



Call for Proposal for Hosting Organisations

For the
37th Congress of the International Society of Limnology
(SIL 2024)

January 24, 2022

1. CONTEXT

Purpose

The purpose of this Call for Proposal is to set out in more detail SIL's understanding of the aims and ideals for the conduct of the Congress and the expectations it holds for National Societies or institutions wishing to become the host of the Congress in the Future.

About SIL and the SIL Congress

The International Society of Limnology (SIL), founded in 1922, is the oldest and only international society entirely devoted to inland waters.

SIL's MISSION

Promoting excellence in studying and managing inland waters and addressing global issues through the fostering of interdisciplinary approaches and the transfer of knowledge.

STRATEGIC FOCUS/PRIORITIES:

- Foster and support international scientific networks of inland water research
- Develop and maintain partnerships for sustainable management of inland water ecosystems and water resources
- Contribute to addressing global environmental and societal issues through a strategic alignment with the UN SDGs
- Empower researchers of tomorrow and facilitate knowledge-transfer to promote limnology to a wider audience

SIL's VISION

SIL is recognized as:

- a community of researchers that supports creating and promoting innovative scientific ideas in limnology
- a society that assumes thought leadership in developing concepts and solutions to address problems in water-related fields
- fostering global partnerships for sustainable provision and maintenance of healthy inland water ecosystems including their biodiversity and nature's contributions to people
- a society that educates researchers and water managers on interdisciplinary approaches of sustainable inland water management

- a society with a vibrant international network of early-career researchers in water-related research fields

OBJECTIVES OF THE CONGRESS

SIL aims to further the study of all aspects of limnology through the organization of its biennial congress and to promote scientific exchange among those pursuing purely academic research and those concerned with practical problems of inland waters, such as climate change, biodiversity loss, eutrophication, pollution, water supply and fisheries.

The Congress is one of the most effective means to deliver on all strategic priorities of SIL by:

- Gathering scientists and practitioners in the study of inland waters and catalysing scientific networks and collaborations
- Delivering high quality scientific content that improves our collective knowledge of freshwater ecosystem functioning and addresses global environmental and societal issues
- Attracting and nurturing partnerships for sustainable management of inland water ecosystems and water resources
- Empowering researchers of tomorrow and facilitating knowledge-transfer to promote limnology to a wider audience
- Creating opportunities for students and scientists from developing economies

Congress History

Expected Attendance: average is 700 to 1,000 attendees (it has ranged between 350 and 1,400 in the past).

Attendee Profile:

The participants to our congress are researchers of freshwater sciences, graduate students, as well as researchers from related fields of studies: oceanography, ecology, zoology, earth sciences, etc. A small portion may be involved in inland water ecosystem management. A significant portion of our membership is integrating fundamental research-driven understanding into practical questions of human usage of freshwater resources. Around a third of the Congress attendees typically come from within the wider region of the Congress, and close to 50% usually are non SIL members.

Recent Past editions:

28th (2001) – AUSTRALIA (Melbourne)

29th (2004) – FINLAND (Lahti)

30th (2007) – CANADA (Montreal)

31st (2010) – SOUTH AFRICA (Cape Town)

32nd (2013) – HUNGARY (Budapest)

33rd (2016) – ITALY (Torino)

34th (2018) – CHINA (Nanjing)

35th (2021) – SOUTH KOREA (Gwangju) –
held as a virtual congress

36th (2022) – GERMANY (Berlin) – *to be held as a hybrid congress*

Participation – example from 2016 Congress in Torino, Italy (Fig. 1)

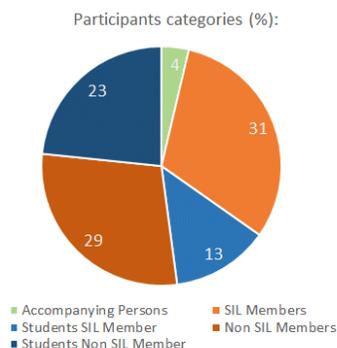


Fig.1. Split of congress participants by categories for the 2016 SIL congress in Torino, Italy. Total attendance was 816 participants from 58 nations.

2. PROPOSAL AND HOSTING REQUIREMENTS

Proposal Submission Procedure

Applications to host the SIL 2024 Congress are invited from national organisations, research institutions or governmental agencies in freshwater sciences located in Latin America (including all countries in Central and South America as well as Mexico). Applications should be prepared in agreement with national or regional representatives of the national limnology/freshwater science society(ies) when they are not the main bidding body, and must demonstrate support from leading scientific organisations. Support from local/regional/national governments illustrating how this congress can support their science priorities is an asset. Furthermore, it is strongly recommended that applications be developed in collaboration with regional or national convention bureaus and tourism agencies who can provide logistical and functional support to preparing such a bid. Please note that SIL will **not** entertain bids from cities, conference centers, professional congress organizers or tourism or business development organizations directly.

The key individuals identified to serve as Chair(s) of the Local Organizing Committee (LOC), chairs of the various committees and other key LOC members must be SIL duly-paid members (for 2022) and remain so throughout the entire planning and hosting process. If the bid is put forward by a coalition of partners, it will be important to demonstrate how the partnership will advance the mission of the SIL, benefit the Congress by increasing its potential impact and detail the proposed engagement of the organisations. Applications should demonstrate that local hosts have access to (1) a suitable physical venue in the designated destination and a virtual conference platform; (2) to strong support from local organisations and government; (3) to good connections to universities, industry, and research organisations in the country and region; and to financial support to offset congress expenses or supplement revenues.

The bidding procedure will be held in two steps:

- 1) STEP 1: A Letter of intent should be sent to the SIL Board by organisations or institutions wishing to host the SIL 2024 Congress **no later than February 21, 2022**. This letter should be no more than 2 pages long and include the following (without details):
 - a. Statement of intention and motivation
 - b. Proposed host Organisation(s) and LOC Chair(s)
 - c. Proposed location (city) and approximate dates
 - d. Possible venues able to host the event in the city
 - e. Expected support from partners and government

All letters of interest will be reviewed by the selection committee and a short-list of organisations will then be invited to proceed to prepare a formal bid.

