



# **GUIDELINES**

FOR THE

ORGANISATION

OF

EGF CONFERENCES:

EGF GENERAL MEETINGS AND SYMPOSIA

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## CONTENTS

INTRODUCTION .....	3
1. ORGANISING COMMITTEE.....	3
2. COMMUNICATIONS / CIRCULARS / WEB SITE.....	4
3. TECHNICAL (SCIENTIFIC) PROGRAMME .....	6
4. SOCIAL PROGRAMME .....	10
5. ASSOCIATE DELEGATES PROGRAMME.....	10
6. MID-CONFERENCE TOUR .....	11
7. PRE- AND / OR POST-CONFERENCE TOURS .....	11
8. PROCEEDINGS .....	12
9. VENUE, FACILITIES AND REGISTRATION .....	13
10. TRAVEL AND ACCOMMODATION.....	15
11. FINANCE .....	16
12. ACTIVITIES EMPLOYED BY OTHER ORGANISATIONS.....	16
13. SYMPOSIA, SPECIFIC DETAILS.....	17
14. TIME TABLE, SUMMARY .....	17
APPENDIX I - INSTRUCTIONS TO AUTHORS.....	18
APPENDIX II - INSTRUCTIONS FOR THEATRE PRESENTATIONS .....	21
APPENDIX III - INSTRUCTIONS FOR POSTER PRESENTATIONS .....	22
APPENDIX IV - REGIONAL REPRESENTATION IN EGF EXECUTIVE COMMITTEE..	23
APPENDIX V - EGF CONSTITUTION .....	23

## INTRODUCTION

At the 12<sup>th</sup> General Meeting, held in Dublin in 1988, it was agreed that guidelines for the organisation of General Meetings of the European Grassland Federation (EGF) should be established. The Irish Grassland Association was asked to draft a booklet on these guidelines which would be of assistance to succeeding Organising Committees. The present guidelines are a result of that booklet. Thanks are due to Dr. S. Flanagan and his colleagues from Ireland. Thanks are also due to contributors of amendments after subsequent EGF conferences, General Meetings as well as Symposia.

After the establishment of EGF in 1963, the first General Meeting was held in 1965. Later General Meetings generally followed every second year. In between occasionally a Symposium was organised. Only since 1996 there is a regular pattern of a General Meeting in the even years and a Symposium in the uneven years.

The Guidelines below show Organising Committees the outline for EGF conferences. Differences between General Meetings and Symposia are given whenever appropriate.

### 1. ORGANISING COMMITTEE

The Organising Committee should consist of a Chairperson\*, Honorary Secretary\*, Honorary Treasurer, Clerical Secretary and up to about 6 Ordinary Members. The Committee should be no larger than this and the members should be chosen for their organisational ability and for their availability and willingness to devote time to the many functions necessary for the organisation of the conference. Within this framework it is convenient to set up a number of sub-committees to deal with detailed aspects of (a) Scientific (Technical) programme, (b) Social programme, (c) Associate Delegate programme, (d) Mid-conference tour and (e) Pre- and/or post-conference tours. The chairpersons of these sub-committees should also be Ordinary Members of the Organising Committee. The division of workloads and tasks, responsibilities and obligations should be clear to everybody in the Organising Committee and sub-committees.

*Note 1: It is best to have the Chairperson and Honorary Secretary at one address. This is also the only contact address for all correspondence regarding the conference. In fact, it is best to have as many members of the Organising Committee as possible at one address, or at least at one location.*

All arrangements for conference facilities, travel and accommodation may be delegated to a professional conference organisation and travel agency after analyses of costs by the Organising Committee. These arrangements should be checked carefully, also when the Organising Committee is arranging everything itself. Especially in the case of changes in the different programmes is checking very important. In the many preparations and arrangements required for a conference it is necessary for the Organising Committee to check and confirm every detail. Even when facilities are procured and when services are hired, the members of the Organising Committee should discuss them collectively to avoid missing out on details. The unwritten motto should be “check and re-check everything”. It is very important to monitor and control the timetables for bookings, reservations, cancellations, submission of papers, printing, etc.

The Honorary Secretary is advised to continuously make a set of notes for the improvement of future meetings, to be passed on to the Federation Secretary and the next Organising Committee towards the end of the conference. For the benefit of EGF a post-conference review of the arrangements should be conducted by the Organising Committee with a view to recommending further improvements from one conference to the next, the results of which should be forwarded to the Federation Secretary for inclusion in future Guidelines.

\* Re General Meeting: the Chairperson is generally also President of EGF, serving for two years from the end of the previous General Meeting to the end of his 'own' meeting. The Chairperson and the Honorary Secretary of a General Meeting both serve on the Executive Committee of EGF. The general requirements for President are: senior grassland scientist, feeling for EGF traditions, experience with EGF procedures, ability to preside over the Organising Committee and EGF, fluent in English, characteristics like drive, enthusiasm, charisma, sense of humour, open to advice from Federation Secretary.

## **2. COMMUNICATIONS / CIRCULARS / WEB SITE**

Guidelines for the circulation of information to the member organisations of EGF and to intending participants are listed below.

*Note 1: It is advisable to use the example of previous meetings and to ask the Federation Secretary to scrutinise the draft of each communication before distribution.*

*Note 2: Send the communications also to the Editor of Grass and Forage Science for promotion purposes (via British Grassland Society, Reading, Great-Britain).*

Preliminary leaflet to be submitted to the Executive Committee two years before the conference.

Communication 1 should be prepared about 20 months before the conference date; a 2-leaf or 3-fold brochure announcing the theme, venue and dates. [As for the date, there is a gentleman's agreement with the European Society of Agronomy (ESA) that the dates of the General Meeting should not clash with their date: EGF aims at May/June, ESA at September, both in even years.] Brief information of a general nature on the host country (if possible with some photographs), venue and content of tours as well as contact address, web site and schedule of deadlines should be included. The brochure should have a detachable form to be returned by intending participants stating name, address (including country and Email), interest in further information, intentions on submitting offered papers (theatre or poster), and on participation in tours and Associate Delegate programme. Please leave enough spacing for writing and ask that writing should be done in block letters.

A large number of these brochures should be sent to the secretariat of each member organisation for circulation within each country as well as one copy to the participants of the previous meetings. For those participants a floppy with names and addresses should be supplied by the previous Organising Committee. It is the experience that the direct mail works very successfully. Additional supplies of the brochure should be available on request. Brochures should also be distributed at other conferences/workshops of EGF, ESA, FAO, Eucarpia et cetera, and used for distribution till shortly before the conference.

