

Guide for Applying for and Organising ISPRS Events

Lena Halounova, Jiang Jie, Stewart Walker, Derek Lichti, Annette
Radtke

September 2026

Contents

Introduction

This Guide is to assist people in organising ISPRS events.

The present system of ISPRS events comprises workshops, Geospatial Week 2027 (GSW 2027), five symposia in 2028, and, since 2029, annual Congresses. There will no longer be symposia and GSW after 2028, but only Congresses and workshops.

The Guide covers topics of various event types. Therefore, some parts apply only to Congresses (bid, contract, e.g.), some of them to all events including ISPRS sponsored and co-sponsored events that are approved only by applications for approval – see later.

After approval, the organisation of any event is a long process with many individual steps. These steps include scientific preparation with a call for papers/extended abstracts, reviewing process, publication of proceedings and the scientific programme, etc., and other, more practical parts of the preparation of the venue, website, etc. The Guide aims at a description of the entire process from applying for ISPRS events and preparing them from the beginning till the end.

A. Approval of ISPRS Events

1 Congress

Congress hosts are selected by voting of the ISPRS General Assembly. Other events are approved by the ISPRS Council.

2 Other ISPRS Events

The process of approval of **other ISPRS events** is described in the [Orange Book](#), in its [APPENDIX 2](#). Application for organising ISPRS-sponsored events (organised by ISPRS working groups or technical commissions) and co-sponsored events (events organised by other organisations) can be found in [APPENDIX 3](#). ISPRS Council only approves other ISPRS events if their date is not in the 3-month buffer of Congresses, GSW and Symposia.

B. Congress Bid

1 Topic of the Event

Describe the general programme structure, types of sessions: plenary, scientific, poster round table, competition, social programme, etc., submissions, important deadlines.

2 Congress Date

- Check if there is a conference with a similar theme taking place somewhere else at the same time.

- Check information about holidays, other conferences, fairs and events in the location. There could be problems with accommodation and raised prices.
- Only Ordinary Members are eligible to host ISPRS Congress (see [BYLAW IX - Congress](#)).

3 Congress Venue

- Get a floor plan early.
- Do several walk-through visits of the site: Initial in early planning stages close to beginning of the submission deadline to allow initial program planning.
- Sufficient size to host more than the number of expected attendees
- Sufficient AV facilities
- Location configuration – short distances between rooms
- Safety conditions (maximum number of persons) and the precautions concerning security
- Accessibility for handicapped persons
- Internet availability for expected number of participants
- Transport between accommodation and conference venue

C. Information for Bidder's Budget not Included in the Bid

1 Equipment of the Location

- Sufficient technical support and its price
- Internal or external suppliers – for technology and for food
- Availability of rooms/space before and after the event
- Accessibility to rooms during event – in the morning, after sessions
- Costs of extra rooms ordered late/during the event
- Availability of transport and lifting equipment – e.g. for exhibitors
- Location and safety of technical equipment – locked rooms, safes
- Sufficient electricity supply and sockets for sessions and especially for General Assemblies
- Management of lighting and air conditioning – centralised, in rooms, ...
- Local fire service contact and location
- Detailed extra service payment