- 2) STEP 2: Upon invitation by SIL to do so, bids should be prepared by short-listed candidates based on the details below and sent by email to the SIL Board **no later than 30 April 2022**.

Letter of intent and bid documents should be addressed to: Thomas Mehner, SIL President, at business@limnology.com with a copy to Geneviève Leclerc, SIL Manager, at genevieve@limnology.com.

Once again, it is strongly recommended that applications be developed in collaboration with regional or national convention bureaus and tourism agencies. A Convention Bureau offers expert services to associations or institutions wishing to host a meeting in order to support them in the site selection process as well as in planning and producing successful meetings. In addition to supporting you in preparing your formal bids documents, they offer a wide range of information about the destination, including meeting, accommodation and transportation facilities; lists of local suppliers such as professional conference organisers, hotels and third party service suppliers such as AV, interpretation services, sightseeing companies; unique venues and tourist resources; stand contractors. They can help with administrative information such as visa application, custom rules and regulations and useful contact addresses and links. A helpful guide on working with Convention Bureaux may be found [HERE](#). Additionally, you may also seek assistance from your proposed conference venue and local Professional conference organisers (PCOs). You may find a directory of professional suppliers for your country on [THIS PAGE](#). You may also contact us at business@limnology.com if you are experiencing difficulties in finding a contact in your local Convention Bureau and we will assist.

Letters of intention may be submitted in Spanish but must be accompanied by an English version (You may use DeepL or a similar online translator). However the formal bids must be written in English as the official language of the SIL and of the SIL Congress.

Formal bids should be sent in electronic format and not exceeding 25 pages (not including supporting letters), and should be written using the following section guidelines:

PROPOSAL SECTIONS:

1. Host Organisation(s), LOC Chair(s) / members, and partnership Details
2. Location and Dates
3. Venue and Facilities
4. Virtual Event Proposal and Platform
5. Sample Programme (including proposed theme and all scientific, educational, social and touristic activities proposed)
6. Sustainability and Legacy Plan
7. Pricing proposal and draft budget

NOTE: Should the Host Society wish to combine its National meeting with the SIL Congress for that year, a full proposal should be annexed to your bid, detailing how the program would be integrated (either as a pre or post-meeting or within the Congress timeframe), anticipated participation and breakdown, and how the finances would be handled.

Criteria for Bid Evaluation

Each letter of intent and formal bid will be evaluated by a committee of five (5) evaluators, representing the SIL Board, the SIL Manager and past Congress Chairs. Criteria for formal bid evaluation are based on the following seven categories and weighted according to the table below:

Criteria considered:

1. Host Organisation (and/or Partnership) and LOC members - 20%

- The constitution and proof of legal status of the bidding organisation(s) must be provided along with a formal letter from the highest authority in the organisation(s). The current President of the national freshwater society must provide a letter of support if the bid is not put forward by that society.
- Any history of hosting similar or like-minded congresses by the Host Society or some of its members should be detailed, including collaboration of Convention Bureau or tourism office
- Strong profile of proposed LOC members
- Presence of non-academics to support the success of the event
- Dedicated effort to the event
- Demonstration of a broad reach of potential attendees
- Government commitment and means of engaging dignitaries
- Letters of support to be provided from partners and annexed.

2. Location and Dates - 15%

- Proposed dates are feasible and suitable to the overall SIL timeframe
- Location will benefit SIL in terms of building community and impacting membership and thus will contribute to the success of the event
- Destination is considered safe for international attendees (low crime rates, good rating on safety index, etc.)
- Demonstration of crisis preparedness and risk management planning (in case of global crisis, climate emergencies, geopolitical unrest, etc.)

3. Venue and Facilities - 20%

- Capacity to host between 600-800 onsite delegates
- Availability of at least 8 breakout rooms, an auditorium for 600-800 people or an alternative, and networking areas for posters and catering.
- Provision of adequate wifi and technical support, including a detailed virtual plan.
- Venue is located in the city, within easy walking distance and short distance by public transportation (10-15 min) of most hotels. and core city attractions
- Destination accessibility: quality local transportation options, international airport connections, onsite reduced mobility access, etc.
- Accommodation options: reasonable hotels within a short distance, budget options available
- Information on regional destinations for Pre- and Post Congress Tours and local venues of interest for attendees and accompanying persons
- Information on facilitating attendee access to the country (including visa requirements and delivery) and ensuring our attendees' security during the event and offsite activities

4. Virtual Event Platform - 5%

- Innovative and comprehensive virtual platform
- Good promotion and engagement plan for remote attendees

5. Programme - 10%

- Compelling programme ideas
 - Compelling theme
 - Innovative topics proposed
 - Anchoring into global issues
 - Valuable contribution showcasing local expertise and culture
- Suggestions for Programme Committee composition

6. Sustainability, Legacy and Impact Plan - 15%

- Strong sustainability plan demonstrating the mitigation of negative impacts and maximization of positive impacts of holding the event
 - Concrete measures (and partnerships) around climate action and carbon footprint
 - Compelling plan for positive impact and ongoing legacy of the event

- Indication of concrete and feasible follow-up activities
- Potential to acquire new community members for SIL, to extend and reinforce the participating community and the reach of the bidding organisations
- How the host city/region will benefit from the event; particularly in terms of promoting the scientific agenda, and related issues.
- Local (academic and non-academic) partnerships to support this plan.

7. Financial Package and Support - 15%

- Draft budget (revenue and expenses) included in USD\$
- Clear statement of financial responsibility.
- Reasonable overall costs and proposed registration fee.
- Range of potential sponsors included; government and local host support (include letters)
- Financial support grants for participants from Lower and Middle income countries.
- Details of city convention grants or incentives, marketing support, etc.