It is advisable to use also Internet facilities to show the contents of the brochure as well as extra details on conference location, accommodation, tourist attractions and so on. The web site should be actualised regularly and links should be established with the web sites of EGF, BGS and other affiliated organisations.

*Note 3: the theme and outline of the programme should be discussed beforehand at a meeting of the Executive Committee which takes place approximately two years before the planned conference. It is not necessary to present a glossy circular to the EC, one A4 with proposals will do.*

Communication 2 to be circulated to respondents to Communication 1 and one copy to the secretariat of each member organisation, approximately 10 months in advance of the conference. This circular only to be sent as simple paper copy by ordinary mail to those without an email address. The others will get all information by email. The secretaries of the member organisations should be urgently requested to forward the message to all grassland people in their country.

Contents:

- List of plenary speakers and titles
- Call for offered papers, final date for offered papers specified, 1-page summary to be submitted within 2 months. If accepted, full paper to be submitted within 4 months of Communication 2. If possible, E-mail should be used for all communications regarding the papers
- List of topics or titles for group classification of offered papers
- General programme of tour(s), with as many details as possible
- General programme for Associate Delegates, with as many details as possible
- Information on registration fees and entitlements under these fee
- Information on travel and accommodation, access by air, boat, rail and road
- Information on costs, lunch arrangements, visas, insurance, car hire
- State the official working language for the conference
- Address for official travel agent, if any
- Address for tourist information, if any
- Two forms: (a) Registration form and (b) Travel and accommodation form.

The same and more information to be put on the conference web site, the facilities of which may also be used for registration and payment.

*Note 4: Details should be discussed with the Federation Secretary during his inspection of location and progress. During this visit there is opportunity to discuss all aspects of organising a conference.*

*Note 5: Essential details e.g. about speakers and the registration fee should be discussed beforehand at a meeting of the Executive Committee which takes place approximately one year before the planned conference.*

Communication 3 circulated to intending participants 3 months in advance of the Conference in the same way as mentioned under Communication 2.

Contents:

- Final programme, dates and times for registration
- Plenary speakers and titles
- Offered papers (theatre and poster), authors and titles
- Detailed programme for social functions
- Detailed programme for tours
- Detailed programme for Associate Delegates
- Include again: a registration form, a travel and accommodation form, and general information as in Communication 2.

*Note 6: If the Organising Committee is so far ahead with their work that Communication 2 is already reflecting all details of Communication 3 and no essential changes occur, Communication 3 may be left out to save costs. All intending participants may receive a letter instead, as E-mail or ordinary mail.*

Final programme (A4 format), to be available at Registration.

Contents:

- List of members of Organising Committee and sub-committees
- List of Executive Committee
- General programme of all events
- Detailed programme of sessions, with titles and authors of all papers, chairpersons for the various sessions, social functions
- Detailed programme for Associate Delegates
- Detailed programme of pre-, mid- and post-conference tours
- List of expected delegates, classified by country and in alphabetical order, with names, addresses, phone number, fax number and Email address.
- List of supporting organisations/sponsors.

Postal address

Each communication should give the postal address, phone number, fax number and E-mail address of the Honorary Secretary as well as the web site of the Organising Committee.

### **3. TECHNICAL (SCIENTIFIC) PROGRAMME**

Two years before the planned conference an outline programme with a specific theme and a list of suggested titles for plenary papers is presented to the Executive Committee. The programme should be related to a relevant theme, general enough to cater also for 'livestock-oriented' people. After approval by the Executive, senior delegates can be consulted during that same meeting about prospective authors for these plenary papers.

The programme for a General Meeting is based on a four-day period (generally Monday-Thursday) ending early in the afternoon of the fourth day at such a time that most participants are still able to travel home. During the four-day period one afternoon (generally Wednesday) is reserved for a mid-conference tour to research institutions and/or farms. Arising from

these considerations about 20 hours are available for the actual conference including plenary papers and (simultaneous ) sessions of offered papers for oral, poster and workshop presentations. Time is also necessary for the Opening session with emphasis on the host country and the Closing session with Closing remarks on the scientific topics of conference by a senior delegate. These Closing remarks may be the basis for a scientific review paper to be published in Grass and Forage Science as well as for the Conclusions of the conference to be put on internet. The Closing remarks are followed by the Business Meeting. The Business Meeting is part of the Closing session.

The programme for a Symposium runs along similar lines but is based on a three-day period (usually Monday-Wednesday). The afternoon of the second day is usually reserved for a mid-conference tour. There is no Business Meeting in the Closing session.

*Note 7: Care should be taken to have on the final day a very interesting morning programme until the Closing session so that participants stay till the end (and not leave already early.*

*Note 8: The remainder of the final afternoon may be used for meetings of special working groups, e.g. FAO, COST.*

### Plenary papers

The topics of the plenary papers are set out within the theme of the conference under various headings, in consultation with the Federation Secretary. Authors/speakers are selected on the basis of quality, keeping also the different regions of EGF in mind.

Invitations are sent to the nominated plenary speakers about 12 months in advance of the conference so that invitations can be confirmed in time. Thereafter names and titles of the papers can be included in Communication 2. When these invitations are confirmed, authors are sent instructions for writing their manuscript and publication in the Proceedings.

*Note 9: It is not common to invite retired persons to write and/or present a main paper. Retired persons are, of course, eligible as co-authors.*

### Offered papers

In response to Communication 2 the Scientific Committee (a sub-committee of the Organising Committee consisting of about 4 members) examines the 1-page summaries of offered papers. All members of the Scientific Committee read all abstracts, deciding together which abstracts are suitable for publication in the Proceedings. The Honorary Secretary notifies authors whether or not their offered papers are accepted for theatre/workshop or poster presentation.

Although the presentation of an offered paper is a necessary vehicle for most intending participants to get permission from their boss to attend the conference, it is advisable to scrutinise the quality (e.g. material related to theme?, research properly set up?, research accurately conducted and recorded?, results correctly interpreted?, no grammatical errors?) of the abstracts carefully. and restrict the number of offered papers for inclusion in the Proceedings to about 100, whereby some care is taken to consider the different regions within EGF.

The number of received abstracts may total up to 300, but these may be reduced not only on aspects of quality but also by restricting to 1 paper when a research group has sent in may be 5 abstracts or by deciding on joint papers of researchers with the same topic.

*Note 10: It is EGF policy to accept papers from outside Europe only if the content relates to work which is suitable for European conditions, with species that can be grown in Europe. This policy applies also to invited papers.*

### Instructions to authors

The approved authors are sent the instructions (see example in Appendix I, the final instructions to be made in consultation with the Federation Secretary) on the preparations of papers for publication in the Proceedings of the conference. Papers which do not conform to the instructions may be rejected. Editors do not have time for rescuing badly written papers. The differences between plenary, workshop and offered papers are defined in Appendix I (see under 2. Text).

