



European Grassland Federation

GUIDELINES

FOR THE

ORGANISATION

OF

EGF GENERAL MEETINGS

AND

EGF SYMPOSIA

BY

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FEDERATION SECRETARY

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1. INTRODUCTION

At the 12th 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 Sean Flanagan and his colleagues from Ireland for that start and to Willem H. Prins, Federation Secretary, for extending and revising the guidelines from then on.

Thanks also go to contributors of amendments after subsequent EGF conferences, EGF General Meetings as well as EGF Symposia. The present EGF Guidelines, approved by the EGF Executive Committee 2009 in Brno (Czech Republic), is the result of a recent general revision with substantial input by Andreas Lüscher (Switzerland) and Nilla Nilsson-Linde (Sweden).

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

The Guidelines below show the outline for EGF conferences to Organising Committees. Differences between EGF General Meetings and EGF Symposia are depicted where necessary.

Basic concept of EGF General Meetings and EGF Symposia

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Pre-conference Tour (starting Friday or earlier)	Pre-conference Tour	Registration	Session 2	Session 3	Session 5	Workshops, Meetings
		Opening Ceremony	Poster Session	Poster Session 3	Poster Session 5	
		Opening Session	2Parallel Session 2A Parallel Session 2B	Parallel Session 3A Parallel Session 3B	Parallel Session 5A Parallel Session 5B	
		Lunch	Lunch	Lunch	Closing Session EGF Business Meeting	
	Master Classes, Workshops, Working Group Meetings	Session 1	Mid-conference tours	Session 4	Closing Ceremony Lunch	Post-conference Tour (ending Friday or later)
		Poster Session 1		Poster Session 4	Departure	
	Registration	Parallel Session 1A Parallel Session 1B		Parallel Session 4A Parallel Session 4B	Workshops, Meetings Post-conference Tour	
	Welcome Drink	Reception	Social Dinner	Conference Dinner		

EGF Symposia follow a similar schedule but from Monday to Wednesday (3 full Sessions, Mid-conference Tour on Tuesday) and do not have an EGF Business Meeting and generally also not parallel sessions or master classes.

* More details on the structure of EGF may be read in "A history of the European Grassland Federation 1963-2003", Grass and Forage Science, 59, 2 - 7, 2004

2. 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 tasks necessary for the organisation of the conference. Within this framework, it is convenient to set up a number of sub-committees responsible for detailed aspects of (a) Scientific (Technical) programme, (b) Social programme, (c) Associate Delegates' programme, (d) Mid-conference tours 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.

The Chairperson is generally also President of EGF, serving for two years from the end of the previous EGF General Meeting to the end of his 'own' meeting. The Chairperson and the Honorary Secretary of an EGF General Meeting both serve on the Executive Committee of EGF. The general requirements for the President and preferably also the Honorary Secretary 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, willing to collaborate with the Federation Secretary.

All arrangements for conference facilities, travel and accommodation, and registration can best 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 exclusively. Especially in the case of changes in the different programmes, checking is 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 and future revisions of the Guidelines. The results of the review are to be described in a Final Report to be forwarded to the Federation Secretary for approval by the Executive Committee during its next meeting. In addition to writing a final report the Honorary Secretary is expected to pass the updated list of used e-mail addresses (preferably in an Excel sheet) collected for marketing purposes and the updated list of participants (in Excel or Word format) to the Federation Secretary to be handed over to the next organisers.

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 advantageous to have as many members of the Organising Committee as possible at one address, or at least at one location. If this is not possible, then it is recommended to make best use of modern communication technique (telephone conference, video conference).

3. COMMUNICATIONS

This chapter gives guidelines for the circulation of information to grassland organisations and individuals in Europe, within and outside EGF.

The main information channels that are strongly recommended to be used are (1) a proposal, (2) a Website of the organising committee to offer information about the forthcoming event on the internet, and (3) electronic mailings for directly providing information to regional representatives of EGF member countries as well as selected target people.

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

Note 2: 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.

Re (1) Proposal:

The information about an EGF conference starts with a proposal to be submitted to the Executive Committee one month prior to the Executive Committee Meeting which will be held two years before the proposed conference. After approval of the theme and outline of the programme at the meeting of the Executive Committee the proposal (to be indicated as PROPOSAL on the front page) can be handed out to participants of the ongoing EGF conference as well as mailed to the EGF Member Countries for marketing purposes. So this takes place two years before the planned conference.

Brief information of a general nature on the venue and dates of the planned conference as well as the contact address and website should be included in the proposal. It is not necessary to present a glossy leaflet, a simple A4 with proposals will do.

According to common experience the electronic facilities are widely spread in Europe. Therefore all further communication can take place via electronic means such as e-mail messages and offering information on websites.

Re 2: Website:

A thoroughly prepared website for the planned conference corresponds to the most common and state of the art ways of spreading and collecting information. The website should be installed two years before the planned conference after approval of the proposal by the Executive Committee and Business Meeting (the latter only in the case of a General Meeting). Because the internet and the websites of EGF events in particular are an important source of information, the website should be administrated until at least three years after the conference.

The website should be updated regularly and links should be established with the websites of EGF, BGS and other affiliated organisations. Corresponding to print Communications in earlier years, at least three updates providing the following information are necessary:

Communication Update 1

The website to start with basically shows the contents of the brochure mentioned above, as well as extra details on conference location, accommodation, and tourist attractions and so on. It should be prepared and provided about 2 years before the conference date, announcing the theme, venue and dates.