Bidding Deadlines:

Letters of intent due: February 21st, 2022

Invitation to prepare full bid proposal: February 28th, 2022

Bid deadline: April 30, 2022

Review of bids: June 1, 2022

Site visits and inspections: June – July 2022

Final Selection: July 25, 2022

Public announcement and presentation of new host* for SIL 2024: August 8, 2022 in Berlin

**It will be required from winning bidders to have at least one representative available to present physically at the SIL 2022 Congress in Berlin, subject to sanitary and travel restrictions in force at that time.*

Dates

SIL is typically organised in August every two years. It is important to try to avoid local public as well as international religious holidays as much as possible. If compelling reasons exist to propose another time for the SIL 2024, bidders must detail this in their bid and it will be discussed between potential organisers and the SIL Board

Global and Inclusive

The SIL Congress is a global and inclusive event and we believe very strongly in equal gender and diverse representation for panels and keynotes, and aim to ensure diversity of participation. Economically reasonable steps will be taken to facilitate participation from Lower and Middle Income Countries both virtually and in-person, and proposal from hosting institutions to award grants to make this possible will be met with favour. All physical venues should cater for participants with reduced mobility; especially, those requiring wheelchair access.

Capacity for Hybrid Format and Remote Participation

Facilitation of remote participation has become increasingly important, even before the COVID-19 pandemic. In particular, the locations of the SIL Congress have in the past required a significant proportion of potential attendees to travel long distances, and the environmental impacts of such travel is increasingly becoming a deterrent. Furthermore, there are financial limitations on many potential attendees.

The proposal should detail clearly how the Congress can be held as a bi-modal event, with an onsite, live component, and a virtual component allowing the participation of remote attendees, synchronously and asynchronously.

Some live content should be broadcasting to the online virtual event platform, some content should be designed specifically either for onsite or online audience, and facilities for interactive participation of both physical and virtual attendees should be available.

To accomplish this, an appropriate online meeting platform should be made available through a third party provider.

Sustainability and legacy impacts of the Congress

SIL understands the possible negative impacts of holding a large-scale event and strongly wishes to manage this risk by implementing a robust sustainability plan to avoid the depletion of natural resources through its Congress. The goal of a sustainable event plan is to help maintain the environmental or at minimum ecological balance, and organising sustainable events is critical to the success of our event. Therefore the bid should include a statement and draft plan on how SIL 2024 will be managed sustainably by all parties involved in its planning.

The bid should also include a compelling plan for impact and enduring legacy from the event. Indications of follow-up events and initiatives are encouraged. The proposal should make clear how this plan will contribute to the missions and objectives of the hosting organization(s) (new or enhanced membership, engagement, etc), how the scientific community in the host city/region/nation will benefit, and how longer-term benefits to the non-scientific community and organisations, or to the environment, may be generated by the city hosting the SIL Congress.

Physical Facilities and Logistics

CONGRESS PROGRAM

The scientific program of the SIL Congress should present a rich mix of scientific formats, ranging from oral sessions to memorial lectures to plenary speeches featuring famous speakers and thought-provoking topics. Details on the sessions can be found in Section 5 of this document. The congress should also be designed with plenty of time between sessions to enable participants to build and strengthen networks, and to share information so that they can utilise the acquired knowledge in furthering their understanding of inland waters.

The congress program should also include several SIL activities (described under the section [SIL Activities further below](#)). Fig. 2 depicts an example of the structure of past SIL congresses.

- o Technical (virtual meeting) Production Room

Venue price quotes should include:

- o One full day move in day for the exhibitors and one half day move out (Typically these days are complimentary or at a discounted rate)
- o Anticipated annual increase
- o Rental price inclusions, i.e., cleaning, security, no extra cost for meeting room build-up
- o Any Food & Beverage rebates offered based on consumption
- o Air-conditioning / Heating

* All costs not included in the meeting room rental should be estimated and listed separately

Additional Quotes that should be provided:

- o F&B rates for coffee breaks
- o Standard Audio-Visual Requirements for the plenary hall and the breakout rooms:
 - Sound system and microphones
 - Video recording in the plenary hall
 - LCD projector and screen
 - Computers
 - Remote control and laser pointer
- o Technical assistance for all rooms
- o A networked speaker presentation system incl. equipment for the speaker ready room
- o Wifi (high speed) throughout the venue for up to 2 devices per participant at all times
- o All costs for virtual meeting broadcasting and management

AUDIO-VISUAL AND WIFI

The plenary room must be equipped with a projector, large screens, a sound system for up to four speakers on a panel, a lectern equipped with microphone, a laptop and laser pointer, and wireless microphones. Parallel breakout rooms must be equipped with projectors, screens, and sound systems as needed and according to the size of the room.

A stable, reliable, and robust high speed Internet service is required. It should have multiple access points, be able to support at least two devices per participant, and coverage should be throughout **all** conference facilities/venues.

3. FINANCES

Financial responsibility and accounting

The Local Organizing Committee (LOC) holds all financial liability for the planning of the Congress, and is held to specific obligations towards SIL as described in the section named [Obligations towards SIL](#) below.

More specifically, the LOC will:

- o Provide seed funding in order to cover expenses for the initial planning stages, before revenues start coming in;
- o Administer the congress funds in a separate bank account in a transparent manner;
- o Seek fundraising from all external sources, including but not limited to governments, other non-for-profits and educational institutions and for-profit companies;
- o Set, collect and manage all registration-related revenues, with the exception of the abstract submission fees which will be collected by SIL directly.
- o Pay all Congress suppliers and expenses;

- o Reimburse speakers and SIL Executive Board members for any amounts as determined by signed contracts, as applicable.
- o Manage the Congress budget and balance revenues and expenses at the end of the Congress.