The length of plenary papers is restricted to a maximum of 10 A4 size pages including tables, figures and reference list. A full page contains in print about 500 words. Instructions are set out in Appendix I. The length of offered papers is set at a maximum of 4 A4 size pages including tables, figures, references.

All authors of offered papers, whether approved or rejected, may have their summaries printed in a separate proceedings of summaries of poster papers and workshop papers, to be distributed only to participants of the meeting. In this way more scientists will participate because they will be able to show ‘the boss’ that their work gets attention. Moreover, there is less discrimination between offered and rejected papers. These proceedings of summaries should contain the message: “Non refereed abstracts submitted”.

Once the maximum length for the invited papers and offered papers has been agreed, contributors should be given no latitude in exceeding this length. The date for receiving the full papers as specified in Communication 2 must be strictly enforced in order to ensure proper review of the papers and advance publication of the Proceedings.

### Review and editing of papers

The text is delivered by the authors on floppy disc and/or as E-mail and on 3 printouts: one for the Honorary Secretary, the other two for careful reviewing by at least 2 reviewers, one of whom is a Scientific Committee member. The other reviewer may be from another country, preferably an English speaking country. Refereeing is good for the researchers and for EGF. It keeps the standards high for the proceedings. [As a precaution a back up is made of each arrived floppy disc as well as a copy of each paper, for storage in a safe place].

In the case of there being technical comments by the reviewers, the paper is returned to the author for amendment. Scientific Committee and outside reviewers have to be strict to keep standards high. This applies to the invited as well as the offered papers.

After acceptance of the technical contents by the Scientific Committee the manuscript is checked as regards English. A pool of scientists from UK and Ireland is prepared to help with this. If major revision is necessary the manuscript will be returned to the author. Thereafter the author will not again receive a proof.

The Scientific Committee classifies the papers into groups under the topics listed in Communication 2. For the structure of the programme offered papers are grouped around the selected main topics of plenary papers and workshops.

The overall editing should be left to an editor who may be a member of the Scientific Committee with very good knowledge of English or he may be from outside. The editor has the task to ensure uniformity of presentation throughout (especially also as regards the use of SI units) and to allow the text to communicate simply and effectively.

At the suggestion of the Scientific Committee the Organising Committee should ensure that the authors of papers accepted for inclusion in the programme will attend the General Meeting to present their papers, proof of which may be obtained through timely payment of their registration fee.

### Instructions for presentations

Instructions on the preparation of posters, slides and transparencies (see draft in Appendices II and III; the final version to be made in consultation with the Federation Secretary) are circulated to authors 3 months in advance of the meeting. The presentation time allowed for plenary papers is optional 30 to 40 minutes and for offered papers 15 to 20 minutes, all inclusive of time for discussion.

The presentation of posters should preferably not be at the end of an afternoon when participants are inclined to leave the conference for shopping and other leisure activities.

In consultation with the Federation Secretary Chairpersons are invited 6 weeks prior to the Meeting, selected from the list of expected participants on the basis of: regional representation throughout Europe, knowledge of the subject of the prospective session as well as the capacity to lead a discussion and to adhere to instructions from the Organising Committee. Running their session on time is an important function of the chairpersons and there should be a briefing session between the Organising Committee and the chairpersons on the eve of the meeting. The chairpersons are asked to study the papers of their session for proper discussion and for asking questions if the audience fails to do so. A short curriculum vitae of the invited speakers would be helpful to the chairpersons. Chairpersons are requested to present themselves as well as the consecutive speakers.

If a full description of organising a General Meeting were ever written, the author may wish to record several prolonged and tortuous discussions on the subject of coffee breaks. Moreover, if lengthy discussions were the sole criterion the description would state that the coffee breaks were of greater importance than, say, the number of papers that could be accommodated in the programme.

Formal coffee breaks require adjournments of at least 20 minutes on each of 3 or 4 mornings and 2 afternoons. This amount of time means that the theatre presentations must be reduced, but time may be gained by including the breaks in the poster sessions. There may be no formal coffee breaks at all; in that case coffee and other refreshments should be available at a nearby counter. Generally much more attention is paid towards the programme of the first day in comparison with the last day. However, if participants are to be expected to stay till the end, the programme should be really interesting scientifically to the very end and the participants should still have time to travel home. This means on the last morning a solid and attractive programme, finishing with only a short spell for Business Meeting and closure.

#### **4. SOCIAL PROGRAMME**

The social programme is an individual matter for the host country but should not be overlooked: more often than not conferences are remembered better for the social functions than for the scientific programme. A conventional programme with informal functions consists of:

- Welcome drink at Registration evening given by Organising Committee
- Reception given by governmental or commercial organisation on day 1
- Cultural event (e.g. concert, folk dancing or other theatrical performance) or again reception on day 2
- Conference dinner on day 3, often immediately following the mid-conference tour.

Every evening some function should be organised so that delegates may meet and talk outside the 'scientific hours'.

It is not satisfactory for members of the Organising Committee to supervise the social functions and be on time to meet delegates on arrival, if these same members are managing the General Meeting all day. It is therefore recommended that a person or persons representing the host country, nominated by the Organising Committee and free of daily administration, should oversee social aspects of the evening functions.

#### **5. ASSOCIATE DELEGATES PROGRAMME**

The organising of this important programme should be delegated to a sub-committee to cater for the special interests of Associate Delegates. This group consists of (a) mainly female partners of Full Delegates, (b) sometimes accompanied by children (it is advisable not to accept children below 14 years as they may ruin a programme! This restriction might be made clear in the communication) and (c) nowadays sometimes also some male partners.

The programme covers the whole length of the General Meeting but Associate Delegates join the Full Delegates at the social functions as well as the mid-conference tour. It is recommended that Associate Delegates attend (parts of) the Opening and Closing sessions of the Meeting. The programme should never start earlier in the morning than that of the Full Delegates.

The content of the programme should be centred on visits to places and people engaged in cultural, historical, educational and scenic interests characteristic of the host country. Some time should be allowed for shopping, sightseeing and leisure. In arranging the programme, the sub-committee should make allowances for language difficulties.

Special transport arrangements to and from places of accommodation may be required for Associate Delegates. The detailed programme should be included in Communications 2 and 3.

*Note 11: Any changes in the written programme should be handled carefully, communicating these timely to the delegates.*

## 6. MID-CONFERENCE TOUR

This tour lasts half a day, and is generally included in day 3 of a General Meeting and day 2 of a Symposium. It is held in order to provide all delegates the opportunity to visit research institutions and/or farms in the neighbourhood. These should be in the neighbourhood to avoid losing too much time in travelling.