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, website and schedule of deadlines should be included.

The website should offer the possibility to contact the organising committee or offer a form to

allow possible 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.

The information about the website should be sent by e-mail to the secretariat of each member organisation for circulation within each country as well as to the participants of the previous meetings. For this purpose all names and addresses should be supplied by the previous Organising Committee (see chapter 2).

Communication Update 2

This update combined with an electronic mailing approximately 10 months in advance of the conference, provides new important information and is also actively announced by email to individuals, apologizing beforehand if people receive the same information twice.

The secretaries of the member organisations should be urgently requested to forward the message to all grassland people in their country.

The update gives the following new information:

- List of titles of plenary papers and speakers
- Call for offered papers, final date for offered papers specified, 200 words summary to be submitted within 2 months. If accepted, full paper to be submitted within 4 months of Communication Update 2. If possible, e-mail should be used for all communications regarding the papers (see scientific programme earlier in this chapter)
- 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
- Deadlines for submission of abstracts, papers, registration, payment etc.

Registration facilities: If possible offer and use electronic registration facilities on the conference website. These can be provided by your service provider. Two forms are usual: (a) Registration form for all parts of the ordinary programme and (b) Travel and accommodation form. Create and use a form allowing to collect as much information as possible. A customised registration supports the planning and organisation of tours (coaches), meals, sessions etc. and furthermore allows customised payment. The detailed registration also enables a complete overview of participants and accurate participant lists for all programme elements.

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/at least one year before the planned conference. In cases the period between conferences is shorter than 12 months (e.g. one in September of year 1 and the following already in April or May of year 2) the Federation Secretary uses means of electronic communication for the decision making.

Communication Update 3

This update and a corresponding e-mail should be sent to intending participants 3 months in advance of the Conference in the same way as mentioned under Communication Update 2.

Contents:

- Final programme, dates and times for registration at the beginning of the conference
- 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
- List of supporting organisations/sponsors and/or their logos with a link to their homepage.
- Keep the registration form, a travel and accommodation form (depends on provider/partner) and general information as mentioned earlier.

Note 6: After every substantial update of the website, all intending participants should receive an E-mail.

Confirmation:

A personal e-mail, at least 2 weeks before the conference, is recommended to be sent to all registered participants. It should contain a welcome note and a confirmation for all booked services. In addition to that, all useful technical information and links to relevant service providers are appreciated.

Congress Documents:

The following items are expected to be available at Registration:

Name tag:

- The name tag is only adequate if the surname of the delegate is easily readable at up to 1,5 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, HU = Hungary, CH = Switzerland.

Booklet/brochure 1: Conference Programme

- General programme of all events
- Detailed programme of sessions, with titles and authors of all papers, chairpersons for the various sessions, social functions
- Description of the venue and details about the localities

Booklet/brochure 2: Associate Delegates' Programme

- Detailed programme for the accompanying persons, including all common elements of the main programme

Booklet/brochure 3: Programme(s) of mid-conference tour(s)

- Detailed excursion programme(s) including maps, routes, regional historical, cultural, touristic, operational and experimental and farm descriptions, field plans etc.

Booklet/brochure 4: Programme of the pre- or post-conference tour (to be provided at the start of the tour)

- Detailed excursion programme including maps, routes, regional historical, cultural, touristical, operational and experimental descriptions etc.
- List of participants

Booklet/Brochure 5: List of Participants

- List of expected delegates, classified by country and in alphabetical order, with names, addresses, e-mail address, phone number, and optionally cell phone number to be provided at registration.

To be integrated into the Conference Documents:

- List of members of Organising Committee and sub-committees (also recommended to include in the Proceedings)
- List of supporting organisations/sponsors and/or their logos with a link to their homepage (include in the Proceedings, print the logos on the back of the programme booklets and brochures).

Conference bag:

- In order to facilitate the handling of the congress documents, it is recommended to offer a conference bag to all participants.
- Information on EGF affairs:
- The following information is provided on the EGF Website (www.europeangrassland.org) and posted on the official EGF Bulletin Board by the Federation Secretary:
- Agenda of the forthcoming EGF Business Meeting, usually taking place on the last day of EGF General Meetings (official EGF poster wall, bulletin board)
- Minutes of the previous EGF Business Meeting (official EGF poster wall, bulletin board)
- List of members of the Executive Committee (official EGF poster wall, bulletin board)

EGF Stand

In order to run an EGF Stand during Conferences a poster wall and a table are to be provided by the Organiser in a central location in the conference building.

4. SCIENTIFIC (TECHNICAL) PROGRAMME

The target group of EGF events includes research workers, advisors, teachers, farmers and policy makers with active interest in all aspects of grasslands in Europe. These aspects include grassland management of all types of grasslands for production, utilization, amenities and conservation purposes. The outcome of EGF conferences and working group meetings is a number of high quality grassland research papers with relation to applied research.

Programme for EGF General Meetings

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 for an EGF General Meeting should be related to a relevant but not too specialised theme dealing also with practical aspects of grassland farming, general and attractive enough to cater also researchers from neighbouring disciplines e.g. 'livestock-', economy-', 'nature conservation-' or 'extension oriented' people. Extension and trans-disciplinary research should become a constant part of the programme since the transfer of results is important for our Federation dealing with a rather applied sort of research. After approval by the Executive, the authors may already be invited during that same meeting for these plenary papers.