All expenses must be budgeted for by the Host and agreed upon by the Supervisory Board when they approve the initial budget, which must be presented to the SIL no later than twelve (12) months before the Congress. A revised provisional budget must be presented to the Supervisory Board six (6) months before, then one (1) month before the Congress. Following the end of the Congress, a report on expected financial outcomes shall be provided by the Host to the SIL Executive Board no later than six (6) months after the Congress.

Although the current financial arrangement is the desired business model for the SIL Congress, the final arrangement will be negotiated with the bidding organisations and the SIL Board according to the country's specific conditions.

Registration fees

The amounts charged as congress registration fee from SIL Congress participants will be discussed and agreed in advance between the LOC and the SIL Congress Executive Committee and should be consistent with past practices. This will include fees for early-bird registration, regular registration and late/onsite registration for both SIL members and non-SIL members, as well as a reduced fee for students based on the same tiered price points. It is customary to charge a higher congress registration fee to non-SIL members.

The registration fees should cover minimally the following attendee benefits: the welcome reception, all scientific sessions, tea/coffee breaks (twice a day), and congress materials. Additional items that the LOC may elect to include or make optional (depending on the revenues generated) are: lunches, mid-week excursions, congress dinner, and congress marketing items.

The technical requirements for remote (virtual) participation to the Congress outlined above that enable the event to offer a professional, interactive experience should be covered by charging a registration fee for remote (online) participants as well.

Registration fees will be collected by the Host (or via its PCO) via an online registration form. Registration fees should be advertised in USD regardless of where the Congress is held; however, European countries may propose to charge the registration fees in Euros but this must be discussed with the CEC prior to this decision being made. If taxes are to be applied to the registration fees because of the Congress location, this must also be discussed with the CEC prior to setting the registration fees. Traditionally, the registration fees to SIL congresses have been a little higher than those of other groups such as ASLO. If the Local Organizing Committee is confident in attracting an important amount of external support (sponsorship), it may consider reducing the registration fees.

Abstract fees

The SIL Board intends to be engaging the services of an online program/abstract management software company to customize and make available its own 'SIL program management tool', which will be made available to the LOC for SIL 2024. Going forward, all future SIL Congresses will be required to use the SIL program management tool. SIL will be investing in the initial set-up and programming of this tool, and will be collecting the abstract submission fees via the abstract submission form. These fees will not be part of the congress revenue and will be used by SIL to cover the cost of the tool and the necessary support.

It is intended that SIL, with the assistance of its sub-contractor, will provide all necessary training and support to the LOC and its PCO, as well as the ISC co-chairs, for use of the online tool, management of the abstracts & review committees, and reporting. SIL and its sub-contractor will collaborate with the LOC and its PCO in order to

customize the tool for SIL 2024 and integrate it with the PCO's own registration system as well as the Congress website that they will build.

Obligations towards SIL

The Host will pay a royalty fee of USD\$50 per registered delegate to SIL. The term "registered delegate" includes all registered Congress attendees, speakers as well as exhibitors/sponsors, whether they have paid or have been invited by the Host, with the exclusion of: cancelled registrants, Host country student volunteers, media, Host guests of honour (no more than 20) at Opening Ceremony. These monies shall be remitted in two installments. A first installment is due 2 months before the Congress starts, and the final installment will be due no later than ninety (90) days after the Congress.

The following expenses must be built into the Congress budget and borne entirely by the Host:

Pre-Congress:

- Site inspections and planning visits (up to 2) before the event, for up to 3 people at a time. The LOC is responsible for integrating into the Congress budget the planned expenses to cover their airfare, hotel and onsite expenses. Note that Convention Bureaux often have a budget to cover these expenses.

During the Congress:

- LOC to provide hotel rooms in the designated Headquarter Hotel for the SIL President, the General-Secretary Treasurer and the SIL Manager during the Congress (for up to 8 nights).
- LOC to waive the registration fees for all invited plenary speakers (including the Kilham and Baldi lecturers), SIL Officers (as listed on the last page of each issue of SILnews) including all Executive Board members and SIL Secretariat staff, as well as for winners (1st, 2nd and 3rd places) of the SIL student competition.
- In addition to regular Congress programming, the LOC must provide meeting rooms, adequate audio-visual facilities as well as catering for all SIL activities described under the section [SIL Activities](#).

4. ROLES AND RESPONSIBILITIES

MoU

The local organisers behind the winning bid will be required to sign a Memorandum of Understanding (MoU) with SIL. The MoU will specify the financial and logistical responsibility for each partner as well as accountability lines.

Congress Committees

The Host Country Local Organizing Committee (LOC):

The LOC is the primary organizer of the SIL Congress, as this responsibility is bestowed upon the Host country as part of an MoU to be signed no later than 1.5 years prior to the Congress.

The LOC holds all financial liability for the planning of the Congress, and is held to specific obligations towards SIL as described in the section named [Obligations towards SIL](#) below.

The LOC holds primary responsibilities for the planning and delivery of the Congress as stipulated in this ANNEX document: [Roles and Responsibilities](#).

It has appeared for past events that a minimum of 6 people is recommended for the Local Organizing Committee, closer to 10 people being the best. It's also recommended to mix the type of persons standing on the Committee (different ages, genders, organizations, professions, etc.) and particularly to have students or early-career scientists on board.

The LOC may engage the services of a local Professional Congress Organizer (PCO) to assist with the Congress planning. The LOC must disclose the name and contact information of this PCO to the SIL Congress Executive Committee (CEC) within 30 days of the contract signature. The hiring and management of the contracted PCO, as well as all contractual obligations with this entity, is entirely the responsibility of the LOC. The professional fees paid to the PCO must be built into the Congress budget as presented by the LOC to the CEC.

Responsibilities delegated to the PCO may include (but not limited to):

- Registration
- Promotion (regionally)
- Sponsorship and Exhibition Sales Support
- Program Management and Committee Support
- Logistics
- Social Events, Ceremonies
- Accommodation

SIL Congress Executive Committee:

Whilst the Host LOC holds the primary responsibility for organizing SIL 2024, the SIL Board is actively involved in the organization and establishes a supervisory board that oversees the planning process and outcome. The role of the Supervisory Board is to assist the LOC in meeting its responsibilities for organizing, hosting and conducting the Congress and, in particular, to assist the LOC in overseeing the implementation and monitoring performance against the Congress Guidelines. The Supervisory Board approves all key decisions needed to fulfil the responsibilities as specified below.