Arrangements are best delegated to a sub-committee. A member of the sub-committee should be present on each coach throughout the tour.

A mid-conference tour may end at a place where the (informal) conference dinner is held. Because no time is lost for transporting the delegates to their hotels and for dressing up before the conference dinner, this means that extra time is available for the mid-conference tour.

*Note 12: It is important that technical handouts should be distributed beforehand (e.g. in the bus) to provide detailed information on the places to visit. This avoids time lost in asking all sorts of 'simple' questions at the locations.*

*Note 13: Provision should always be made to hold discussions indoors and in as much comfort as possible. In really good weather conditions, however, an outdoor location can be very pleasant provided adequate precaution is taken to ensure complete audibility. Otherwise excellent well-planned visits and discussions are frequently spoiled by lack of provision to ensure audibility. For large parties, especially in the open air, the use of properly tuned loudspeaker and microphone equipment is essential, and correct use made of wind direction. Hand-held loud hailers are generally unsatisfactory.*

*Note 14: Regular sanitary stops are essential and very much appreciated by participants.*

## 7. PRE- AND/OR POST-CONFERENCE TOURS

These tours generally last about three days, providing a group of about 40 delegates opportunities to visit research institutions and commercial farms and places of cultural, historical or scenic interests in a particular region of the host country.

On tours, handouts with details on places/farms to be visited should be distributed regularly beforehand during the tour, for instance in the bus. It is well-known that these handouts save time otherwise needed for answering 'simple' questions. Handouts are very much appreciated by participants. If maps are provided, it is useful to indicate the route in colour. At each technical visit there should be time for asking questions and the technical visits should preferably end with a word of thanks from one of the participants, which may at each visit be organised with the help of the Federation Secretary.

Arrangements for the tours are best delegated to a sub-committee, but responsibilities for hotel accommodation, meals and for coach hire may be delegated to a travel agent. The sub-committee should test the time schedule by driving the whole coach route at coach speed, ensuring there are no access difficulties for coaches (e.g. narrow bridge), and taking account of slow embarkation and debarkation of the coaches. Hotels and restaurants should be visited and checked beforehand.

The pre-conference tour generally draws more interest than the post-conference tour. The advantage of the pre-conference tour is that delegates get to know each other which makes contacts easier during the conference. Depending on the number of delegates, in previous Meetings it was often decided to have only the pre-conference tour. For a pre-conference tour name badges should be provided as well as a list of tour participants. At the first get-together each participant may introduce himself/herself to the group with name, country, main subject of work.

It is advisable to include a Saturday/Sunday night in the tour(s) so that participants can fulfil the requirements of an APEX-ticket, thus saving travel costs (these savings more often than not exceeding the costs of the tour and in this way joining the tour is very attractive).

The post-conference tour generally ends at an airport but care should be taken that participants have time enough to catch a flight home as well as have time left to travel to their respective locations inside their home countries. This needs some checking beforehand of scheduled flights. The same applies for pre-conference tours but then for the starting time from an airport. Finally, tours should not be of a too tourist nature. Many participants have to get permission on the basis of the programme and also have to report afterwards. As a guideline the tourist part should be less than 50%.

It is advisable that members of the Organising Committee of the next General Meeting or Symposium attend such a tour in order to get acquainted with the procedures and problems involved.

*N.B. See the important notes under 5 and 6, which apply also to this chapter.*

## **8. PROCEEDINGS**

Publication of Proceedings is important for EGF for two main reasons:

- they enhance the international scientific reputation of EGF and the authors
- they can provide a small income when copies are sold through the British Grassland Society, the EGF distributing agency (the net income to be destined for the EGF Fund).

The main advantages of publishing the Proceedings in advance of the General Meeting are:

- Delegates receive a copy of the Proceedings on arrival and can refer to the content of the papers throughout the various sessions. The availability of the Proceedings strengthens participation and discussion by delegates during and outside the sessions
- Authors are more likely to meet deadlines when submitting papers in advance of the General Meeting than is the case when publication is deferred to the following year
- The urgency of meeting deadlines in advance of the General Meeting creates in itself a faster response from all concerned with the publication than is the case subsequently.

The disadvantages of publishing the Proceedings in advance are:

- There is often little time for reviewing and editing. This program can be partly overcome by providing authors with standard instructions for the preparation of papers and insisting that these instructions are complied with. In this way papers received from the many different authors are reasonably consistent in style, structure and quality

- Aspects concerning the meeting itself (list of participants, concluding remarks by senior scientist, main decisions of Business Meeting) cannot be included. A suggestion is to include on the last pages general information on EGF, including the message that the main items of the last Business Meetings can be received from the Federation Secretary. These last pages might include: (a) a short history of EGF, (b) a list of previous proceedings including the message ‘out of print’, (c) name and address of Federation Secretary, (d) the constitution.

The text is generally delivered to the printer in camera-ready form for offset-printing, with standard EGF page size approximately A5 and on 75-80 grams paper. Normally at least 3 quotations should be obtained for printing. Some printers offer considerable assistance with desk editing and due note should be taken of this when comparing quotations. In the case of a budget for editorial assistance it may be possible to reduce this budget if assistance is available from the printer. Quotations may be accepted well in advance of the work being done and so the printer should give a firm price for the expected publication date, at the same time giving an indication of any extra costs for exceeding the number of pages and for corrections to proofs.

The binding and cover must be durable and attractive. The Proceedings should reflect the international standing of EGF. A cover should be designed that:

- is appropriate to the topic of the meeting,
- does not contain any aspect that will become out-of-date rapidly,
- reflects the scientific nature of the meeting and
- has one colour that is ‘EGF yellow’ so that the EGF logo can be suitably displayed.

Mention should be made of the name(s) of the editor(s) and of BGS as the distributing agency, as well as the fact that all papers were refereed. The first page should repeat the information given on the cover and also give the ISBN and ISSN numbers. These numbers may be obtained through the Printer’s office. It is advisable to involve the Federation Secretary in the final version of the cover and first pages of the Proceedings.

The Organising Committee decides how many books to print, the number to be related to the number of expected delegates plus stock for sales afterwards, the latter to be decided after consultation with the Federation Secretary and the distributing agency BGS.

## **9. VENUE, FACILITIES AND REGISTRATION**

Choice of venue is based on the standard of conference facilities, the cost of renting these facilities and on location in relation to services, e.g. airport, city, hotels.

The main facilities consist of:

- Theatres for technical sessions. There should be one main theatre with adequate seating to accommodate all delegates (up to about 300) for the official opening and plenary sessions. In addition 1 to 2 smaller theatres are required to accommodate simultaneous sessions as well as an area for presentation of poster sessions. The conference area should be free of noise and similar distractions.
- Lighting in the theatre. For showing slides a facility to dim the lights down rather than to switch them off is recommended for the convenience of delegates who may wish to read the script during the presentation of paper.