As said before, the programme for a General Meeting is based on a four-day period (generally Monday-Thursday) ending early enough in the afternoon of the fourth day for most participants to be able to travel home. During the four-day period one afternoon (generally Tuesday) is reserved for a mid-conference tour to research institutions and/or farms. Arising from these considerations about 20 hours (6 half days) 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
 - Summing up: 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 the Conference's Website; the Closing remarks are followed by the
 - Business Meeting; the Business Meeting is part of the Closing session
 - Closing Ceremony.

Programme for EGF Symposia

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.

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 interesting scientifically to the very end and the participants should still have time to travel home

Note 7: On the final day, special effort should be made to create a very interesting morning programme until the Closing session, so that participants stay till the end (and do not leave early).

Note 8: The remainder of the final afternoon as well as the Sunday afternoon before the conference may be used for Work Shops for young scientists or meetings of special working groups, e.g., EGF Working Groups, EU Research Project Consortia, COST, FAO.

Invited 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 in the pre-proposal period.

After approval of the programme by the Executive Committee, authors/speakers and co-authors are thoroughly selected based on their scientific expertise and experience, again in consultation with the Federation Secretary. If possible emphasis should be put on young researchers. Also the different regions of EGF and gender should be kept in mind.

The Federation Secretary will contact the members of the Executive Committee by phone and/or email if he encounters irregularities with respect to EGF rules and regulations as mentioned below.

Geographical representation of speakers

Although organisers should go for the best person(s) within Europe, there is a danger that selection may be restricted to a couple of countries or regions. EGF is a family of grassland workers and it is advisable to spread the keynote speakers over most of the regions of EGF so that people feel represented in the choice of speakers. This applies even more with the selection of offered papers for oral presentation in the parallel sessions.

Speakers from outside of Europe

As European Federation it is common to invite keynote speakers from within Europe. There are occasions when it is particularly important for a perspective from outside of Europe to be presented, although perhaps this applies more to more specialised Symposia than for General Meetings. Also there may be important topics in which the expertise in Europe is too limited.

Co-authorship

EGF advocates the system of invited papers including one or more co-authors from a different country/region than the main author. In most cases, the paper is enhanced by the co-authorship. But in some cases there is relatively little input from the co-author. Therefore the following route has been decided:

- (a) The organisers identify and invite the best person, informing him/her that EGF encourages keynote speakers to have co-authors from other regions in Europe, but generally leave any action in that respect to the invited person.
- (b) If the organising committee has identified a person they think would make a major contribution as co-author, they inform the invited person of this, but again they generally leave the decision to the invited person.
- (c) In a minority of cases the organising committee decides that the contribution they require MUST have co-authorship to cover the required remit of the paper. In which case the invitation should be made jointly to the identified authors or co-authorship should be an essential requirement.

After approval by the Executive Committee (see above) 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 published on the Website. 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. Furthermore, the organisers have to make sure that the invited papers are complete and broad enough to give a state of the art overview of the research areas of the topics.

Offered papers

In response to the call for abstracts published on the Website (*Update 2*), the Scientific Committee (a sub-committee of the Organising Committee consisting of about 5/3 members, specialists in the topics of the sessions) examines the submitted abstracts. Organising committees tend to accept too many abstracts, just to attract more participants. This may lower the level of the conference's scientific quality. Moreover, many scientists send more than one abstract so as to get credit for more papers. This should be critically looked at when receiving the abstracts.

Note 10: In conferences organised by others than EGF it is common to ask for money (say Euro 100) once the abstract has been accepted. This amount is deducted from the fee at registration. In this way there is a greater chance that the author will attend the conference so as to present the paper (orally or as a poster). It is suggested that EGF organising committees use a similar method.

Abstract

The abstract describes and summarises the content of the planned paper with maximally 200 words. The intentions associated with the abstracts are mainly:

- To get an idea about the number of contributions to the whole conference and the single sessions
- To get a confirmation of the proposed concept or early evidence for adjustments
- Allowing early decisions upon approval or rejection of papers, depending on the topic and the authors' country of origin
- To get an idea about the number of full length papers to be published in the proceedings
- Helping people from different countries in publishing their results; for many of them Grassland Science in Europe is the only way to do this

Full-length paper

The EGF Proceedings published in the series Grassland Science in Europe have the status of 'Reviewed Conference Proceedings' being also published in the 'Full Text Repository' on the CABI International Website (www.cabi.org).

Proceedings

The volumes in the series Grassland Science in Europe are published with an ISBN Nr. (International Standard Book Number). There are several reasons for not trying to get an ISSN Nr. (International Standard Serial Number) and to figure on the Web of Science:

- The review process would have to be more extensive
- Still Grassland Science in Europe would only reach a very low impact factor
- The publication of the same data in a higher ranked journal is no longer possible
- Because of relatively high author effort and low impact factor the number of articles soon will decrease
- Without the possibility of a publication the attractiveness of EGF events and the number of participants could markedly decrease
- Grassland Science in Europe allows the publication and discussion of preliminary results with less detail on material and methods, not too many results (1 of 3 years, 1 of 3 cuts etc.)
- All the people interested in EGF activities would lose

The submitted papers can be divided into three categories for the following uses:

Categories	Products	Publication in
Good contributions	- Paper (3 or 4 pages) - Either poster or - Oral presentation	Grassland Science in Europe and/or Book of Abstracts
Weak contribution	- Abstract and - Poster	Book of Abstracts
Very weak (rejected)	-	-

Process

It is recommended that all members of the Scientific Committee read all abstracts, and distribute the contributions to the topics of the individual sessions and create a balance if necessary.