2 Calculation of Costs

- Budget and financial plan to calculate the costs and revenue.
- Usually, it is helpful to get the plan of the preceding event
- Typical costs to consider:
 - event location
 - proceedings
 - public relations
 - social events (excursions, dinner, etc.)
 - snacks for coffee/tea breaks
 - lunches
 - invited speakers (travel and hotel expenses)
 - designers, website, software for reviewing ([ConfTool](#) is sponsored by ISPRS), for registration (if ConfTool is not used)
 - materials for the event secretariat (computer, phone, printer, paper, flip chart, etc.)
 - staff (cloakroom, security, catering, emergency team, etc.)
 - other personnel and costs for the student volunteer programme (see below)
 - printing – if any (conference program table, award certificates tickets for meals and special events, badge blanks and holders, special handouts and announcements, banquet menus and programs if separate, etc.), awards booklet; ISPRS supports paper-free events
 - app for the event instead of printing materials (Android and iOS)
 - prize money (best paper award)
 - venue insurances
 - banking fees, credit card transaction costs
 - 10% from registrations fees, 2% from exhibition rents to ISPRS, and 1% from registration fees to TIF (valid only for Congresses; The ISPRS Foundation)
 - usually at least 10% of the budget should be added for unexpected costs
 - taxes: do the participants have to pay VAT/GST or is your conference VAT exempt? ask a tax expert about your case and the laws in your country!
 - Your finance department might have specific guidelines about tax regulations or invoice requirements that you must follow
 - signage of the venue
 - decorations (flowers, banners, etc.)
- Potential savings
 - Talk to organizers of previous events and try to figure out where money could be saved, and where extra expenditure could improve the event.
 - Get several quotes, e.g. for different evening event locations: prices can differ enormously.
 - Look for local, regional or European subsidies
 - Can your university/organization provide some of the required services?
 - Sponsors are often indispensable to finance a conference. It has proved very useful to offer different “sponsorship packages” with appropriate compensation (e.g. advertising space in booklets, programmes and mailings, exhibition space at the

conference, free entry for employees of the sponsoring company, banner advertisements on the website and/or app, etc.)

- Sponsor for one of the evening events, which can be named after the sponsor, and table signs can be provided to thank the sponsor
- Conference souvenirs, T-shirts, mugs etc., but ask for the required number during the registration process, so you won't have a surplus.
- Beverages: renounce dry snacks, choose house wine, remove the empty bottles of drinks, limit the free alcoholic beverages and arrange/display prices for participants who want to buy extra alcoholic beverages at the evening event, order pots of coffee/tea and bottles of water for self-service
- Food: limit the choices, buffets are usually less expensive than served meals, provide filling side dishes, set a budget
- Ask the participants if they are going to take part at the evening events, even if the events are included in the conference registration, to plan the required food and beverages
- Student volunteers can do simple tasks for which a PCO may charge, e.g., on site help with orientation, technical contacts between rooms and PCO
- **However:** do not provide insufficient drinks, food and services

D. Approval of ISPRS Events

Congress hosts are approved by election of the ISPRS General Assembly.
Workshops are approved by ISPRS Council.

E. After Approval of the Event

1 Public Relations

- Website with the event logo
- Printed/digital flyer
- Social media channels, LinkedIn in particular
- Develop a promotion strategy
- Promotion at important events taking place in the months before
- Contact ISPRS to send invitation e-mails to authors and participants of the preceding events
- Contact ISPRS and STEP (Student and Early Professionals) to post the event on its website
- Contact ISPRS and STEP social media manager to post the event and news about it
- Promotion in journals is useful: GIM, Geoinformatics, ...

F. Conference Website

How to handle the website and what should be on the event website. The ISPRS webmaster helps to interlink the ISPRS and Congress and Symposia websites.

Workshops have an independent websites.

- The websites must be kept updated
- The [ISPRS website](#) posts a logo of approved Congresses/GSW/Symposia
- The [ISPRS Calendar](#) maintained by the ISPRS webmaster provides lists approved events including their links.
- Check that the event website is visible in important markets and at a high level in browsers.
- Information about the event should comprise: venue, organiser, committees, important days, registration fees, registration, exhibition, programme at glance, programme, accommodation, information for exhibitors (Exhibition Book), information for sponsors (Sponsorship Book), information about keynote speakers (CV, brief abstract of presentation, photo) – it attracts participants.
- Call for submissions
- [Guidelines](#):
 - Registration system
 - [Templates](#) for extended abstract, full paper and final paper
 - How to submit abstract and/or full paper
 - [Review system of ISPRS](#)
 - [Travel grants](#)
 - For Exhibitors – prepare Exhibition Book
 - For Sponsors – prepare Sponsorship Book
- How to travel to the conference location. Try to arrange special rates with an airline for the participants.
- Be cautious with hotel reservations for the participants: tedious in case of cancellations and changes, and possible financial problems with deposits for booked rooms. Recommended to contact the local tourist organisation in time to negotiate special rates for some hotels and give this information to your participants. There is an exception concerning accommodation of invited speakers, especially if the organizers pay for it. The organiser takes care of it.
- Promote important details of the country and local area, traditions, weather, ...
- Highlight sightseeing possibilities.