- Large screen (2.5 x 3.5 m), slide projectors, projectors for overhead transparencies, laser pointers.
- Sound. Microphones for chairperson and speaker; roving microphones with operators for questions and discussion.
- Speakers lectern with recessed lighting.
- Arrangements on stage. For the convenience of the speaker and for the presentation of visual aids particular attention should be devoted to the positioning of the lectern in relation to the screen and the speaker's need to use a pointer while speaking through a microphone.
- Time signal. A signalling system should be installed for reminding the speaker, if necessary, not to exceed the time allowed for his/her paper and assisting the chairperson in the task of running the session on time.
- Personnel. Projector operators should be constantly in attendance during technical sessions. A member of the Organising Committee should be constantly available in each theatre while sessions are in progress in order to assist the chairperson with any unforeseen problems. Per theatre a member of the Organising Committee should be delegated to collect slides from speakers prior to each session for handing over to the projector operator. This avoids unnecessary delays while sessions are in progress.
- A special slide showing the EGF logo should be displayed on the screen at the beginning of each session and during intervals.
- Poster boards. All the boards for mounting the posters should be uniform design and of standard size; the maximum height and width should be specified. Each board should be clearly numbered, the number to correspond with the number of the poster paper listed in the programme. Instructions for mounting posters should be supplied at Registration, with a reminder on the first morning of the General Meeting.
- Display hall for poster sessions. The size of the area required for the poster session will depend on the number of poster presentations. There should be sufficient floor space to allow delegates to circulate freely. There should be ample light for easy viewing of the posters.
- Facilities for lunch are an important consideration in the choice of the venue. A well organised self-service canteen with a choice of light or main course meals and with individual cash payment at well appointed cash registers provides an efficient service, provided that the canteen authorities are alerted in advance to the approximate numbers and that canteen staff are available to deal with unforeseen delays in the queue.
- Secretarial facilities: computer/printer and typewriter, calculator, phone, fax, photocopier, office supplies.
- Secretarial help for the Federation Secretary with regard to (a) the Executive Committee meeting, which is generally held on day 2 and for this meeting a suitable facility should be available, and (b) the Business Meeting on day 4. Moreover, a notice board should be available to present news from the EGF Secretariat.
- Announcements. A member of the Organising Committee, preferably the same one each time, should address the delegates before a break or at the end of a session, with regard to technical points, e.g. changes in the programme(s), names of people which have to report to the Information desk, message from the Federation Secretary, where to find the excursion bus et cetera. The same may also appear on the notice board.
- Noticeboard in the concourse area. To put up a list with amendments (non-arrivals, new arrivals). Also to be used for messages and a possible daily news-sheet.

- Direction signs. Signs should be erected on the venue campus indicating EGF registration point, car parking, bus terminus, bank, shop, etc.
- Provision of first aid and possibly other medical services.
- Commercial exhibitions. It is not recommended to organise an exhibition of commercial firms at or near the premises of the meeting. An exception is made for non profit organisations like BGS and FAO.
- Transport. Where necessary, shuttle bus services should be provided for delegates to and from the airport and/or railway station, to and from venue and places of accommodations.

Registration. Ease of registration on arrival is facilitated by the use of registration lists containing the name, address, phone, fax and E-mail numbers of all intending participants. At a first desk the delegate is required to check these details against his/her name, change any mistakes with clear block letters and fill in any gaps, then entering his/her signature. The names are classified by country and according to alphabetical order. In this way the list of delegates can be quickly updated or amended and late cancellations or late arrivals can be identified. It is advisable to have two or three desks with registration lists along alphabetical lines available so as to avoid a queue. After checking the necessary payments (at the first desk or at a separate one), the Full Delegate receives a conference bag, in general containing name tag, coupons for various functions, meal vouchers, coffee tickets, final programme, Proceedings, list of delegates, brochure on the country and city/town, local map (a real treat is to supply a mini-dictionary of basic expressions of the local language and the translation in English). The Associate Delegate receives a different content of the bag.

*Note 15: A name tag is only adequate if the surname of the delegate is easily readable at up to 2 m distance. Other particulars (title, first name, organisation) are not essential for the name tag and can be found in the list of delegates. The country may be indicated by the abbreviation used for cars: A = Austria, AL = Albania ..... YU = Yugoslavia, see Appendix .....*

Different colours may indicate member of Organising Committee, invited speaker, ordinary participant or Associate Delegate.

## **10. TRAVEL AND ACCOMMODATION**

Travel and accommodation can best be delegated to a professional organisation appointed by the Organising Committee. Information to intending delegates with costing as well as booking forms to be included in Communications 2 and 3. There should be a strong liaison between the Honorary Secretary and the professional organisation. In particular, the accommodation facilities for delegates should be inspected by members of the Organising Committee so that any deficiencies in standards are corrected. It is advisable to offer a choice of hotel classes to cater for different budgets.

See under 3 and 7 for arrival and departure of participants.

## 11. FINANCE

One of the tasks of the Organising Committee is to draw up a budget for the financial management of the General Meeting. The main items of expenditure and income are as follows:

### Expenditure

- Venue: rental charges etc., sound and projectors, boards for poster presentation, direction signs, flags
- Insurance
- Name badges, invitations, tickets, registration cards, conference bags
- Stationary, telephone, fax, postage
- Secretarial expenses
- Expenses for Organising Committee (travel?, accommodation?, registration fee?)
- Registration fee and accommodation expenses for Federation Secretary plus assistant
- Expenses for invited speakers (registration fee, travel based on rail-2<sup>nd</sup> class and airtourist class and/or accommodation)
- Expenses for workshop leaders if they have a real task (travel and/or registration fee)
- Printing of Communications 1,2,3 and Final programme
- Printing of Proceedings for Full delegates and for sale afterwards through BGS
- Printing of Proceedings of summaries of offered poster papers and workshop papers
- Lunches, coffee, tea if included in the registration fee (it might be wise not to include these in order to keep the entrance fee as low as possible)
- Social functions
- Bus transport, shuttle services
- Fee to EGF, in consultation with Federation Secretary
- Contingency fund to allow for unforeseen expenses.

### Income

- Registration fee, free registration granted to invited speakers and Federation Secretary [Not standard but often positively approached is a request from students to get a reduction of the fee of up to 50%. The same applies to retired persons who really like to keep contact through EGF conferences, a list of them to be made together with the Federation Secretary]
- Sponsorship from (commercial) organisations.