All authors from EGF member countries who submitted an abstract of a contribution that fits to one of the topics are eligible for an invitation to prepare and submit a full length paper (3 or 4 pages according to the organisers).

Ensuring quality

Although the presentation of an offered paper is a necessary vehicle for most intending participants to get permission from their institution to attend the conference, it is advisable to carefully 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 papers and restrict the number of offered full-length papers for inclusion in the Proceedings.

It is primarily the quality of the submitted papers, and the suitability of the topic, which decide whether a paper will be presented orally or as a poster and whether it will be published as a full-length paper in the volume of Grassland Science in Europe, or only as an abstract in the Book of Abstracts of the conference. When selecting the papers for the oral sessions, in addition to quality and suitability, the different regions within EGF and the gender should also be well considered.

The number of papers may be reduced not only due to aspects of quality but also by restricting it to 1 or 2 papers per attending first-author.

Note 11: It is EGF policy to accept papers from others than EGF Member Countries (full and corresponding members) 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 3 or 4 A4 size pages including tables, figures, and references according to the instructions of the organisers.

All authors of offered papers, whether approved or rejected, may have their summaries printed in the Book of Abstracts, 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 point out to 'the boss' that their work gets attention. Moreover, there is less discrimination between offered and rejected papers. For the texts contained in the Book of Abstracts, the authors are responsible themselves. Therefore, it should contain a note "None refereed abstracts submitted".

Once the maximum length for the invited papers and offered papers is agreed, contributors should be given no latitude in exceeding this length. The date for receiving the full papers as specified in Communication Update 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 authors deliver the texts in the MS Word and pdf format attached to an E-mail to the Scientific Committee. Each paper will be carefully reviewed by at least two 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 file as well as a hard copy of each paper, for storage in a safe place].

The first author of every submitted paper receives an anonymous review report. 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. An example of a review report can be found in the appendix

After acceptance of the technical contents by the Scientific Committee, the manuscript is checked as regards English. A pool of scientists from the UK and Ireland is prepared to assist with this. If major revision is necessary, the manuscript will be returned to the author. Thereafter, the author will again receive a proof just before printing.

The Scientific Committee classifies the papers into groups (normally according to the suggestion of the authors) under the topics listed on the Conference Website (after Update 2). For the structure of the programme, offered papers are grouped around the selected main topics of plenary papers and workshops. When structuring the sessions, it is recommended to combine and group papers contributing to a similar topic, or to the same large interdisciplinary project, so that the relationship will be more visible.

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/she 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.

The Chief Editor's name should be first 'author' when several editors are involved. Similarly, when it comes to selection/refereeing papers, this should still be mainly the responsibility of the host country scientific committee with the proviso that it can consult with selected appropriate non-host country scientists for 'doubtful' papers.

It would be wrong to assign refereeing/readers/anglicisers mainly from Ireland and the UK. Also, the numbers of papers can be considerable. It is therefore suggested that anglicisers should not be asked to be referees as well.

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 (before printing the proceedings) of their registration fee.

Note 12: It is essential for the organiser to ensure that no papers are lost. To safely receive the papers, therefore, it is recommended to allow only one official way for submitting papers/abstracts. These are either:

- *sending all by E-Mail (attached data)*
- *sending all onto a database (via internet)*
- *sending a pdf file (instead of a hard copy, as it was formerly usual) to show the layout*

Note 13: It is up to the authors to ask for a confirmation of receipt.

Instructions for presentations

Instructions on the preparation of posters and oral presentations (see draft in Appendices III and IV; 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.

Chairing sessions

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.

Coffee breaks

Formal coffee breaks (also to be understood as the network breaks) require adjournments of at least 30 minutes on each of 3 or 4 mornings and 2 afternoons. This amount of time means that the theatre presentations must be reduced. Coffee and other refreshments should be available at a nearby counter.

Lunch breaks

Lunch breaks should not last longer than 1.5 hours unless participants have to go to nearby restaurants.

Poster Sessions

During EGF conferences, the main proportion of offered papers is usually presented as poster during specifically structured poster sessions, thematically in accordance with the topics of the main sessions.

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. The time slot between the plenary and parallel sessions has proven itself suitable for poster sessions.

There are numerous ways of designing the poster sessions.

- 1st option: The simplest and most common form is the presentation of posters mounted on poster walls by the authors strictly being present at the poster during a defined length of time, as indicated it in the conference programme.
- 2nd option: At the beginning of the actual poster session, a person designated by the Scientific Committee gives a thematic overview of the posters.
- 3rd option: At the beginning of the actual poster session, the authors or a number of selected authors present their posters very concisely in order to advertising the own contribution, led by a moderator designated by the Scientific Committee.
- 4th option: A committee recruited by the Scientific Committee identifies posters dealing with an innovative approach, or describing new problems and solutions etc. for poster discussions. The poster discussion starts with 2 to 3 presentations of identified posters including
 - Introduction, description of the problem
 - What is special/new about it?
 - What are the own perspectives/solutions?
 - What does the poster contribute to these?

