

# **International Society for Soil Mechanics and Geotechnical Engineering**

## **Conferences, Symposia and Workshops endorsed by the ISSMGE**

### **1 Introduction**

The ISSMGE is the pre-eminent professional body representing the interests and activities of Engineers, Academics and Contractors all over the world that actively participate in geotechnical engineering. It has a long-standing tradition of involvement in conferences, symposia, workshops and other meetings to provide forums for discussion on a wide range of topics of direct relevance to the geotechnical engineering profession. The ISSMGE is noted as being involved with conferences of high quality which is signified by the use of its logo on publicity material associated with events. Accordingly, it is expected that all events endorsed by the ISSMGE will adhere to the guidelines on conference organisation.

### **2 Endorsement of conferences and the use of the ISSMGE logo**

The organisers of various geotechnical conferences, symposia and events may wish to make use of the ISSMGE logo for publicity purposes and quality assurance. The circumstances under which the ISSMGE logo may be used, the associated wording and any other requirements are described in Appendix A as follows:

- Section A1 Conferences organised under the auspices of ISSMGE (ISSMGE Quadrennial, ISSMGE Regional and ISSMGE Technical Committee conferences)
- Section A2 Specialist Conferences not organised by Technical Committees but with support requested from TCs.
- Section A3 Conferences organised by ISSMGE Member Societies and FedIGS Sister Societies (IGS, ISRM and IAEG)
- Section A4 Other geotechnical conferences

### **3 Conference organisation**

The ISSMGE has a long-standing reputation of delivering high quality conferences dedicated to the advancement of geotechnical engineering and involving many of its members who contribute to the ISSMGE Technical Committees that are very well established within the geotechnical community. This combined extensive experience has led to the general guidelines on conference organisation given in Appendix B.

## **Appendix A: Geotechnical conferences and events making use of the ISSMGE logo**

### **A1 Conferences organised under the auspices of ISSMGE**

#### **A1.1 ISSMGE conferences**

##### ***Quadrennial International Conference***

The Quadrennial International Conference is the premier conference central to the International Society. As well as the conference sessions, a number of meetings take place during the event including those of the ISSMGE Board and Council. Many of the ISSMGE Technical Committees will also take the opportunity to organise meetings and/or workshop sessions. The general organisation is covered by the ISSMGE Statutes and By-laws and the venue of the International Conference is normally decided by vote at a Council meeting.

##### ***Regional Conferences***

There are five Regional Conferences: African, Asian, Australia – New Zealand, European and Pan-American. These are held on a four-year cycle roughly mid-way between successive International Conferences. An ISSMGE Council meeting takes place at one of these conferences. The conferences provide an opportunity to discuss a wide range of geotechnical issues, generally with a regional bias. Representatives of the Member Societies for the region meet during their Regional Conference and select the venue for the next conference.

##### ***Technical Committee Conferences***

The ISSMGE has a number of Technical Committees that coordinate initiatives in specialist areas of geotechnical engineering. These committees often organise conferences that serve to coordinate the dissemination of their findings to the wider geotechnical community. The conferences may be one-off events though some of the more long-standing Technical Committees have established conferences held usually on a 3 or 4-year cycle.

#### **A1.2 Publicity and use of the ISSMGE Logo**

Conferences organised “under the auspices of ISSMGE” should be publicised by using the Society’s logo (below) on all publicity, printed material, conference proceedings and websites dedicated to the conference. The normal size of the logo is height 3cm and width 3.7cm though this can be reduced to up to 50% provided the aspect ratio is maintained. Wording on printed and internet publicity should indicate that the conference is organised under the auspices of ISSMGE.

The logo can be obtained from the ISSMGE Secretariat email: [secretariat@issmge.org](mailto:secretariat@issmge.org)



#### **A1.3 Registration Fees**

ISSMGE conferences are intended mainly to benefit the geotechnical community and should be organised on a non-profit basis. Conference fees should cover the normal expenses including hire of an appropriate venue, publication of the proceedings, technical visits relevant to the conference, provision of appropriate translation facilities, some refreshments etc. ISSMGE members should be the main beneficiaries of the conference and non-ISSMGE delegates should be subject to a 10% surcharge on their registration fee. Attendance by students and young engineers is to be encouraged by provision of a discounted registration rate. Details of registration fees etc. should be made available as soon as possible in advance of the conference. The policy of ISSMGE is that there should not be special financial conditions such as the required attendance of authors at the conference.