This Supervisory Board will be composed of: two (2) members of the SIL Executive Committee, of which one is a senior member and one a student representative, the SIL Business Administrator, and two (2) past SIL Congress Chairs or other responsible parties from previous SIL Congresses; the three Co-Chairs of the OC participate as guests.

The International Scientific Committee:

The scientific program of the Congress will be the responsibility of the International Scientific Committee (ISC). The ISC is to be co-chaired by two (2) individuals: The first co-chair will be designated by the LOC and will be the Host's scientific lead; this individual would also chair its Local Program Committee as a sub-group of the ISC. The second co-chair will be an individual designated by the Congress Executive Committee who has strong program planning experience from a past Congress and who originates from a region which differs culturally from that where the Congress will be held.

The ISC will take on the primary responsibility for setting the main program themes, key speakers for keynotes/plenaries, choosing the sessions, determining the various session formats, the abstracts tracks, designating the abstract reviewers, overall scheduling, etc.

The ISC will ensure that the Congress scientific program content 1) addresses global issues and concerns and that there is a balance between science presented by and for the region and that from other continents; and 2) brings varied cultural and generational perspectives on educational delivery that would meet the needs of groups of different ages, cultural backgrounds and research focus.

The Local Scientific Committee:

The Local Program Committee (LPC) will constitute no more than 50% of the total International Scientific Committee (the other 50%+ to be international), its members would participate as such in all tasks listed below, and as a subgroup would also be responsible for proposing and organizing a potential regional track/content and any parallel activities as approved by the ISC.

4. ACTIVITIES AND PROGRAM

Plenary sessions

A minimum of five (5) Plenary talks should be programmed, featuring a mix of local and international speakers recognized as subject-matter experts in major topics of interest (not necessarily in limnology but can also be in related scientific fields).

Memorial lectures

The following lectures are to be given during the Congress at varied times:

1. Naumann-Thienemann Medal – words of recognition
2. The Baldi Memorial Lecture
3. The Kilham Memorial Lecture

Oral sessions

Oral sessions are built by the ISC based on the abstracts received for a particular topic during the Call for abstracts and correspond to either special or regular sessions.

Special Sessions supplement the regular program of the SIL Congress and are intended to provide a sample of the state-of-the-art and highlight important research directions in a field of special interest to inland waters. They also will be built from abstracts received once they have been accepted and published as part of the Call for Abstracts.

Sessions may span over several timeslots and are not confined to be 1.5 or 2 hour sessions.

Poster sessions

Poster sessions are built by the ISC based on the abstracts received during the Call for abstracts and should identify to the same session topics than oral sessions.

Opening Ceremony & Reception

The Opening Ceremony should include a formal opening, a cultural program and a reception.

The LOC is responsible for hosting and organizing the Opening Ceremony, with the collaboration of SIL.

Closing Ceremony

The Closing Ceremony should be kept very short and usually experiences smaller attendance as it's on the last day. It usually serves to offer the SIL President and the Congress LOC Chair an opportunity to make closing remarks, and for the next Congress Host to present its destination, and receive the SIL flag from the previous host.

Social events

Welcome Reception

(usually held on Sunday evening before the Congress starts)

The Welcome Reception following the Opening Ceremony should be an informal affair allowing for a maximum of networking. A minimum of structured entertainment was provided for this particular evening so that people have a chance to renew acquaintances and enjoy conversing. It is often held inside the exhibition, or at a local landmark, and usually last 1.5 to 2 hours.

Entrance: This should be included with a full registration and additional tickets should be made available for a small fee for guests (available during registration)

Other Congress Social activities

The LOC is invited to explore the offering of additional cultural or social activities during the week.

Entrance: Normally is by purchasing tickets as attendees register.

Exhibition

It is recommended to shorten the time span of the exhibit to end it mid-week. It may, for example, be held over the Welcome Reception on Sunday night, all day Monday and close at the end of the day Tuesday. This will be appreciated by exhibitors and will ensure that they experience significant attendance when they are on display (rather than drawing it out and have them experience low attendance on the last days). The Exhibit Hall can become a social hub where delegates reconvene for morning and afternoon coffee breaks, internet café and poster sessions. Traditionally, evening poster sessions also have cash bars available which makes them very popular for networking.

Student Activities

Because students of today represent the next generation of scientists, SIL believes it is critical to facilitate their participation in international meetings, create opportunities fostering communication with senior scientists to enhance knowledge transfer, and overall, make their participation to international conferences a memorable experience.

Some ways our Hosts can integrate this in the planning of the SIL Congress:

- Create opportunities for discussions between students and established scientists in an informal atmosphere.
- Develop within the scientific program forums focusing on career-related issues and other relevant topics such as transitioning from PhD to a professor position, scientific ethics and scientific journalism.
- Create ahead of the Congress an online community for students that permits networking and support among local and international students (such as students hosting other students in their homes for example).
- Publish on your website a page with local students' tips for great local experiences or a "student guide" listing internet cafés, accessible restaurants, youth hotels and bars.
- Plan a Student Night during the Congress.

SIL also encourages the LOC to integrate students in its planning committees, so that the entire event is able to cater to the educational needs of the next generation.

Post-Congress / Technical Excursions

It is the tradition of SIL Congresses to offer a selection of cultural/social tours and technical visits around the congress. These optional activities should allow attendees to discover both what the hosting city/region has to offer as far as natural wonders, cultural or touristic attractions, as well as giving them the opportunity to visit nearby sites of limnological interest. These may include research field stations, biosphere reserves, parks, and others. It works best when the scientific or technical field excursions are led or accompanied by local aquatic scientists who know and have worked on these ecosystems for many years. These excursions may last for a full or half-day and may be offered for free or for an additional small fee.