G. Contract with ISPRS

Congress, GDSW and Symposia Contracts have to be signed between ISPRS and Ordinary Member (organisation financially responsible for the event) shortly after the decision about the event host. Its template in in the Annex 1.

1 Registration Options in the Contract

- There are different participant groups: students, seniors, regular participants, accompanying persons, participants without fee. Costs for lunches do not have to be included in fees – extra participant fees.
- For discounted rates, registrant should provide evidence: full-time student status, membership in national society, officially retired and/or over retirement age
- Different time discounts: to motivate people to register in time: very early, early, normal, on-site, one-day, two- days, ...

2 Table of important Deadlines and Milestones

The deadlines and milestones will help the organiser to plant individual steps of the preparation.

H. Financial Issues of the Registration

1 Registration to the Registration System

- All available options for the registration form must be ready **before** participant registration starts, including gala dinner, tutorials, technical excursions, social events, etc.
- Charging VAT (tax) depends mainly on the tax laws of the country where the event takes place.
- If VAT is charged, this usually applies to all participants (including those from overseas) as they “consume” the “service” in the country, and it is not “exported” to their home countries.

2 Payment Options

- The bank account should already be there, set up early on and with funds in it to pay deposits for services and any other early expenses. The initial funds can come from ISPRS as a loan that has to be returned three months before the Congress. The other events are not eligible for the loan. The other funds should be collected by the organiser from sponsors.
- Payment options must be identified in time! It can take weeks to get all the required documents to open the bank account and/or the credit card merchant account.
- *Bank Transfer*: Recommended for organisers from the EU and/or for events where most participants come from the organiser’s country. (This is usually the cheapest payment option.)
- *Credit Cards*: To accept credit card payments, it is necessary to have an “acquirer account”. For electronic credit card processing, it is also necessary to have a merchant (e-commerce) gateway. Both cost setup and monthly fees. Furthermore, credit card processing fees are about 3-7% of the transferred amount. Be aware that credit card payments may be cancelled by the participant up to 60 days after payment and that some people use stolen card numbers to get in for “free”, which means without paid registration fee.
- *PayPal, Skrill and Stripe* are comparably cheap options to receive credit card payments.

- *Cash*: Only offer cash payments for people who register on-site or shortly before the event, otherwise you face the risk that people who say they will pay in cash do not show up and – of course – do not pay.
- Payment Services via ConfTool

ConfTool does not provide any banking services, so the organiser will need a (national) bank account to receive payments. If the organiser needs to receive payments by credit card, he/she also needs a merchant account with a payment service provider (acquirer). PayPal, Stripe, PayMill and Braintree are payment processing companies that provide such services in many countries without setup or monthly costs. However, as with all such transactions, there are fees that depend on the amount of revenue generated. The ConfTool Pro system can be connected to these (and many other) systems. ConfTool charges an extra fee for linking ConfTool Pro to the organiser's PayMill or Braintree account, as well as for other gateway systems. It is possible to find more information on [the ConfTool page about receiving credit card payments](#). ConfTool has also compiled a list of services that can be used [locally at the conference venue to process credit card payments](#).

I. Communication between the Organiser and all Involved People

- Gather email address/addresses for all contacts related to the event
- Send reminder emails to the persons registered in the system about submission deadlines, review deadlines, review status, review results and payments

J. Scientific Committees

1 Local Scientific Committee

Local Scientific Committee (LSC) to be formed by local experts selected by the event organiser.

- The Committee collects a list of reviewers and their contacts from the Technical Commissions.
- The Committee contacts the reviewers to finalise the list of reviewers.
- These reviewers have to be implemented into ConfTool. Their list can be enlarged if needed. The Committee proposes the event structure to be agreed by the International Scientific Programme Committee.
- The proposed reviewers are asked to approve their appointment to make reviews.
- The Committee follows the reviewing process

2 International Scientific Programme Committee

International Scientific Programme Committee (ISPC) is defined in Bylaw IX.