*Note 16: The pre- and post-conference tours as well as the Associate Delegates programme should be self-financing.*

## 12. ACTIVITIES EMPLOYED BY OTHER ORGANISATIONS

- a. Sponsorship is to be welcomed and is best arranged through national companies. Sponsors may want to play a dominant role but it is up to the discretion of the Organising Committee to find the right balance so that sponsors and participants are satisfied. No endorsements of products by EGF should ever be implied, and a statement should appear in the final commu-

nication and the Proceedings that, while EGF acknowledges the valuable assistance with the costs of the conference received from commercial sources, listed in alphabetical order, no endorsement of specific products can be made, nor is intended, by EGF. When sponsorship is agreed, the terms should be made clear to the sponsor from the outset, i.e. the nature of the recognition which will be given. In general distribution of sponsor's material to delegates, or on buses, is not advised. There should be no commercial exhibition in the entrance hall.

- b. Organisations like BGS and FAO can be provided with a table in the entrance hall for showing leaflets, journals, books. These and other organisations should be refrained from providing receptions or parties during official conference hours (e.g. technical sessions, poster presentations).

### **13. SYMPOSIA**

Symposia are organised along similar lines as General Meetings. However, symposia deal with a specific topic and are held in uneven years against the General Meeting with a general and wider topic in even years. (See general remark on dates under A.2. General Meeting).

In comparison with the General Meeting, a Symposium draws less participants, generally lasts 3 days and is more free to choose a date.

It is advisable to connect a pre- or post-conference tour (only one tour is sufficient) with the 3 days in such a way that it includes a Saturday/Sunday night. The present APEX tickets ask for inclusion of this night and the savings in travel costs generally more than pay for the fee of the tour. In this way the tours is more easily filled and the participants are saving travel costs.

The symposium proceedings should meet the two objectives mentioned above under chapter 8. They should be seen as belonging clearly to a family of similar publications produced by EGF.

The EGF flag is in the possession of the President. It is up to the Organising Committee to obtain the flag during the Symposium for exposure on the stage.

During the Symposium the Executive Committee generally meets; during this meeting the President or Honorary Secretary reports fully on the preparations of next year's General Meeting, obtaining approval for the planned plenary papers and discussing the height of the expected registration fees in relation to past conferences. This is an excellent opportunity for the Federation Secretary to scrutinise Communication 2 related to the next General Meeting. Moreover, during this meeting of the Executive Committee the Organising Committee of the next Symposium offers the general outline of its programme for approval by the Executive Committee.

### **14. TIME TABLE, SUMMARY**

Not yet elaborated.

## APPENDIX I - INSTRUCTIONS TO AUTHORS

### Author's Instructions for the preparation of papers on floppy disc

#### 1. General

The papers will be reviewed by the Scientific Committee. If there are substantial comments or corrections, the papers will be returned to the authors for revision. Otherwise there will be no opportunity for the authors to correct after submission.

To ensure uniformity in style and layout throughout the proceedings, we request that you follow the enclosed instructions carefully.

Add a preceding page to your paper containing the following information: running title, name, address, number of telephone, fax and E-mail, number of pages, number of tables, number of illustrations. The text will be delivered to the publisher in camera ready form. It will then be printed by offset printing, at a linear reduction to 80%. Previous results of printing can be seen in the EGF Proceedings, published in the series 'Grassland Science in Europe'.

Manuscripts must be in the hands of the Scientific Committee before the date .....

Contributions should be forwarded to:

The Organising Committee

Phone: + .....

Dr. ....

Fax: + .....

.....

E-mail:

.....

.....

.....

#### 2. Length

The number of pages is restricted to 10 for invited plenary papers, to 8 for invited workshop papers and to 4 for offered papers. Please bear in mind that a page holds about 3000 typed characters except for graphics, figures and tables. Papers should not exceed the indicated number of pages, which is inclusive of tables, figures and references.

Note: Plenary papers focus on the main theme of the respective session, containing an overview of new research results and an outlook on new developments. Offered papers generally contain results of a specific topic of the author(s), presenting scientifically sound findings and conclusions and preferably also opening questions for discussion in the workshops. Workshop papers concentrate on the specific workshop theme using the results of relevant offered papers.

#### 3. Text

Please send the text both on floppy disc (Windows Word, Word Perfect, or ASCII) and on three printouts. Do not use any editing programs but only word processors. Preferably do not use MacIntosh texts. Please do not format the text (no bold characters, no justification, no indentation etc.). Include figures and photographs in triplicate. The text should be typed in double space on one side of A4 paper. Do not use a hard return at the end of a line. Use only a hard return at the end of a text paragraph, a heading or a caption. No indentation should be used, but the desired location of an indentation in the text may be marked by an „I” in the left margin of your text. Add always a copy of the text in ASCII format.

Each contribution should include first a brief summary of 400 words for invited papers and 200 words for offered papers with keywords (maximum 6 in alphabetical order), then an introduction. The main text of the paper should follow, divided into sections and, if necessary, in

subsections. The last section should list references alphabetically. In case of offered papers, the paper should be divided into the sections: summary, keywords, introduction, materials and methods, results, discussion, acknowledgements and references.

#### 4. Title and headings

The title should have a maximum length of two lines. Skip one line and follow with the name of the author (omit titles); skip one line, type the name and address of the institute. Then skip one line.

Title, authors and institute flush left. Headings should be typed in the normal text letter. Indicate on the printout of the paper the grade of the heading by marking it in the margin (i.e. H1, H1.1, H1.2...H2). Headings, title, author and institute should not be typed in capital letters, but in lower case. When more authors from different institutes are present, number them progressively and repeat the number when writing the address.

#### 5. Footnotes

Footnotes should preferably be omitted. Try to put the information in the text between parentheses.

Notes in tables should be referred to by superscript letters.

#### 6. Tables

Use tables sparingly. Do not put these in the text, but attach these separately. Write each table in a different file on the diskette. Arrange tables according to the following system: Use only horizontal lines; primary heads of columns and lines should begin with an initial capital, secondary heads without initial capital; begin all heads at the left of their column; use TAB-key (instead of SPACE BAR) between different columns. Positions of tables should be indicated in the left margin of your text.

#### 7. Graphs and line drawings

It will often be impossible to have original drawings made to fit exactly the page width. The maximum size for figures is a length of 19 cm and width of 12 cm, and delivered only in black and white. Consequently, artwork will have to be photographically reduced in order to fit. Bear in mind that the size of lettering in a drawing should never become smaller than 2 mm after reduction, preferably somewhat larger. Photocopies of artwork are unsuitable. Please add a copy of graphs and drawings on floppy disc saved in format Excel 4.0 or 5.0, each one on a separate file, with data.