SIL activities during Congress

SIL Meetings

The timetable for the Congress must make provision for the holding of the following meetings during the period of the Congress:

- a) Executive Committee Meeting (day of Congress Opening) for 12-18 people (2 hours)
- b) Meeting of the Executive Committee and National Ambassadors (day of Congress Opening) for 50-60 people (3 hours)
- c) General Assembly (Monday morning) for 60-70% of attendees (1 hour)
- d) Closing Ceremony for 30-40% of attendees (1 hour)
- e) Meeting of the editorial board of Inland Waters for 25 people (2 hours)
- f) Meetings of SIL working groups: 5-8 rooms, one for each group with 10-20 attendees each (1.5 hours)
- g) Second meeting of the SIL Executive Committee (towards end of congress, 8-12 people, 2 h)

Awards

There are several awards instituted by the Society, which will be awarded in the context of SIL Congresses. SIL has standing committees for each of these awards and the LOC's involvement will be limited to registering the winners (as per each awards' modalities) and scheduling the memorial lectures in the program.

International SIL Brian Moss Student Competition

The international SIL student competition is open to all students and early-career members of SIL and is to be held the year prior to a SIL Congress. In this competition, the best paper in limnology emerging from a PhD or MSc study of a SIL student member published recently will be chosen and the winner will present her/his study as a plenary lecture at the SIL Congress held the following year. The winners of the second and third prize will each receive a certificate, and a grant to attend the next SIL Congress, including registration fee (paid by LOC) + US\$500 each to cover a part of their congress expenses (paid by SIL). They will be asked to jointly report and summarize their impressions of the congress as representatives of the young generation of SIL members in the concluding congress ceremony. Details on the competition may be [viewed here](#).

The Robert G. Wetzel Memorial Fund

The Robert G. Wetzel Memorial Fund was created in 2005 through a request from Robert G. Wetzel. This fund will be used each congress to pay SIL-related expenses of young limnologists throughout the world that might otherwise be unable to participate in SIL congresses. The Wetzel Memorial Fund is used for travel support of those who are presenting a paper at the current congress meeting. The first time this award was given was for the 2013 SIL Congress in Budapest.

Baldi Memorial Award

The Baldi Memorial Lectures of the International Society of Limnology were established in 1952 to perpetuate the memory of Edgardo Baldi by stimulating research and inquiry within the field of theoretical limnology to which he devoted his life work. SIL honors one of its members by requesting a synthesis of a subject within theoretical limnology to be delivered as a foremost plenary lecture opening one of the days of the Congress.

Peter Kilham Memorial Award

The aim of the Kilham Memorial Award is to honor the memory of Peter Kilham by promoting and stimulating research in the subjects that most interested him and to which he devoted his life. The subject of the lecture will be in one of more of the following areas: African limnology, biogeochemistry, ecology and physiology of planktonic diatoms, comparative ecology of lakes and oceans, paleolimnology, or saline lakes. SIL honors one of its members for the Peter Kilham Award by requesting a synthesis to be delivered as a foremost plenary lecture opening one of the days of the Congress.

Naumann-Thienemann Medal

The First General Assembly of each congress of the SIL culminates with the award of the Einar Naumann - August Thienemann Medals. This award is the highest honor that can be bestowed internationally for outstanding scientific contributions to limnology.

The Tonolli Memorial Fund

The purpose of the fund is to provide assistance to young limnologists of developing countries. In recent years, the awards committee for the Tonolli Fund has used the fund primarily for support of students who are working toward post-graduate degrees (MS, MSc, PhD) in the field of limnology, and is not linked to the SIL Congress.

Travel awards

The LOC may choose to offer or seek partnerships to offer additional awards to students/early-career scientists or scientists from emerging economies, at its own discretion.

ANNEX

Responsibilities in Congress Planning

Administrative

LOC:

- Project management for the meeting (as per responsibilities below)
- Development of a timeline / action plan for all committees/actors and monitoring
- Coordination and arrangement of the meetings for all relevant planning committees
- Risk management: monitoring and advising on risk on an ongoing basis
- Cooperation with all committees
- Liaising with SIL Executive Board and Congress Executive Committee on an ongoing basis
- Periodical reporting to Congress Executive Committee and SIL Executive Board

SIL Congress Executive Committee:

- Approval of key committee chairmen
- Act as a general advisory resource for the LOC on any matters pertaining to the congress
- Ensure compliance with the Congress Guidelines
- Receive periodical reports and provide feedback
- Members of the CEC retain the right to request progress reports/updates at any time, individually or collectively, if they feel out of touch with the planning process and have a cause for concern in a specific area

Logistics

Considerations:

- ✓ The Congress location can be a convention center, a hotel or a university campus, providing that the institution offers adequate convention facilities.
- ✓ If more than one building is required to accommodate all breakout sessions, the distance between buildings should be minimal (max. 5 minutes walking).
- ✓ Room considerations are listed in Section 2 above.
- ✓ All rooms destined to be offices should be reserved a day before the conference, as well as the Plenary hall and the exhibition space.
- ✓ The venue must have enough space for at least 25 exhibition booths in a common area with high traffic.
- ✓ The venue must have specific areas which can be designated for meals / coffee breaks / networking during the Conference.
- ✓ Wireless internet access must be made available free of charge to attendees throughout the venue.
- ✓ The venue must be disabled friendly & accessible.
- ✓ The venue must have appropriate security measures.
- ✓ The Congress venue(s) must be in a central and accessible location and close to the participants' hotels: walking distance or short and direct access by public transportation.
- ✓ The headquarter hotel should be located very close to the congress venue.
- ✓ All onsite staff and volunteers recruited by the LOC for the Congress must demonstrate an adequate level of English in both comprehension and oral expression.
- ✓ The audio-visual equipment in presentation rooms must be of high quality and allow good sight lines and audio from the whole room. Traditionally only one screen is made available in session rooms, for

broadcasting of the presentation, but plenaries, lectures, and the 2 General Assemblies should be captured on camera and a second/third screen to display the video should be added in the Plenary hall when the budget permits.