- The Committee controls the event structure, review status, and Event programme according to the predetermined time schedule in cooperation with the Local Scientific Committee.
- A final agreement of LSC and ISPC during the event preparation is expected.

- The event director has the veto right.

K. Conference Programme

1 Conference Scheduling Plan

- Posting of the programme-at-a-glance on the web - deadline according to the Annex 1.
- Programme to comprise opening ceremony, plenary sessions, parallel sessions of various track types, closing ceremony, welcome reception, gala dinner and other events approved by the Scientific Committees and event director.
- Sessions to be, in general, 90 minutes unless the ISPC agree upon a different length.
- Lengths of individual presentations including Q&A should be decided by the ISPC and may vary.
- Synchronisation of the talks is preferred in the different sessions so that participants to switch between sessions, *i.e.*, moderators should keep the session on schedule and have a break if there is a missing speaker.
- Coffee/tea breaks are expected to be 30 minutes.
- Lunch breaks between 60 and 90 minutes.

2 Decision on Conference Track Types

The conference session types are to be decided in consultation with the ISPC:

- Opening Ceremony: festive opening, welcome talks from ISPRS representatives, local dignitaries if required, representative of the local organiser, keynote speakers, presentation of ISPRS awards, cultural part of the programme
- Closing Ceremony: Report of the organiser, presentation of the next ISPRS events and plans for bids, presentation of remaining awards
- Plenary sessions – plenary speakers (without papers), presentation awards (consultation with Council)
- Oral parallel sessions:
 - Scientific: created from presentations of reviewed submissions accepted for proceedings
 - Industrial/business: formed from presentations defined in sponsor contracts and other presenters, without publications
 - Fora: presentations of experts especially invited by Fora Chairs – without papers
 - Young Scientists: scientific sessions organised by the Student Consortium (if applied)
 - Other: round tables, ...
- Poster sessions:
 - Formed by presentations from reviewed papers/extended abstracts not accepted for the oral sessions with final papers
 - Formed by presentations from reviewed extended abstracts without papers

L. System for Submissions Upload, Reviews Acceptance, and Participant Registration

1 System for Submission Acceptance and Reviews

ISPRS events are obliged to use ConfTool for processing of submissions. ConfTool can also be used for registration of participants. ISPRS reimburses the cost after the event. The organiser is responsible for creating the basic settings and maintenance of the system unless some other mutual decision between the organiser and ISPRS has been made.

ConfTool for the reviews allows and should be set accordingly:

- Determination of access rights: administer, session chair, reviewer, author
- Titles of topics
- Contact details of authors
- Two options for uploading: extended abstracts/full papers
- Implementation of reviewers for double-blind review; their list can be later enlarged
- Implementation of reviewers for extended abstract review
- Submissions uploading
- Confirmation e-mail to authors about submissions uploaded to ConfTool
- Assignment of reviewers by Working Group Officers or Technical Commission Presidents (TCPs)
- Access of reviewers only to their assigned papers
- Checking of the review process by the Scientific Committees; Double blind reviews of papers of ISPC members must keep the double blind in a special way
- Emails: informing authors about acceptance/rejection of papers and instructions about final papers (if applicable) and oral/poster sessions
- Access of authors to their reviews
- Uploading of final papers
- Uploading of videos if the organisers offer this option
- Emailing to selectable recipients about various issues concerning submission, registration, etc.

2 Registration System

Organiser can use ConfTool also for registration. It allows the combined registration of participants, their submissions, reviews of their submissions, final papers, event fee invoicing, and payments of the registration in one system. The organiser can verify whether fee payments have been made by the deadline for the authors to be allowed to present. One paid fee enables the author to present one submission.

M. Collection of reviewers

- LSC to address TCPs to provide names of reviewers and e-mail addresses.
- LSC to ask all reviewers for approval to work as reviewers.
- LSC to add those reviewers who agreed to make reviews to ConfTool with respective access rights.