Thereafter, these posters will be discussed by the experienced skilled researchers. This model turns the roles of the attendants as compared with the traditional situation. On one side, there are the young in the lead, on the other side, there are the experienced who have to argue.

Note 14: It is recommended to inform the Federation Secretary about the intended model in order to get support by an experienced competent person for the organisation of poster sessions.

5. SOCIAL PROGRAMME

The social programme is an individual matter for the host country but should not be overlooked: Very often, conferences are remembered more 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; pleasant if this can be followed by snacks or food on offer.
- Cultural event (e.g. concert, folk dancing or other theatrical performance) or again reception with food on offer on day 2 (Tuesday) often immediately after the mid-conference tour. At a Symposium this evening may be used for a conference dinner.
- Conference dinner on day 3 (Wednesday for General Meeting).

Every evening, some function should be organised so that delegates may meet and talk outside the 'scientific hours'. It has been shown that the EGF family also very much appreciates offered possibilities to dance. However, care should be taken not to end the evening too late, so as to give the participants the opportunity for a good night sleep and timely attendance of the plenary papers the next morning.

All social elements of the programme including receptions, dinners and lunches should be included in the overall package.

6. 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 should 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. It is suggested to collect them sometime during the Opening session and to offer a programme till about 18.00 hrs. In this way the Associate Delegates get to know each other well, which helps bonding for the remainder of the conference.

It is notable that 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 that are characteristic for 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 and difficulty (A to D depending on the amount of walking as well as climbing) should be included in the Communication Updates 2 and 3 of the Conference's Website. If that fails people should be warned during the conference.

Note 15: Any changes in the written programme should be handled carefully, communicating these timely to the delegates.

Note 16: Please carefully enough consider the fact that attendants are foreigners and not familiar with localities, traffic etc. Therefore do not leave your guests alone for too long.

Note 17: Regular sanitary stops are essential and very much appreciated by participants.

7. MID-CONFERENCE TOURS

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

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. If a more formal dinner is planned, of course participants should have the opportunity to dress for the dinner.

Note 18: 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 19: 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 20: Regular sanitary stops are essential and very much appreciated by participants.

8. PRE- AND/OR POST-CONFERENCE TOURS

It is recommended to actively advertise the tours by using attractive images and descriptions on the Website. These tours generally last three days, providing a group of 20-40 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.

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 into account slow embarkation and disembarkation 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, and main subject of work.

The post-conference tour generally ends at an airport, but care should be taken that participants have time enough to catch a flight home, and as well have time left to travel to their respective locations within their home countries. This needs some checking of scheduled flights in advance. Pre-conference tours are organised accordingly, but then for the starting time from an airport.

Finally, tours should not be too much of the tourist type. 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.

9. PROCEEDINGS AND CD-ROM

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 EGF Office; for the post conference sale 30 books and 10 CD-ROMs are taken on stock by the Federation Secretary (to be provided by the organisers); the net income is 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.
- Proceedings will not be read anymore in the year after the Conference.

The disadvantages of publishing the Proceedings in advance are:

- There is often little time for reviewing and editing. This problem 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 as well as on the EGF Website, general information on EGF, including the URL of its Website (*www.europeangrassland.org*), 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 requirements for the print versions and the conditions for printing are to negotiate between the organisers and the printer. 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.

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,
- it is in 'EGF yellow' (CMYK values to be applied: C=0, M=15, Y=100, K=0)
- and shows the official EGF logo (provided by the Federation Secretary)

Mention should be made of the name(s) of the editor(s), as well as the names of reviewers and anglicisers and the fact that all papers were refereed. The first page should repeat the

information given on the cover and also give the ISBN number. This number may be obtained through the Printer's office. Also to be mentioned is the EGF Office (by indicating the address) as being the distributing agency.

Note 21: 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 (usually 30 books and 10 CD-ROMs), the latter to be decided after consultation with the Federation.

CD-ROM

The CD-ROM in addition to the book (Grassland Science in Europe) is a valuable collection of all sorts of electronic information on a past event, which can efficiently be worked with. It is sent to the conference participants by mail at the latest before the next EGF event.

The CD-ROM basically contains

- the whole content of the Proceedings
- all PowerPoint presentations of oral sessions
- the complete documentation of the event including tours (all programmes and brochures)
- Photographs
- downloads offered on the Conference Website

10. MEASURES TO INCREASE THE VALUE

The platform of a regular EGF Conference may, if cleverly used, in various ways offer additional benefits to both the organisers and the participants. Such additional measures to increase the value can be:

- EGF Working Group meetings. The existing EGF Working Groups could hold a work session or meeting on the edge of a regular Conference.
- Master Classes. Master Classes are thematic courses on topics such as research methods and measurement techniques, how to successfully apply for a job, how to successfully write a scientific paper, identifying urgent research topics and even field walks. Such events could be targeted to young scientists and offered combined with a financial relief (reduction or remission of the conference fees) if possible.
- Secure relation to practice. The conference organiser is seeking to involve the local Grassland Society. This can be achieved by the participation of the local advisors to ensure that the lessons learned from the sessions will be transferred into practice. This can be supported by holding summing up workshops and specific meetings for farmers taking place later.
- The organiser should make sure that at the end of the conference or thereafter, the take home messages are communicated. A press release statement for professionals and the general public and relevant EU journals is desirable.

