

Structures in Fire (SiF) conferences

Vade-mecum of the organisers

Some principles are very important, because they form the particular character of the *Structures in Fire* conferences and the steering committee does not want to trade them away.

1. The delegates must receive the maximum of information from each presentation.

Thus;

- A maximum of two parallel sessions is organised.
- A significant amount of time must be allocated after each presentation for discussion.
- The proceedings must be delivered (paper copy) on the first day of the conference. Printing is not delayed if some authors are late for sending their full paper; for these late authors, the proceedings will only contain the summary sent for reviewing.

2. The cost must be limited.

We wanted to put an end to the arms race toward official banquets with entertainment, luxury satchels and colourful advertising folders. This proved to be extremely difficult since every organiser tries to provide more luxury than the previous one. Would-be organisers have nevertheless to keep in mind that the registration cost will be a criterion for selecting amongst different bidders.

- In 2000 (Copenhagen, Denmark), we had in a conference diner, but significant sponsoring from the local organising committee (LC) (DIFT in Copenhagen) allowed limiting the registration fee to 25 € for the 2 days workshop. There was no satchel distributed.
- In 2002 (Christchurch, New Zealand), the LC also organised a conference diner and gave some satchels, but the price rose to about 120 €. The informal diner organised on the Sunday before the conference was paid by each delegate directly to the restaurant.
- In 2004 (Ottawa, Canada), the registration fee was about 150 €.
- In 2006 (Aveiro, Portugal), the registration fee almost doubled to 250 €, but the workshop changed to a conference, the duration was extended to 2.5 days, a poster session was organised and all this increased the cost. There was also a banquet organised.
- In 2008 (Singapore), the registration fee was maintained to around 280 €, for a three days conference, with a banquet.
- In 2010 (East Lansing, USA), the registration fee was also around 280 €, with a banquet and a diner (on a boat).
- In 2012 (Zürich), the registration fee was around 325 €, with an optional diner at 85 €.
- In 2014 (Shanghai), the registration fee was around 380 €, with a diner.
- In 2016 (Princeton), the registration fee was around 350 €, with a diner.
- In 2018 (Belfast), the registration fee was around 400 €, with a diner.

3. Responsibility of the Local organising Committee (LC).

The organising work is divided between a local organising committee and a scientific committee.

The LC provides:

- two rooms for the presentations, equipped with normal presentation material,
- a room for posters presentations
- coffee or tea during the breaks,
- one lunch per day of conference,
- the proceedings, ready for the first day of the conference.
- a list of participants

The LC also handles the registrations. It charges to the delegates a registration fee, supposed to cover the cost of the previously mentioned items, minus any sponsoring if any. The LC assumes full responsibility for the financial aspect of the conference; clearly speaking, if a loss is made, the LC has to support it. A reasonable benefit is not forbidden, although this must not be the main objective of the organisers.

4. The scientific committee (SC)

The SC handles the review and selection of proposed papers. The chairman of the LC is usually invited to be a member of the SC, but he will not be the chairman of the SC.

The chairman of the SC is in close relation with the LC and informs the LC of the progress of the reviewing process (so that the LC knows more or less how many presentations and how many delegates are to be expected).

5. Application deadline

The application deadline for the organization of a SiF conference is one month before the previous conference. For example, applications for SiF'20 should be entered not later than May 5, 2018.

Advertising is normally done only via Internet, by the SC as well as the LC. Some paper folders were produced in recent SiF conferences, but this is not the recommended procedure.

The delegates arrange their accommodation personally. The LC can provide some information.

The final program is also arranged by the LC when the date for sending a summary has passed and the review process is finished.

The steering committee of the SiF movement