LOC:

Congress Logistics:

- Primary coordination of the entire congress schedule
- Venue management
- Selection, coordination and supervision of a local PCO to assist with tasks below
- Primary responsibility for the selection, coordination and supervision of all congress suppliers (catering, AV, technical equipment, PCO, etc.) including those working under potential subcontractors
- Development of a detailed 'master plan', including all meeting details, scheduled functions which shall indicate the appropriate supplier and all specific requirements, as well as a complete list of all involved parties and their contact details
- Coordination of pre-congress briefing meetings for all involved staff and suppliers
- Recruiting, training and managing sufficient onsite staff and volunteers

Exhibition Management:

- Design and layout of the exhibition floor plan
- Selection, hire and supervision of General Contractor and other exhibition services
- Drafting and distribution of exhibitor manual
- Liaison with exhibitors
- Onsite coordination of exhibition during set-up, operating hours and tear-down

Social Events & Optional Activities

Considerations:

- ✓ No optional activities should be scheduled during the Congress scientific program, unless the LOC is offering them as part of an Accompanying Person Program.
- ✓ Bear in mind that traditionally, there is very low pick-up on organized activities and tours and SIL participants tend to like organizing their own visits.
- ✓ The LOC may choose however to have a hospitality desk onsite that provides assistance with arrangements and restaurant reservations, etc.

LOC:

- Review options for social events and assessment of feasibility within program
- Approval of all suggestions for venues or entertainment; validating all proposed costs before submission to Finance Committee for approval
- Sub-contracting of a local PCO or DMC to coordinate social activities
- Management of the work of host-country PCO or DMC whose responsibilities will include
 - Recruit, train and coordinate onsite volunteers in collaboration with SIL office
 - Propose concepts and venues for social events and liaise with SIL office for inclusion in program
 - Seek approval from SIL office for the organization of any local activities
 - Seek approval from SIL office for any costs incurred by social activities or components thereof
 - Assist SIL office in negotiation and conclusion of contracts with social event venues
 - Assist with onsite support to speakers such as providing hospitality services or gifts
 - Coordinate with SIL office ancillary event(s), if any, and liaison with SIL office
- Payment of all invoices linked to social activities
- Ensuring that chosen social activities are in line with SIL standards and management of SIL program content as needed
- Registration of speakers, guests and organizers to social events

SIL Congress Executive Committee:

- Approval of the main Congress venue
- Approval of the venues/rooms and arrangements for the SIL activities

Financial Management

LOC:

- Development and controlling of the congress budget (with updates to the Finance Committee on a regular basis)
- Establishing accounting procedures and authorizations by the Finance Committee and Controller
- Review of all contracts for hotel and suppliers to meet budget expectations
- Review of all invoices and allocation to the appropriate accounts
- Approval and reconciliation and payment of all invoices from hotels, venue and suppliers
- Receipt of all registration and sponsorship revenue
- Review of monthly financial statements
- Preparation and presentation of final congress financial reports
- Management of taxes
- Final budget reconciliation and payment of any benefits

SIL Congress Executive Committee:

- Approval of the budget

Fundraising

LOC:

- Development of an exhibition/sponsorship strategy
- Creation of an invitation to industry
- Building and segmenting of the list of potential exhibitors and sponsors: SIL will retain primary contact with existing partners and past sponsors (if applicable)
- Overall coordination of all parties involved in the solicitation and acquisition of exhibitors and sponsors
- Coordination of the relationship with existing SIL partners and sponsors (if applicable)
- Solicitation and acquisition of exhibitors and sponsors (with the exception of partners that the SIL Executive Board has pre-existing relationship with, if applicable)
- Closure of agreements with exhibitors and sponsors that it has acquired OR supervision of the local PCO on the closure of its local exhibitors and sponsors (if applicable)
- Collection of exhibition fees and sponsorship payments
- Client support for larger sponsors prior to, during and after the congress
- Registration of exhibitor and sponsor staff and coordination of their onsite presence

SIL Congress Executive Committee:

- Provide the list of past sponsors and exhibitors to the LOC
- Identify if any of its members have pre-existing relationships with international partners – if applicable, carry out the initial approach to those partners
- Be consulted on and approve all partnerships with other non-corporate organizations (such as other associations in a related fields or governmental institutions), regional or international, for any activities held during the Congress or immediately before/after

- Be consulted on and approve benefits/visibility to be granted to major sponsors whereas it might compromise the scientific independence or influence the educational content

Registration and Onsite Services

Considerations:

- ✓ It is important that the LOC plan to send letters of invitations to potential registrants who may need to apply for a visa. The letter should specify that the congress will not cover the conference fees even and that participants are responsible for their Congress fees payment.
- ✓ The LOC should pursue to contact its government agency and oversees embassy network responsible for issuing visas to potential participants, in order to advise them that the event is taking place and sharing regularly with them details and possibly the participants lists upon request.
- ✓ Although participants are responsible to obtain their own visas, the LOC must provide early and clearly all the necessary information for them to do so and register on time, and must make all efforts possible in order to facilitate this process.
- ✓ Price points for the various registration categories (early/standard/late dates and fees) must be jointly discussed and decided between the LOC and the CEC.
- ✓ The LOC is required to set-up an online registration and payment system for all attendees. This system must be in English, but the LOC may choose to create a page in their own language for national participants, as long as these attendees are accounted for in the overall registration list.
- ✓ The LOC will be required to remit the full registration database to the SIL Executive Board no later than 6 months after the event. This must include full contact information and full registration information, and should be transferred in a data file such as excel or csv.
- ✓ In addition to the online automatized system, the LOC is required to operate an attendee services office to process all incoming email and phone correspondence from potential and registered participants. All personnel recruited by the LOC for the attendee services office must demonstrate an adequate level of English in both comprehension and oral expression and must be able to answer all queries from the participants regarding registration, call for abstract, hospitality arrangements in the country or any other relevant question.