- TCPs and WG officers should create a ConfTool account before the abstract/paper submission opening

N. ISPRS Proceedings and Submission Types

ISPRS publishes two kinds of proceedings: (<https://www.isprs.org/publications/Default.aspx>):

- *The ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences* contain selected full-paper, double-blind peer-reviewed scientific papers of ISPRS Congresses, Symposia and a number of Conferences and Workshops. The series was established in 2012.
- *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* contain the peer-reviewed proceedings and the scientific and technical presentations of all ISPRS Congresses, Symposia and selected Conferences and Workshops. The series was established more than 100 years ago.

General Guidelines for “[Archives](#)” and “[Annals](#)” are in the [Orange Book](#), Appendix 4, pp. 14-15.

There are three types of submissions for the ISPRS events:

- Full papers to be published in the “[Annals](#)” after double-blind review, or “[Archives](#)” if rejected from Annals
- Extended abstracts of those final papers selected to be published in the Archives after the peer review of the abstracts
- Extended abstracts without final papers

O. Information for Authors - Call for Papers on the Event Web Site

Date for opening the submission acceptance determined in the Annex Table. It can be open after item **J. System for submission...** has been set up.

1 Information for Authors about Submission Template

[Orange Book](#), Appendix 5: Guidelines for Authors Preparing Manuscripts for ISPRS Event

2 Important Dates for Authors

- Deadlines for the following submission types:
 - full papers whose final papers to be published in The “[Annals](#)”
 - abstracts whose final papers to be published in the “[Archives](#)”
 - abstracts without papers in the ISPRS proceedings
- Deadline of notifications to authors about the LSC decisions:
 - accepted full papers to The “[Annals](#)” or forwarded to *Archives*
 - accepted abstracts whose full papers to the “[Archives](#)” proceedings or rejected

- accepted or rejected abstracts without papers
- Deadline for notifications about oral /poster presentation
- Deadline for final papers to be submitted
- Information about ISPRS awards – best paper, best poster

P. Papers Handling and Reviews

1 Full Paper/Extended Abstract Handling

- Submissions (full papers/extended abstracts) to be uploaded by authors.
- Reviewers to be assigned to submissions by Working Group Chairs; at least three reviewers to full papers and one for extended abstracts after deadline of submissions.
- Authors to be notified about results of reviews of their submissions by LSC:
 - accepted full papers to The “ [Annals](#) ” or forwarded to to the “ [Archives](#) ”
 - accepted/rejected abstracts for *Archives* proceedings
 - accepted or rejected without papers
- Authors to submit final papers to the respective proceedings, considering comments of reviewers, by the deadline determined by the organiser.
- Organiser to forward all final papers for *Archives/Annals* to Copernicus (see below) by the mutually agreed date, to be available online on the date approved by Council.

2 Review Process

- Detailed description of the review process: [Orange Book](#), Appendix 4: ISPRS Publication Policy/3. Review Procedure, pp. 15-16

Q. Contract with ISPRS Publisher

- [Copernicus GmbH](#) is the publisher of the ISPRS event proceedings.
- The event organiser is required to sign a separate contract with Copernicus
- Copernicus determines the required time for processing papers and this is written in the contract.
- The payment to Copernicus, as written in the invoice from Copernicus, will be reimbursed by ISPRS (Treasurer) after the event.

R. Contract with ConfTool – System for Registration and Paper Submission

- [ConfTool](#) is a paper handling and registration system recommended by ISPRS and paid by ISPRS
- The organiser is obliged to sign the contract

- There are two payments for ConfTool. The first invoice covers the license and the basic setup of the system made by ConfTool is paid before the registration and submission is open. The second invoice is issued after the closing of the event.
- Both invoices are reimbursed as one payment after the event.

