

geoENV conference functioning rules

A. INTRODUCTION

1 This document defines the functioning rules of the geoENV conference under the supervision of the "geoENVia Association". In particular, it defines the role and duties of the members of the association during the organization of the conferences.

B. ORGANIZATION

2. Beside the statutory organs of the Association, two other organs are established for the conference:

-the Organizing Committee

-the Scientific Committee

C. The Organizing Committee

3. For each conference organized by the Association, an Organizing Committee is appointed by the General Assembly of the Association. This committee is appointed during a general assembly of the Association.

4. The Organizing Committee is composed of the President of the Committee (chair person responsible for the conference), the President and the Secretary of the Association, and additional local members proposed by the President of the Committee.

5. If the publication type of the proceedings of the Conference requires it, the editors of those proceedings are designated among the members of the Organizing Committee.

6. The President of the Committee is responsible for:

(a) the Organization of the Conference

(b) the provisional budget preparation which must be approved by the Committee of the Association. The budget contains a fixed amount per participant that will be returned to the Association. This amount is effectively returned to the Association only if the conference outcome is positive.

(c) the selection of the keynote lecturers

(d) the web site and the announcement of the Conference

(e) the selection of scientific papers that will be presented at the Conference. It relies therefore on the advices of the Scientific Committee if necessary.

(f) the choice of the type of publication of the proceedings of the Conference and, if necessary, of the publication itself.

7. The Organizing Committee supports the president in these activities.

D.

P.R.

8. The Organizing Committee manages independently the budget of the Conference and report the financial balance to the geoENVia Association. The host institution takes responsibility for any financial shortfall.

9. The Organizing Committee members, as well as some participants involved in the organization, on designation by the President of the Committee, are exempted from conference registration fee.

D. The Scientific Committee

10. The Scientific Committee is composed of the members of the Association plus a number of international experts (not members of the association) that are selected by the Organizing Committee.

11. The members of the Association are automatically part of the Scientific Committee of the geoENV conference.

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