Note 22: Additional events may not compete the regular conference and have therefore to be scheduled primarily before it or thereafter. The additional events are to be organised by the existing or designated chairpersons. The congress organiser offers the possibility for registration by the congress administration and makes the rooms and facilities available.

11. 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 (according to recent experience up to about 500 for a General Meeting and 200 for a Symposium) 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.
- Screens. Flat screens in the lobby with programme notes
- Lighting in the theatre. For slide show purposes, 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.
- Projection. Large screen (2.5 x 3.5 m) and a strong multimedia projector with suitable computers and software for playback of PowerPoint presentations and other audio and visual media, laser pointers with preferably green laser beam. Slide projectors and projectors for overhead transparencies are rarely but might be used as well.
- Sound. Stationary sound enforcing system with microphones for chairperson and speaker; moving microphones with operators (runners) for questions and discussion.
- Arrangements on stage. Speakers lectern with recessed lighting. 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. For speakers, a headset with a wireless microphone would be ideal.
- 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. Computer and beamer 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.
- Collecting and arranging presentations for oral sessions. Per theatre / session a member of the Organising Committee should be delegated to collect and arrange presentations from speakers prior to each session for handing over to the projector operator. This avoids unnecessary delays while sessions are in progress. Ideal situation: During the day before the lecture, a technician collects the presentations from a USB memory stick in a specially designated area. The presentations are copied to a computer and the files arranged according to the programme of the concerned session.
- Transitions between presentations. Slides containing useful information and pictures to put on the screen at the beginning of each session and during intervals.
- Room decoration. Decorative elements on the stage, a slide show or video before and after sessions as well as during breaks create a pleasant atmosphere.
- 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.
- Assistance. During the designated period of time, 1 or 2 persons of the organising committee should support the participants at hanging up of the poster
- Types of meals. Facilities for lunch are an important consideration in the choice of the venue. For the regular meals, there are several possibilities varying in type and form, depending on the available facilities and the preferences of the organizer s:
 - Standing with Buffet
 - Self-catering
 - Served at the meal table
- Efficient meals. For each of the three alternatives, it is most important that sufficient staff is available to guarantee an efficient handling of a large number of meals. The costs for meals should preferably be included in the conference fees, so that individual payment can be avoided during meal breaks. This provides an efficient service, provided that the canteen authorities are alerted in advance to the approximate numbers and the service personnel are available to deal with unforeseen situations (delays, queues etc.).
- Secretarial facilities. The availability of office facilities like computer/printer, calculator, phone, fax, photocopier, office supplies do facilitate on-site service.
- Secretarial work. 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.
- Internet access. Per 100 participants, at least 1 computer with permanent internet access and, in appropriate areas in the convention center, wireless Internet access should be offered for the whole duration of the conference.
- EGF Stand. Moreover, a notice board should be available to present news from the EGF Secretariat and from organisers of future EGF Events.
- 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.
- Emergencies. Provision of first aid and possibly other medical services.
- Commercial exhibitions. It is usually not recommended to organise an exhibition of commercial firms at or near the premises of the meeting. An exception is made for important sponsors and 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. If not provided, participants should be explained in detail what to expect at their point of arrival and how to obtain transport to the place of registration or the allocated hotel.
- Documentation. Well documenting the event with text and pictures, not only for EGF-purposes, must also be in the own interest of the organiser. This serves the subsequent reporting and an attractive collection of materials for the conference CD-ROM.

Registration

Ease of registration on arrival is facilitated by the use of registration lists containing the name, address, e-mail, phone, and fax 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.

It is recommended to run an Information Desk during the whole conference.

Note 23: The registration can be relieved and accelerated by providing the participants with the reservation details by e-mail well in advance of the meeting.

12. 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 form should be provided on the Conference's Website (data based system) at the appropriate moment (Communications Update 2 and 3). There should be a strong liaison between the Organising Committee 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.

13. 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 (salaries?, registration fee?, travel?, accommodation?)
- Costs for personnel (employee for organising, editing etc.)
- Registration fee and accommodation expenses for Federation Secretary
- Registration fee for the Honorary Life Presidents (in return support can be requested by the Organising Committee or the Federation Secretary)
- Expenses for invited speakers (registration fee, travel based on rail-2nd class and airtourist class and/or accommodation)
- Expenses for workshop leaders if they have a real task (travel and/or registration fee)
- Printing costs for leaflets, flyers, brochures, lists and Final programme
- Costs for the internet facilities (Website, tools, mailings)
- Printing of Proceedings for full delegates and for sale afterwards through EGF
- Printing of Book of Abstract 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 (usually CHF 10 per paying participant)
- Contingency fund to allow for unforeseen expenses.

Income

- Registration fee (free registration granted to invited speakers, the Honorary Life Presidents and the Federation Secretary)
[Not standard, but often positively approached, is a request from students to get a reduction of the fee. 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 or support from public or private organisations.

Note 24: The pre- and post-conference tours as well as the Associate Delegates programme should be self-financing.

