Group Committee
2. At least 9 months prior – Once approval from the Energy Group committee is received, establish date of the event and format
3. 8 months prior - Convenors are encouraged to leverage their professional network in seeking sponsorship
4. 8 months prior – Deadline for submission of papers/abstracts
5. 6/8 months prior – Review of abstracts by convenors
6. 6 months prior – Provisional programme/details of keynotes, other speakers and sponsors to be sent to the conference office. If a provisional programme is not submitted, then the Energy Group Committee reserve the right to decide whether the meeting should be postponed or cancelled
7. 4 months prior – Registration process implemented
8. 3 months prior – Final programme sent to conference office to allow time for final round of promotion. (See conference promotion)
9. 1 month prior - Final complete set of abstracts should be sent to the Conference Office to allow time for compilation of the abstract booklet.
10. Post Meeting – Convenors to provide a short (2/3 paragraph) write up of the meeting in the EG E-Newsletter.

Convenors Responsibilities:-

- Decide on social programme requirements
 - Evening drinks receptions will be held in the Lower Library
 - Tea and Coffee Breaks will be held in the Lower Library
- Compile 'Call for Papers' text and choose image for poster
- Identifying and contacting potential sponsors and passing contact details onto the Conference Office for invoicing
- Confirm keynote speakers
- Refer to the Geological Society Inclusivity Guidelines when preparing the programme
- Submit provisional programme
- Provide Conference Office with speaker contact details, so speaker packs can be sent
- Submit final programme
- Submit abstracts
- Promotion/Advertising
- Chase any outstanding sponsorship payments

Conference Office Responsibilities:-

- Compiling event budget
- Contacting sponsors to issue invoices
- Compile and produce the conference programme
- Registration
- Catering/AV requirements
- Attendee management on the day of the event

General convenor notes

- There must be an Energy Group Committee member acting as a convenor (whether lead, co or sleeping convenor) on all Energy Group meetings and co-badged meetings.
- When working in collaboration with other societies or organisations, then terms of agreement need to be drafted at the initial planning stage of the conference. Of particular importance is the destination of any surplus funds generated
- Expenses for convenors who work within industry should be put through the individual convenor's company. Unemployed/retired convenors can put a request in to the Energy Group Committee for assistance with expenses. If these expenses are approved, then they must be included in the conference budget.
- Expenses for speakers and poster exhibitors are expected to be borne by the speakers and exhibitors themselves. Exceptions may be made for keynote speakers who are not able to source funding from their companies or institutions.
- Requests for visa invitations or letters are only available for speakers and poster exhibitors. Should only be issued if accompanied by an appropriate due diligence investigation of the speaker or exhibitor. Further advice should be sought from the Conference Office.
- Convenors should adhere to the Geological Society's Code of Conduct for Meetings and Events.

- Registration fees are set by the Geological society with the advisement of the Energy Group Committee.
- **Conveners will be entitled to complimentary registration, - the number of complimentary registration places available will be capped at five for one conferences and eight for two and three day conferences.**
- All speakers and poster exhibitors are entitled to a discounted speaker registration fee.
- It is expected that the Society will get first refusal for any publication arising from Society badged meetings. Meetings of 2 days or more should consider a Special Publication in the first instance. Publications proposals are subject to editorial board approval.
- Conveners will adhere to the Geological Society's GDPR policy.
 - As conveners are representing the Society, they must not solicit papers or sponsorship from individuals within companies that they do not personally know.
 - Conveners can contact an individual who has expressed interest in the conference/event to solicit papers or sponsorship if it comes under 'Legitimate Interest'.
 - Conveners will not share individuals personal details

During an event

- Conveners are expected to arrive early to help with any set up
- For hybrid and virtual events, conveners will be sent a zoom panellist link, in order to monitor the virtual element
- Health and safety information will need to be shared at the start of the event
- All speakers are to have a brief introduction
- Remind all attendees to adhere to the code of conduct, stressing to attendees there are to be no photographs or screen grabs
- Session chairs will need to be establish for each session for the duration of the event
- Conveners are to ensure timings are kept to the schedule