

INTERNATIONAL ORGANIZATION OF PSYCHOPHYSIOLOGY

Guidelines for IOP Congress Organization

1. Organization

1.1 Host Member/Society

The IOP Congress will be held every 2 years in a different country. The IOP Board will choose the host member/Society on the basis of a bid proposed at the standing Conference and Program Committee (see Guidelines for Application to host a IOP Congress). The Board of Directors of IOP may want to visit the proposed site and give recommendations and report to the Directors. The scientific organization of the Congress is the shared responsibility of the host member/Society and the IOP.

1.2 Local Organizing Committee

The Local Organizing Committee (LOC) is selected by the host member/Society and approved by the IOP Board. It consists of the Members and one Chairperson. The Members of the LOC are members of the local scientific community experienced in organization matters. The Chairperson of the LOC is the partner of the IOP Board in all discussions related to the Congress and will report progress to the IOP Board. He/she is responsible to report to the Board of Directors of IOP on the budget. The LOC is responsible for all local organization matters. IOP will provide all possible assistance to the LOC in relation to its organizational knowledge and materials of previous IOP Congresses, including the announcement in our journal (IJP) and on the official IOP web site and where appropriate, the potential contribution of professional congress organizers.

1.3 Distribution of Tasks

The LOC is responsible for the realization of the IOP Congress locally. This includes the following tasks:

- Technical organization
- Distribution of scientific sessions and their allocation, according to the Scientific Programme Committee indications
- Exhibition
- Sponsoring pre-meeting and on-site Registration
- Giving information about travelling and accommodation
- Care for special conference rates for hotel accommodation, etc. in order to attract young scientists and students
- Social Programme
- Transportation
- Catering
- Events for public understanding of science
- Printing of announcements and programme book
- Timetable
- Accounting
- Provide all information relevant for future meetings (participant and exhibitors lists, etc.)

The LOC is responsible for the announcements in electronic form. Furthermore, the Board of Directors of IOP offers to help with its central data base. The Board of Directors of IOP provides the addresses of possible exhibitors, sponsors, etc.

2. Scientific Programme

2.1 Composition of the Scientific Programme Committee

The Scientific Programme Committee will consist of 1 Chairperson, nominated by the host member/Society and approved by the Board of Directors of IOP. 50% of the members can be nominated by IOP.

2.2 Responsibility of the Scientific Programme Committee

The composition of the congress scientific programme is the responsibility of the Scientific Programme Committee in consultation with the Board of Directors of IOP. Once appointed the Scientific Programme Committee will begin to identify the main speakers for the Congress. After the deadline for the submission of symposium proposals, the Scientific Programme Committee will select the symposia and finalise the appointment of the main speakers.

The Scientific Programme Committee, in collaboration with the LOC, decides the number of free communication sessions and selects both the themes and the oral communications from the accepted abstracts.

3. Financial Arrangements

3.1 Start-up Loan

The IOP may offer the host member/Society a loan as start-up money. This loan is to be repaid at the latest 1 year after the end of the Congress.

3.2 Budget

The budget of the Congress is the responsibility of the host member/Society. The host member/Society will present a preliminary budget to the Board of Directors of IOP, according to the Guidelines for Application to host an IOP Congress, for approval and will report to the IOP Board on the final accounting aspects, no later than 6 months after the end of the Congress. A potential surplus will be divided in equal parts between the IOP and the host IOP member/society.

4. Congress Preparation - Timetable

The planning of the Congress should follow the timetable shown below:

- Preceding IOP Congress:
 - Announcement
 - One year and half before: Preliminary announcement on the Web (IOP and/or local web site) and in Int. J. Psychophysiology and other journals
 - Call for symposia
- One year before:
 - Nomination of the Congress Committees
 - Deadline for symposium proposals*
 - Preliminary program and call for abstracts
- Six/four months before:
 - Deadline for abstract submission
 - Deadline for early registration

*Deadline for publicly-offered symposia can be extended according to LOC judgement.

5. Abstract Book –International Journal of Psychophysiology

The production of the abstract book is the responsibility of Elsevier, publishers of the IOP Journal. Since the abstract book is a supplement to the IOP Journal, additional copies are required for the distribution to the regular subscribers. The LOC will liaise with the publishers of the journal and the Editor-in-chief in all matters associated with production of the abstract book.