S. Conference Programme

1 Conference Programme Preparation

- Prepared by LSC from ConfTool and approved by ISC
- Posted on the event website after approval
- Posting should be done in good time to allow participants to arrange travel

2 Individual Session Programmes of the Conference

Preliminary programme to be drafted by LSC in consultation with ISPC:

- Delegation of all accepted presentations to individual sessions to be posted on the website
- Authors of all accepted submissions to be informed about the preliminary programme
- Event director/LSC to be allowed to make detailed changes when requested by participants
- Chairs and vice chairs of the sessions to be proposed by the LSC
- Chairs and vice chairs to be informed about chairing and asked for acceptance of the position
- Chairs /vice chairs to approve the session chairing (to approve their availability during the event)
- No shows: make a policy about what to do when an author does not show up and enforce it consistently. Session chairs should be briefed; student volunteers running microphones should also be briefed and can inform the chair if they forget the policy.
- Presenters should be asked after the preliminary programme is posted to inform the organiser in case they are not able to attend the event or to ask for a change of the appointed day

T. Functionality of Event App

- To comprise programme
 - Individual days: tracks overview, detailed sessions (room, time, paper title, authors, ...)
 - Automated and editable personal agenda according to the programme
 - Floor plan
 - Messaging to participants

- Marking the presentations
- ...

U. Preparation Phase of the Event

1 Organiser's Activities

- Choose a Professional Conference Organiser (PCO)
- Create a Local Organising Committee (LOC) – to cooperate with PCO with email contact person, webmaster, and managers of finance, exhibition, review and registration system, social media, visa administration
- Create Local Scientific (LSC) Committee to include experts for the main scientific topics in the country of the organiser
- Create the International Scientific Programme Committee – see [Bylaw IX](#)
- Manage preparation with the PCO
- Sign contract with ISPRS
- Sign other necessary contracts like e.g. venue, catering, exhibition set-up, webmaster, social media manager, photographer, Copernicus, ConfTool, etc., unless these contracts are signed by PCO
- Prepare an exhibition book for exhibitors to specify their needs and prepare data for invoicing
- Prepare a sponsorship book with PCO
- Seek various categories of sponsors: event, gala dinner, badges, awards
- Find services to protect organiser:
 - legal support
 - finance/auditor support
- Cooperate with ISC and manage LSC
- Cooperate with ISPRS Council
- Cooperate with TIF to announce Call for Travel Grants on the event website and prepare required data for applicants' evaluation by TIF
- Provide results of paper reviews to TIF for decision on Travel Grants recipients by the mutually agreed deadline. The deadline should enable the recipients to prepare their travel to attend the event.
- Be responsible for finances unless there is a different agreement with the event PCO
- Cooperate with PCO and the venue management to prepare the venue.

2 PCO's Activities

- Cooperate with **venue management**
 - branding of the venue space – inside and outside

- rooms for individual sessions and meetings (table for chairs, presenting table, seating arrangement) – more below
- technology for individual sessions (computer, microphones – fixed for session chair and presenters, travelling or aisle microphone/s for Q/A)
- other equipment and arrangement of rooms (labels of session chairs, program of individual sessions at the room entrance and for the session chairs, drinking water chairs, for participants and speakers)
- location and equipment for coffee/tea breaks preferably in the exhibition area
- location and equipment for lunches
- system for lunch-area entrance control in case lunches are not free-of-charge for all registration categories
- service of individual rooms – opening, closing, lighting, air condition control
- poster space
- poster equipment – boards, numbering, tools for fixing posters or monitors
- rooms for ISPRS Council – equipment, including keys
- room for PCO
- rehearsal room and technology for downloading presentations
- cloakroom for external staff
- cloakroom for participants
- registration space and equipment
- space for companies providing external services
- safe space for external technology: cameras, etc...
- room decorations
- equipment of the venue space out of session rooms for spending comfortable time in the venue also when participants are not in lecture rooms: chairs, tables, , ...
- security system
- health-care contact
- fire-brigade contact
- ...
- Arrange audio/ video **technical services** for technology equipment
 - Sufficient wifi connectivity
 - Technology for presentation: computer, system for transfer of presentations to rooms
 - Technology for streaming if used
 - Technology for remote presentation if used
 - Technology for remote voting during the General Assembly (if required by ISPRS)