When using a computer drawing programme, the drawings should be printed on a laser or inkjet printer. Give captions of figures at the end of the paper in normal lettertype on a separate sheet. Write lettering also to the vertical axis horizontally. Position of graphs and line drawings should be indicated in the left margin of your text.

#### 8. Photographs

Photographs must be black-and-white with adequate contrast and printed on white glossy paper about twice the size of the final figure in print. Only original prints can be used, no photocopies or pre-screened or already printed versions. The maximum size should be a length of 19 cm and width of 12 cm. They must not be pasted onto the typing sheets but handed in separately, numbered for reference. Indicate the orientation of each photograph with an arrow pointing to the top, pencilled lightly on the back. Be sure to reserve adequate blank space on the typing sheet, for photograph and caption. The caption should be placed under the photograph, i.e. at the bottom of the blank space, on the left aligning with the left edge of the other text. Indicate the

scale of micrographs with a bar scale on the print itself. Position of photographs should be indicated in left margin of your text.

## 9. Acknowledgements

These should follow the discussion. If references to grant support are cited, write out complete names of the funding agencies.

## 10. References

Refer in the text to: author (year) or (author, year). Use & and not 'and'. For instance not Ardiani and Scimone, but Ardiani & Scimone. With more than two authors, reduce to first author et al. (with a final point).

The list of references gives authors first alphabetically and secondly chronologically: first Prins W. H., 1981; then Prins, W. H., 1983; then Prins, W. H., G. Parente & M. Scimone, 1981 (in the text Prins et al., 1981).

For journal articles:

Author(s), year. Title. Journal title (in full), volume number (issue number between brackets if needed): page-page.

For chapters or contributions to a book:

Author(s), year. Title. Journal title (in full), volume number (issue number between brackets if needed): page-page.

For whole books:

Author(s), year. Title. Edition of any. Publisher, address. Mention the page numbers referred to. Do not skip lines between references.

## 11. Abbreviations and units

Only SI units and abbreviations should be used. Abbreviations should be explained when they first appear in the text. If a non-standard abbreviation is to be used extensively, it should be defined in full.

For mineral contents in soil, fertilisers, manures, plants and animal products etc., the elements (P, N, K, etc.) should be used instead of their oxides.

Isotopes should be indicated as  $^{14}\text{C}$ ,  $^{32}\text{P}$ , etc.; ions should be mentioned as  $\text{H}^+$ ,  $\text{Mg}^{2+}$ , etc.

For molar concentration italic M should be used.

Latin biological names and et al. should be italicised (or underlined).

Write units of measurements as scientific notations (use  $\text{kg ha}^{-1}$  and not  $\text{kg/ha}$ ), concentration as  $\text{g kg}^{-1}$  and not as percentage (%).

## **APPENDIX II - INSTRUCTIONS FOR THEATRE PRESENTATIONS**

For theatre presentation facilities will be provided for the projection of 25 x 35 mm slides (in 50 x 50 mm mounts and for showing transparencies with an overhead projector. The time allocated for an invited paper is (optional for Organising Committee) 30 to 40 minutes for the main sessions and 15 to 20 minutes for the workshop sessions, all including discussion. The number of slides should not exceed 30 and 15, respectively. During the workshops authors presenting posters will have the opportunity to synthesise their results in 5 minutes of oral presentation using only a couple of visual aids, after previous communication with the leader of the workshop.

Note: either slides or transparencies should be used and not a combination of both. The Organising Committee prefers use of slides.

After registration each presenter is expected to have his/her slides examined on the projector in the Theatre with a member of the Organising Committee.

Remember that visual aids should be kept as simple as possible and that all text should be in English:

- Convey one main message or idea per slide.
- Tables should have a maximum of 4 columns x 4 rows of data with a fifth column/row for titles.
- Graphs should not contain more than 3 lines, clearly differentiated by colours or symbols.
- The maximum number of words on slides/transparencies of text should be 30 and the maximum number of lines should be 8.
- On slides, rows and columns should be spaced closely together. The space between columns should equal the space occupied by the characters in the column and the space between rows should equal the height of the characters in the rows.
- Prepare new slides – do not use a mix of old slides.

Note: A finished slide should be readable when held at arms length.

- On transparencies upper case letters and figures should have a minimum height of 0.5 cm and lower case letters should have a minimum height of 0.3 cm.

It is worthwhile to project beforehand both slides and transparencies to some of the author's colleagues for their comments.

### **APPENDIX III - INSTRUCTIONS FOR POSTER PRESENTATIONS**

At Registration presenters are informed about their poster number, the time of putting up and displaying their poster. Presenters will have to remain with their poster during the designated display time.

Poster format. The maximum poster size is 70 cm wide x 100 cm high. A suggestion is to use modules of approximately A3 or A4 size which can be kept in position with pins, barbed tape or adhesive tape, available in the poster room.

Structure. The poster should contain the following elements: title, author(s), institution should be at the top. A photograph at the top right hand corner will help the audience to identify the author(s). To be followed by a brief introduction, methods, results and conclusion(s). These should all be concise and to the point. The text should be kept to a minimum and visual presentations e.g. graphs, histograms and photographs used as much as possible. Take ample time for planning, making sure that poster elements flow from left to right and top to bottom. Use letter, numbers and arrows to indicate the proper flow to the audience.

Appearance. Avoid overwhelming the audience with too many numbers, words and/or complicated graphs. Appropriate use of colour improves the readability. Use abbreviations and acronyms sparingly. Remember, people will read or study your poster often in your absence, so make certain that the message is clear and simple. Also, a poster is not a vehicle to present the detail normally contained in a scientific paper. Test your design on colleagues before final commitment.

Lettering. All lettering should be in readable from 3 m distance. Avoid typefaces made of thin strokes, which reduce legibility. Use a bold or semi-bold typeface for titles, headings and subheadings: the added weight (blackness) will enhance the legibility.

Titles, headings and subheadings should be in capital letters. However, the text in the body of the posters is more eligible if upper and lower case letters are used.

Following are the guidelines for minimum type sizes (letter height):

- poster title - 20 mm; author(s), institution, address - 13 mm;
- headings (e.g. Introduction, Methods) - 13 mm; subheadings - 9 mm;
- body text - 7 mm.

Headings may be hand-written, stencilled or prepared with transfer copy enlarged. Use a word processor or typewriter to prepare the text copy, making sure the type is very black. Characters from ink jet or matrix printers tend to disintegrate on enlargement and are therefore not suitable.

Poster prize. During the Business Meeting the name(s) of the author(s) of the best presented poster(s) will be announced.