#### **A1.4 Remittances to ISSMGE**

A proportion of the registration fee income for the International Conference and the Regional Conferences provides a source of income for the ISSMGE. The percentage of registration fee income remitted to the ISSMGE in respect of these conferences is set out in the table below:

<b>Conference</b>	<b>Percentage of registration fee income remitted to ISSMGE</b>
Quadrennial International Conference	5%
Regional Conference	3%

#### **A1.5 Support in kind to ISSMGE**

ISSMGE Officers are often invited to attend the Quadrennial International, Regional and Technical Committee conferences. It is normal to offer some support in kind, usually in the form of waived registration fees.

#### **A1.6 Special arrangements when hosting ISSMGE Council and Board meetings**

**Council Meetings:** These are organised every 2 years and take place in conjunction with the International Conference and one of the Regional Conferences. The Council Meeting is normally preceded by a Board Meeting. In addition to the provision of a suitable room for the meetings and associated facilities etc. it is expected that the Conference Organisers will also host the President, Secretary General and other officers of the ISSMGE. This will normally involve waived registration fees and assistance with accommodation and should be discussed with the Secretary General.

**Board Meetings:** The Board meets every 6 – 12 months and meetings are usually held at the venue of an ISSMGE event. Conference organisers normally host the Board on these occasions and it is expected that all Board members will be invited to the associated conference and their registration fees waived. Normally, some assistance with accommodation is provided. Details should be discussed with the Secretary General.

#### **A2 Specialist Conferences not organised by Technical Committees but with support requested from TCs.**

Chairs of Technical Committees are approached frequently by international technical groups and organisations that organise conferences and symposia asking for their support, cooperation and involvement. Technical Committee Chairs have no authority to “badge” such conferences and all such requests must be forwarded to the ISSMGE Secretariat for consideration. The Secretary General may, after consultation with the ISSMGE President, request that the ISSMGE be represented on the organising committee for the conference by a member (or members) of an appropriate Technical Committee. It will be a condition of the support of the ISSMGE that it shall be made clear on all publicity material, at the conference venue and in any printed proceedings, that the meeting is supported by the ISSMGE. The ISSMGE logo, shown below, should appear on all publicity materials. The normal size of the logo is height 3cm and width 3.7cm though this can be reduced to up to 50% provided the aspect ratio is maintained. The logo can be obtained from the ISSMGE Secretariat email: [secretariat@issmge.org](mailto:secretariat@issmge.org)

ISSMGE Officers or other prominent individuals are often invited to attend these conferences. It is normal to offer some support in kind, usually in the form of waived registration fees.



### **A3 Conferences organised by ISSMGE Member Societies and FedIGS Sister Societies (IGS, ISRM and IAEG)**

ISSMGE Member Societies and FedIGS Sister Societies (IGS, ISRM and IAEG) are permitted to use the ISSMGE logo on publicity materials. However, permission to do so must first be obtained from the ISSMGE Secretariat. The Secretary General may, after consultation with the ISSMGE President, request that the ISSMGE be represented on the organising committee for conferences organised by FedIGS Sister Societies as a condition of its permission to use the ISSMGE logo. It will be a condition of the support of the ISSMGE that it shall be made clear on all publicity material, at the conference venue and in any printed proceedings, that the meeting is supported by the ISSMGE. The ISSMGE logo, shown below, should appear on all publicity materials. The normal size of the logo is height 3cm and width 3.7cm though this can be reduced to up to 50% provided the aspect ratio is maintained. The logo can be obtained from the ISSMGE Secretariat email: [secretariat@issmge.org](mailto:secretariat@issmge.org)

ISSMGE Officers or other prominent individuals are often invited to attend these conferences. Whenever possible, some support in kind should be offered, usually in the form of waived registration fees.



### **A4 Other geotechnical conferences**

Other geotechnical conferences that are approved by Member Societies can be endorsed by the ISSMGE with use of its logo on publicity materials. The conference organisers need to demonstrate endorsement by their Member Society and should seek approval for use of the logo from the ISSMGE Secretariat. The Secretary General may, after consultation with the ISSMGE President, request that the ISSMGE be represented on the organising committee for the conference as a condition of its permission to use the ISSMGE logo. The President may consult the Technical Oversight Committee (TOC) prior to reaching a decision. It will be a condition of the endorsement of the ISSMGE that it shall be made clear on all publicity material, at the conference venue and in any printed proceedings, that the meeting is endorsed by the ISSMGE. The ISSMGE logo, shown below, should appear on all publicity materials. The normal size of the logo is height 3cm and width 3.7cm though this can be reduced to up to 50% provided the aspect ratio is maintained. The logo can be obtained from the ISSMGE Secretariat email: [secretariat@issmge.org](mailto:secretariat@issmge.org)

ISSMGE Officers or other prominent individuals are often invited to attend these conferences. It is normal to offer some support in kind, usually in the form of waived registration fees.