- Select **caterer**
 - Selection of the company approved by the venue management and providing suitable service at a reasonable price - food testing before the contract is signed
 - Catering offer for coffee/tea breaks, lunches
 - Decide on menus for coffee/tea breaks and lunches
 - Vegan dietary offer is necessary
 - Location of catering for individual days – can differ e.g. after closing the exhibition
 - Size of catering for individual days (last day usually lower number)
 - A sustainable system for catering to avoid food waste is highly recommended

- Manage **registration system** of the event (not the reviews)
 - Registration fee payment
 - Link between paid registration fees and papers unless ConfTool is used for both to be published in the ISPRS proceedings by the deadline for final papers to be sent to Copernicus (at least one paper author has to have paid registration fee)
 - Contact person for helping participants by email
 - Letter of invitation for visas
 - Contact person for visa issues

- Prepare **social/excursion programme**
 - Contract /agreement with the provider/sponsor(s)
 - Location
 - Programme
 - Transport
 - Cost
 - Maximum number of participants
 - Guide (where appropriate)
 - Catering according to the social event type
 - Technical equipment if needed

- **Organise transport** from the airport - arrangement or advice
- **Organise transport between hotels** and venue if needed; if appropriate, free public transport tickets. **Or provide other suitable transport conditions for participants** – e.g. public transport free of charge
- Select and cooperate with a company designing and building **exhibition**
 - Exhibition Book – about a year before the event
 - Contracts with exhibitors

- Transport within the venue
- Management of the exhibition set-up and tear-down
- Select and cooperate with **external services**:
 - photographers
 - experts in the rehearsal room
 - experts for wifi connectivity
 - staff for registration
 - staff for session rooms
 -
- Ensure conditions for green event

V. On-Site Details Prepared by PCO

1 Registration desk

- Visible signage for easy navigation in venue
- Recommended capacity of 75 participants at each registration desk during the main arrival time, each desk with computer with internet connection
- One desk for special cases for a larger event (above 200 participants)
- Registration **before** the event– afternoon before (if possible), earlier in the morning for early check-in
- Detailed preparation of the registration desk before opening time to avoid wasting time
- Colour printer, normal paper, certificate for awards
- Name tags ordered by last name or user ID
- Preparation for payments by cash (have change!), credit card or similar
- Information about the nearest bank and/or cash machine
- Registration and other staff to be able to provide information about network access, breaks, bathrooms etc., and information from the leaflet or on the website
- Extra maps and programs (if printed) to be available at the desk upon request
- Separate network access for registration desk recommended
- Wifi connection – visible information e.g. by QR code
- QR code to download the event app - visible
- Backup information about the participants printed in case of computer network failure
- List of all important organisers with mobile phone numbers at the desk

- Student volunteers can help attendees when they are looking for a specific place to go. If they wear colourful T-shirts with the conference logo, everyone will recognize them

2 Detailed Equipment for Conference Session Rooms

- Room size for expected number of participants
- Room set-up for individual sessions
- Technical equipment for each room: presenting table with local computer connected with the rehearsal room, microphone for the presenter and mobile one /ones for the auditorium unless conference app or other equipment is used for Q&A
- Technical staff for the smooth running of the session
- Programmes of the sessions for chairs available in the room
- Session program/day program fixed outside room
- Water for speakers and participants

3 Equipment for Exhibition Area

Decided in cooperation with the venue staff and the company building booths.
Exhibition combined with coffee/tea breaks.

4 Equipment for ISPRS Council Rooms

To be decided in consultation with Council
5 Equipment of the PCO On-Site

5 Equipment for Voting in ISPRS General Assembly Voting (Congress only)

Decided after communication with Council

6 Space and Equipment for Coffee/Tea Breaks

- Combined with exhibition area
- Sufficient distribution of catering to avoid long queues
- Enough tables for participants to prevent problems within breaks, i.e. they can conveniently put down cups, plates, etc.