Example of poster display (optional for Organising Committee)

**APPENDIX IV - REGIONAL REPRESENTATION IN EGF EXECUTIVE COMMITTEE**

1. Northern Europe  
Denmark (DK)  
Finland (FIN)  
Iceland (IS)  
Norway (N)  
Sweden (S)
2. Central Europe  
Austria (A)  
Czech Republic (CZ)  
Germany (D)  
Hungary (H)  
Slovakia (SK)  
Switzerland (CH)
3. Western Europe  
Belgium (B)  
France (F)  
Ireland (IRL)  
Luxembourg (L)  
Netherlands (NL)  
United Kingdom (GB)
4. Eastern Europe  
Bulgaria (BG)  
Moldova (MD)  
Romania (RO)  
Russia (RUS)  
Ukraine (UA)
5. Southern Europe  
Greece (GR)  
Italy (I)  
Macedonia (MK)  
Portugal (P)  
Spain (E)
6. South Eastern Europe  
Albania (AL)  
Bosnia/Herzegovina (BIH)  
Croatia (HR)  
Slovenia (SLO)  
Serbia and Montenegro (YU)
7. North Eastern Europe  
Belarus (BY)  
Estonia (EST)  
Latvia (LV)  
Lithuania (LT)  
Poland (PL)

## **APPENDIX V - CONSTITUTION** (lay-out not original)

### **European Grassland Federation Constitution**

(Revised 9 June, 1994)

#### **1. Name**

The name of the Federation is the EUROPEAN GRASSLAND FEDERATION.

#### **2. Objectives of the Federation**

- (a) To facilitate and maintain close contact between European Grassland Organisations.
- (b) To promote the interchange of scientific and practical experience between grassland experts.
- (c) To initiate symposia and other meetings between European Grassland Organisations.

#### **3. Membership**

Membership of the Federation will be open to National or Representative Grassland Organisations in Europe. At the discretion of the Executive Committee, individual grassland workers may become Corresponding Members of the Federation, provided that they are resident in a European country or territory and that the country or territory does not have a national or representative organisation which has membership of the Federation.

#### **4. Executive Committee**

The affairs of the Federation shall be managed by an Executive Committee which shall consist of:

- (a) The President of the Federation, who will serve from the end of one General Meeting to the end of the next, and who shall be a member of the host-organisation which is preparing the General Meeting to be held during his term of office. The nomination for President shall be made by the Executive Committee for ratification by the Business Meeting.
- (b) The immediate Past-President of the Federation, or a member of his host-organisation nominated by the immediate Past-President.
- (c) The Secretary of the next General Meeting of the Federation.
- (d) One member to represent each of the following regions:
  - i) Northern Europe
  - ii) Central Europe
  - iii) Western Europe
  - iv) Eastern Europe
  - v) Southern Europe
  - vi) South Eastern Europe
  - vii) North Eastern Europe

Each regional member shall serve from the end of one General Meeting to the end of the second General Meeting thereafter.

Alternately three or four out of the seven members will be elected at each General Meeting. At the final Business Meeting, the countries to provide the representatives for the different regions shall be determined. The name of the representative shall be chosen by the member organisation of that country and must be communicated to the Federation Secretary as soon as possible but not later than the end of the year in

- which the Business Meeting is held. If the country has no member organisation, the choice of the representative may, at the discretion of the Business Meeting, be decided by the Executive Committee. The representatives are obliged to attend the meetings of the Executive Committee or arrange substitutes when unable to attend.
- (e) The Executive Committee shall have powers to co-opt not more than two additional members.
  - (f) There shall be a Federation Secretary who shall be responsible to the Executive Committee for liaison with member organisations and corresponding members and for such other activities as the Executive Committee shall request. The Federation Secretary shall be a member of the Executive Committee, but shall not have a vote unless he/she is also a member under sections 4a to 4d above. He/she shall act as Secretary to the Executive Committee. The Federation Secretary shall be elected (or re-elected) at the final Business Meeting of each General Meeting or shall be chosen in such manner as the Business Meeting may decide.
  - (g) The expenses incurred by the Federation Secretary shall be paid out of a Fund. This fund receives a sum per paying registered delegate at General Meetings and symposia, the sum to be decided by the Executive Committee. The Federation Secretary can withdraw money from the Fund after signing by him/her and the President.

## **5. Execution of the Programme of the Federation**

- (a) General meetings and symposia shall be held in the different countries within the Federation. These meetings shall be arranged so that they do not interfere or clash with International Grassland Congresses or similar functions.
- (b) A General Meeting is one which will be of interest to all members of the Federation and to which all member organisations are invited.
- (c) Symposia will deal with specialised topics, which because of their restricted nature will not be of interest to all members.
- (d) A General Meeting will be held at least once every three years.
- (e) At the final Business Meeting of each General Meeting, the location, topic and date of the next General Meeting will be agreed. The Executive Committee of the Federation will be responsible for ensuring that at least one country presents a firm invitation to act as host for the next General Meeting. In this, they may ask for assistance from the organisers and leaders of delegations of the preceding Meeting.
- (f) Once an organisation has been invited and has accepted to act as host to meetings or symposia, it should first reach agreement with the Executive Committee on the precise venue, programme, number of members, etc., but the organisers will be free to seek advice, if they so wish, from other countries. Once these have been agreed, it will then have complete responsibility for the meeting. The finances of any meeting shall be the responsibility of the host-organisation.
- (g) If an organisation has been invited to act as host for the next General Meeting, and has agreed, and the organisers then find they are unable to fulfil this task, they must immediately inform the President and the Federation Secretary. Or alternatively, if no material progress has been made within a reasonable time by the host-country to organise a meeting, the Executive Committee will then arrange for another country to act as host and, if it is not possible for the General Meeting to be held at the time originally arranged, will advise on a suitable alternative date.
- (h) At the completion of one General Meeting, the secretariat of that meeting should hand on as much information as possible to the organisers of the next meeting. This

should include the names and addresses of the secretaries of the Member Organisations or Representatives.

- (i) Proposals for symposia shall be submitted to the Executive Committee. The Executive Committee may also suggest topics for specialised symposia. Symposia may be held at any time with the approval of the Executive Committee.

## **6. Voting Powers**

- (a) At every General Meeting there will at least one Business Meeting at which any matters pertaining to the Federation shall be discussed. Each country represented at the Business Meeting shall have one vote.
- (b) A simple majority is required for normal decisions.

## **7. Honorary Life Presidents**

Honorary Life Presidents of the European Grassland Federation may be elected at a General Meeting.

## **8. Changes in the Constitution**

Changes in the constitution may only be made at a Business Meeting of a General Meeting. Three months notice in writing of the proposed change shall be given to the President and to all Member Organisations. The proposal must receive at least 66 % of the votes at the Business Meeting.