14. ACTIVITIES EMPLOYED BY OTHER ORGANISATIONS/SPONSORS

- 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 communication 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.

- 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).

15. SYMPOSIA, SPECIFIC DETAILS

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 fewer participants, generally lasts 3 days and is freer to choose a date.

It is advisable to connect a pre- or post-conference tour (only one tour is generally sufficient) with the 3 days.

The symposium proceedings should meet the two objectives mentioned above under chapter 9. 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 of the organising committee reports fully on the preparations of next year's General Meeting or Symposium, 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 the content of Update 2 of the Communication related to the next General Meeting or Symposium on the Conference Website. 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.

16. TIME-TABLE, SUMMARY

Very important, needs thorough thinking

17. TO DO AFTER THE CONFERENCE

- Writing letters of thanks on behalf of the EGF or the Organising Committee to all relevant partners.
- Publishing the synthesis/summary of the Conference on the Conference Website
- Produce the Conference CD-ROM with all available deliverables including papers (Proceedings), PowerPoint presentations, brochures and photographs
- Sending 30 books of the relevant issue of Grassland Science of Europe to the EGF office
- Sending 1 book of Grassland Science in Europe to CABI for publication on the internet.

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- Paying the fees to the EGF (CHF 10 per paying attendant); to be transferred to the EGF Office
- Sending the address lists used for the mailings and the list of participants to the Federation Secretary
- Note and keep in mind all the positive and negative experiences, the lessons learned and suggestions to be remembered for the Final Report.
- Write a Final Report with the conclusions for future organisers to be accepted by the Executive Committee during the next meeting.

Author's Instructions for the preparation of papers

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 you to follow the enclosed instructions carefully.

Please add a preceding page to your paper containing the following information: running title, name, address, phone number, fax number and e-mail address, number of pages, number of tables, and 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 following address:

Name	Phone Nr:
Organisation	Fax Nr:
Address	E-mail:
ZIP, City	

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 in the prescribed formats (usually MS Word and pdf). 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 letter type 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 at their first appear once in the text. If a non-standard abbreviation is 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}C , ^{32}P , etc.; ions should be mentioned as H^+ , 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 kg ha^{-1} and not kg/ha), concentration as g kg^{-1} and not as percentage (%).

Logo	Paper review for publication in “Grassland Science in Europe” vol. xy (20xy)
This form will be sent to the authors	

Ref. Nr.:

Title:

Authors:

Reviewer’s assessment (- X -)

- a) **Accepted for publication in ‘Grassland Science in Europe’** as is, or after minor editorial changes - -
- b) **Accepted** for publication in ‘Grassland Science in Europe’ **after revision** - -
- c) **Rejected** for publication in ‘Grassland Science in Europe’ but **accepted** for publication of the abstract in the book of abstracts - -
- d) **Rejected** for publication in ‘Grassland Science in Europe’ and **rejected** publication of the abstract in the book of abstracts - -

	YES	NO
1. Does the manuscript contain original and new information?	- -	- -
2. Is the title informative; does it correspond to the contents of the paper?	- -	- -
3. Is the abstract clear and informative?	- -	- -
4. Are aims and hypothesis clear?	- -	- -
5. Are experiments well designed and methods well chosen?	- -	- -
6. Are tables and figures complete (detailed title, labels of axis, units)?	- -	- -
7. Statistical analysis / variation measures provided and correct?	- -	- -
8. Are interpretation of results and conclusions sound?	- -	- -
9. Does the length correspond to the ‘instructions to the authors’?	- -	- -
10. Is the English correct?	- -	- -

**Detailed instructions if revision is needed (b) or
Detailed reasons for rejection (c, d)**

City, dd mmmm yy

APPENDIX III

INSTRUCTIONS FOR THEATRE PRESENTATIONS

Oral presentation

Technical aids: In each presentation room a video projector and computer will be made available for showing electronic slides.

It is highly recommended that you present your communication in this way. Only PC-type computers (no MacIntosh!) and PowerPoint software (Office 2007 release - or older) are used. So please provide us with a file compatible with these facilities.

A retro-projector will be made available on request.

Transfer of your presentation file: Please provide us with your PowerPoint file at least one week before the beginning of the conference. This will enable us to test the compatibility and prepare the sessions.

The file must be ready to use. Please take care with any viruses.

You can send your file to us either

- attached to an e-mail to@..... or
- stored onto a CD-ROM sent by regular mail to:

In addition, it is very important that you take a copy of your file with you to the conference. You will be contacted by the organisers when you register on Monday dd mmmm yyyy.

On the evening before your communication, please check whether your presentation works satisfactorily on the computers at the conference centre - there will be a check point at the reception desk.

Duration of the communication

The offered, short oral communications must not last longer than 10 minutes, followed by a 3 minute discussion.

In plenary sessions, each invited key-note presentation must not last longer than 20 minutes followed by an 8 minute discussion.

Chairperson: Each session will be chaired by a chairperson who will introduce the speakers and initiate discussion. The chair person will be asked by the Organising Committee to strictly respect the timing.

Language: Your communication must be given in English. Remember that most participants do not have English as their mother language; therefore please speak clearly and slowly.