7 Space for Lunches

- Enough seating
- Sufficient distribution of the catering to avoid long queues
- Entry control system if lunches are not free-of-charge for all participants

8 Special Rooms

- For praying
- For babysitting

W. On-Site Staff

1 Staff Responsible for the Programme on Site

- To provide on-site information about programme rooms, *ad hoc* changes, etc.
- To help in case of no shows
- To check/ensure labelling of rooms including session programmes

2 Registration Staff

- Registration and everyday issues
- Unified dress code is useful

3 Staff for Session Rooms and other Rooms

- To look after the technical part of the session – computer, presentation availability
- Supporting staff – microphones for Q&A, contact person in rooms
- Babysitting – to find interest from participants beforehand
- Cloakroom staff

X. Student Volunteers (SVs)

1 Student Volunteer Program Brings Many Benefits

- Help at registration desk
- Photography of event
- Ensure everything is running smoothly in the session rooms
- Help participants whenever they have a question like where,, when ?
- Usually they get free registration, free lunches and/or a special evening event; some larger events even offer accommodation for SVs.

Y. Catering

1 “Catering is always the one thing people will remember about an event”

- During breaks, beverages (water, tea and coffee) and smaller snacks like cookies (better: small not only sweet pastries) and fruit
- Lunches: buffet style is cheaper
- Diet restrictions to be considered – usually two options without restrictions, plus vegan
- Location of breaks combined with the exhibition area

Z. Conference Wrap-Up

1 “After the conference is before the next “conference “

- Distribute questionnaires at the conference or use an online tool to get feedback from the participants
- Analyse:
 - Achievement of objectives
 - Revenues and expenses
 - Evaluation of the participants
 - Opinions of your team
 - Ups and downs
 - Budgets
 - Return on Investment of all involved parties
- Material to distribute:
 - Post photos of the conference and the social events on the event web site and social media already during the event
 - Thank-you letters to helpers and organizers
 - Press reports and conference statements

Annex 1

Time schedule recommended for the event preparation

Milestone	Months Before Event	Description of Milestones
M1	18	Contract between organiser and event venue
M2	18	Event web site comprising Local scientific Committee, International Scientific Programme Committee, Local Organising Committee, fees, venue, important dates. etc.
M3	14	Information for TCPs about the necessity to send a list of reviewers (names, e-mails) to be implemented in ConfTool at least 12 months before Event
M4	13	Programme at a glance on the event website
M1 - M4	12	Evaluation of the state of preparation and future steps of the preparation, e.g. keynote/plenary speakers, promotion, social media
M5	11	Preparation of launch of call for Travel Grants in cooperation with TIF
M6	11	ConfTool opened for registration and call for papers on event website , bulk e-mailing, social media, ...
M7	9	Launch of call for Travel Grants at the event, ISPRS and TIF websites
M8	9	List of reviewers sent by TCPs to event organiser and entered in ConfTool, confirmed by them
M9	6	Keynote/Plenary speakers' selected and posted on event web site
M10	5	Deadline for full papers submission; WG chairs to be asked to assign reviewers
M11	5	Deadline for abstracts ; WG chairs to be asked to review abstracts
M5 – M11	5	Evaluation of the previous period and future steps: Preliminary scientific programme including session chairs and co-chairs; event app setup
M12	5	Information about review results of Travel Grant applicants to TIF
M13	4	TIF to Inform Travel Grant applicants about the decision and posting the list of recipients at the event, TIF and ISPRS website
M14	4	Deadline of the reviewing process (at least three reviews per full paper by reviewers; reviews of extended abstracts by WG officers)
M15	3	Notification to authors about acceptance/rejection of their submissions
M16	3	Preliminary scientific programme including session chairs and co-chairs
M17	2	Deadline for final papers
M18	2	Verification that final papers have at least one author/co-author who has paid the registration fee (in ConfTool)
M19	2	Format check of final papers by WG Chairs
M20	2	Final Papers to be sent to Copernicus (<i>Archives</i> and <i>Annals</i> proceedings) six weeks before first day of event
M21	2	Updated scientific programme to post to the event website (the programme is made in ConfTool)

M22	2	Final papers with paid registration fee to be sent to Copernicus (six weeks before the 1st day of Event)
M23	1	Assigned room numbers to the programme
M24	1	Event app with programme and other tools for participants
M12-M24	1	Final report on previous steps and what should be done

Anex 2

Sample of the [Congress contract](#)