## **Appendix B: Conference organisation**

### **B.1 Introduction**

There is a wide range of conferences organised “under the auspices of ISSMGE”. In order for this to have meaning it is necessary to adhere to a minimum set of requirements as regards the organising committee, any advisory committees, refereeing of papers, setting fees, etc. As a general requirement, it is expected that all members of advisory and organising committees will be members of the International Society for Soil Mechanics and Geotechnical Engineering.

### **B.2 Organising Committee**

The conference organising committee takes responsibility for the administration, detailed organisation and financing of a conference. Thus the Organising Committee comprises mainly individuals local to the host country. Others may be involved, and in particular the organising committee should consult with appropriate officers of the ISSMGE. For the International Conference, these necessarily include the President and Secretary General and for the Regional Conferences the relevant Vice-Presidents must be involved. The organisers of specialist conferences should keep informed the Vice-President for the Region acting as host to a Technical Committee and the Secretary General.

### **B.3 Advisory Committee**

The Advisory Committee is responsible for such issues as the technical programme, keynote speakers, session leaders etc. For the International Conference the committee normally comprises the President, the Vice-President of the region in which the conference is to be held, the secretary or chairman of the Organising Committee for the previous International Conference, two members of the Organising Committee for the current conference and the Secretary General. Comparable arrangements should be made in respect of other conferences. For example, for the Regional Conferences the Vice-Presidents will have a primary role though the President may also be invited to contribute. For specialist conferences core members from the relevant Technical Committees should be involved.

### **B.4 Papers**

The strength of ISSMGE conferences lies in the quality of the published papers and it is the responsibility of the conference organisers to ensure that high standards are maintained. It is expected that the Abstracts and Papers will be reviewed and refereed to ensure that they fall within the scope of the conference and are of an appropriate standard both in terms of technical and presentational quality. The conference organisers will need to establish an appropriate team of referees who are members of ISSMGE and who are knowledgeable of the requirements for the critical review of technical literature. For the International and Regional conferences, refereeing of Abstracts and Papers is normally delegated to the relevant Member Societies though it is expected that members of Technical Committees will be involved. A list of referees involved should normally be printed in the conference proceedings.

### **B.5 Publication**

ISSMGE conferences should result in referable technical literature. There must be a clear statement in the Preface or in some other appropriate place that the published papers have been refereed and giving details of the referee process. Publications have normally been in the form of printed proceedings though alternative forms of publication media can be considered provided that the proceedings can be available for reference in the long-term. A copy of the published proceedings must be sent to SGI-line for inclusion in their Geotechnical Literature Database.

The conference organizers should take the necessary actions to submit the Conference Proceedings for inclusion in recognized databases of scientific literature (i.e. ISI Web of Science, Scopus) to ensure indexing and enhanced visibility of the conference papers.

#### **B.6 Involvement of Technical Committees**

The Technical Committees perform an important function for ISSMGE. The committees have members who are both enthusiasts and specialists in their area. They meet regularly to exchange new ideas on technical developments and to develop publications on new guidelines or state-of-the-art reports etc. It is therefore expected that key Technical Committee members will be involved in the organisation and delivery of conference sessions that are directly related to their technical expertise.

#### **B.7 Involvement of practitioners**

The ISSMGE aims to cater for the needs of all members of the geotechnical community. Conference organisers are encouraged to ensure a balance between the involvement of academics, researchers and practitioners in the organisation of the conference and in the conference programme. The extent of practitioner involvement will vary depending on the nature of the conference. As a guideline, practitioner involvement in general conferences should preferably not be less than 25% increasing to 50% in the case of practical speciality conferences.

#### **B.8 Exhibitors and sponsorship**

It is quite normal for conferences to include a technical exhibition related to the theme of the conference. This is to be encouraged. Conference organisers should recognise that individuals or companies paying for exhibition space often guarantee the financial viability of a conference. The venue for the exhibition should be chosen to be as near to the conference halls as practicable and care should be taken to ensure that delegates have the opportunity and occasion to visit the exhibition. A particularly successful arrangement has been to organise the coffee breaks etc. within the exhibition area. Also, there should normally be an official opening ceremony for the exhibition followed by a period when delegates can visit the exhibition with no other planned conference activities.