Tips for making effective PowerPoint presentations

1. Use the slide master feature to create a consistent and simple design template. It is fine to vary the content presentation (i.e. bulleted list, 2-column text, text & image), but be consistent with other elements such as font, colours, and background.
2. Simplify and limit the number of words on each screen. Use key phrases and include only essential information.
3. Limit punctuation and avoid putting words in all capital letters. Empty space on the slide will enhance readability.
4. Use contrasting colours for text and background. Dark text on a light background is best. Patterned backgrounds can reduce readability of text.
5. Avoid the use of flashy transitions such as text fly-ins. These features may seem impressive at first, but are distracting and get old quickly.
6. Overuse of special effects such as animation and sounds may make your presentation "cutesy" and could negatively impact your credibility.
7. Use good quality images that reinforce and complement your message. Ensure that your images maintain their impact and resolution when projected on a larger screen.
8. If you use builds, have content appear on the screen in a consistent, simple manner; from the top or left is best. Only "build" screens when necessary to make your point because they can slow down your presentation.
9. Limit the number of slides. Presenters who constantly "flip" to the next slide are likely to lose their audience. A good rule of thumb is one slide per minute.
10. Learn to navigate your presentation in a non-linear fashion. PowerPoint allows the presenter to jump ahead or back without having to page through all the interim slides.
11. Know how to and practice moving forward AND backward within your presentation. Audiences often ask to see the previous screen again.
12. If possible, view your slides on the screen you will be using for your presentation. Make sure they are readable from the back row seats. Text and graphics should be large enough to read, but not so large as to appear "loud."
13. Have a plan B in the event of technical difficulties. Remember that transparencies and handouts will not show animation or other special effects.
14. Practice with someone who has never seen your presentation. Ask them for honest feedback about colours, content, and any effects or graphics you have included.
15. Do not read from your slides. The content of your slides is for the audience, not for the presenter.
16. Do not speak to your slides. Many presenters face the direction of their presentation rather than their audience.
17. Do not apologize for anything in your presentation. If you believe something will be hard to read or understand, leave it out.
18. When possible, run your presentation from the hard disk rather than a USB memory stick. Running from a memory stick may slow your presentation.

APPENDIX IV**INSTRUCTIONS FOR POSTER PRESENTATIONS****Poster**

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 90 cm wide by 120 cm high. Most common is the ISO/DINA0 format.

Mounting: It will be kept in position using adhesive tape (must be available in the hall).

Poster structure: The poster must contain the following elements: title, author(s) and institution (positioned at the top); a brief introduction, methods, results and conclusions (positioned further down the poster).

A photograph at the top right hand corner will help the audience to identify the presenting author(s).

A poster is not a vehicle to present the detail normally contained in a scientific paper. Make certain that the message is clear and simple. The text should be kept to minimum and visual presentations, e.g., graphs, histograms and photographs are strongly encouraged. Appropriate use of colour improves the readability.

Lettering: Guidelines for minimum font sizes (letter height) are as follows:

Poster title: 20 mm
Author(s), institution: 13 mm
Headings: 13 mm
Body text: 9 mm

Poster presentation: Your poster number will be the same as the reference number of your contribution (e.g. 5038). The poster should be mounted in the poster hall according to this identification number.

Information on your poster location will be made available at the conference information desk.

Authors will have to be in front of their posters according to the conference programme/itinerary.

Poster prize: According to tradition, the best posters presented at EGF Conferences are awarded with the best poster prize. The responsibility for organising the best poster contest lies with the Organizing Committee, in consultation with the Federation Secretary. The assessment criteria are determined by the commission itself, and correspond to the above EGF guidelines for poster presentations. The name(s) of the author(s) of the best presented poster(s) will be announced during the Conference Dinner or Business Meeting.

Example of poster display (optional for Organising Committee)

APPENDIX V REGIONAL REPRESENTATION IN EXECUTIVE COMMITTEE

- | | | |
|----|----------------------|---|
| 1. | Northern Europe | Denmark (DK)
Finland (FI)
Iceland (IS)
Norway (NO)
Sweden (SE) |
| 2. | Central Europe | Austria (AT)
Czech Republic (CZ)
Germany (DE)
Hungary (HU)
Slovakia (SK)
Switzerland (CH) |
| 3. | Western Europe | Belgium (BE)
France (FR)
Ireland (IE)
Luxembourg (LU) *
Netherlands (NL)
United Kingdom (GB) |
| 4. | Eastern Europe | Bulgaria (BG)
Moldova (MD) *
Romania (RO)
Russia (RU)
Ukraine (UA) |
| 5. | Southern Europe | Albania (AL) *
Greece (GR)
Italy (IT)
Macedonia (MK)*
Portugal (PT)
Spain (ES) |
| 6. | South Eastern Europe | Bosnia/Herzegovina (BA)
Croatia (HR)
Kosovo (XK) *
Montenegro (ME) *
Slovenia (SI)
Serbia (RS) |
| 7. | North Eastern Europe | Belarus (BY) *
Estonia (EE)
Latvia (LV) *
Lithuania (LT)
Poland (PL) |

* corresponding members

EGF CONSTITUTION

(Revised 9 June, 1994; lay-out not original)

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 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 a meeting or symposium, 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 wish so, from other countries. Once these are 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 Execu-

tive 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 be held 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.

Imprint

GUIDELINES FOR THE ORGANISATION OF
EGF GENERAL MEETINGS AND EGF SYMPOSIA

Second edition 2009 (based on the 2003 edition by Willem H. Prins)

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