LOC:

- Setting up of the online registration form and linkage with SIL standard abstract system
- Registration of all delegate data, invited guests and VIPs into database
- Coordination and management of group registrations
- Collection of all fees via credit card, bank transfer or cash (on-site)
- Deposit of fees in chosen account (in USD\$)
- Sending of confirmation letters electronically
- Management of changes and substitutions
- Hotline – for all requests coming in by phone, e-mail or fax
- Generation of ongoing reports related to registered delegates, speakers, groups, etc.
- Onsite staff planning and briefing
- Coordination and distribution of personalized documents for pre-registered delegates
- Onsite registration and collection of remaining payment

SIL Congress Executive Committee:

- Be consulted on and approve registration categories and fees

Program Management

Considerations:

- ✓ Invited speakers at the SIL Congress do not receive honorarium, but they receive a free registration. The LOC may choose to reimburse some of their travel and housing expenses, depending on its budget.
- ✓ All other presenters, which are presenting abstract-driven talks or posters, must register and pay full fees to attend the congress, and must do so as of a specified deadline in order for the LOC to confirm their presentation in the program.
- ✓ The awardees for the Baldi & Kilham Lectures and the Naumann-Thienemann Medal are selected and invited by SIL, but the LOC or its PCO are asked to coordinate all the arrangements surrounding their participation at the Congress.
- ✓ Plenary lecturers should be asked to submit to Inland Waters a manuscript based on their lecture (The Baldi and Kilham lecturers are required to do so in their invitation letters).
- ✓ There is a Call For Special Sessions circulated to SIL members usually about one year prior to the Congress. The following requirements must be met in all submissions for Special session proposals:
 - Title of the proposed special session.
 - Names and affiliations of the organizers (including brief bio and contact info).
 - Session abstract (state the motivation and significance of the topic, and the rationale for the proposed session).
 - List of invited papers (including a tentative title and author list – but it should be noted that these authors will need to go through the normal process of submitting their paper during the abstract process, and will have to register and pay for the congress to be accepted within the session).
- ✓ Proposals for sessions are to be evaluated by the ISC based on the timeliness of the topic and relevance to SIL, as well as the track record of the organizers and anticipated quality of presentations.
- ✓ The ISC selects the sessions to build into the program, which may require merging and modifying some proposals, and generates the list of Special Sessions which will be presented in the Call for Abstracts.
- ✓ Session convenors will be invited to Chair their session and oversee the abstract review for their session – requirements should be clearly communicated to the Sessions submitters at the earliest possible time
- ✓ The Call for Abstracts should be distributed once the Special Sessions are built, and the submission form should be exclusively online.
- ✓ Once abstracts are received, reviewers are invited to review these online, and session chairs will be called to build their sessions based on the accepted abstracts.
- ✓ SIL oral sessions may span over several timeslots and are not confined to a 1.5 or 2 hour timeslot. However it has been recommended by past organizers to limit the number of abstracts to be accepted per session, and offer more sessions, because longer sessions with lots of abstracts are hard to schedule.
- ✓ SIL will make available to the LOC the proprietary 'SIL program management tool' to manage abstract submissions, including:
 - collect the abstract submission fees via the submission form (these fees will not be part of the congress revenue and will be used by SIL to cover the cost of the tool and the necessary support)
 - collect all abstracts
 - permit the online review of these abstracts
 - facilitate the grouping of abstracts into sessions and the scheduling of those sessions
 - facilitate correspondence with all abstract submitters

LOC:

- Setting up the program database using SIL's standard program management (& abstract submission) system
- Coordination of the work carried out by the Local and International Scientific Committees
- Coordination of the call for session proposals process under the ISC's guidance
- Coordination of the abstract submission process under the ISC's guidance
- Coordination of online abstract reviewing under the ISC's guidance
- Management of the master schedule

- Provision of all necessary details about the date, time, room etc. to presenters and carry ongoing correspondence as needed by the ISC and the planning process
- Organization and on-site handling of the poster exhibition, including support for the poster presenters
- Providing recommendations and facilitate the incorporation of local programming content in ceremonies and activities surrounding the scientific program
- Coordination and supervision of SIL ancillary events and liaison with other events organized by affiliate and partner organizations (if applicable)
- Coordinating the participation of all presenters by providing the required information
- Assembling the presentations from all presenters and speakers through onsite speaker center and ensuring delivery of the presentations in the appropriate session rooms.
- Managing any changes of presenters prior to and onsite.

Speakers Support:

- Invited speaker invitations and confirmations
- Registration of speakers
- Coordination of the technical requirements between speakers and congress venue
- Organization of airport transfers and accommodation for VIPs as needed
- Management of reimbursement of travel costs and honorarium agreed to by the LOC
- Assembling of personalized documents for speakers to ensure a smooth running at the speakers registration desk
- Onsite coordination and support to speakers
- Issuing of letters of thanks to speakers

Local and International Scientific Committees:

- Develop the scientific and non-scientific program for whole congress
- Determine the program structure, themes and topics
- Submit main themes for approval to SIL Congress Executive Committee
- Decide on speakers for Plenary sessions
- Develop Call for session proposals and Call for abstracts
- Develop abstract submission guidelines and timelines
- Review submitted proposals and participate in session building
- Act as reviewers for abstracts submitted
- Schedule the various sessions once they have been built
- Generate the content needed on program for various communication purposes
- Chair sessions onsite
- Act as ambassador for promotional efforts
- Mentor young researchers during the meeting

SIL Congress Executive Committee:

- Designate an International Scientific Committee Chair and a Local Co-Chair for co-management of the Program Committee (see below)
- Approve general congress themes
- Make available the proprietary 'SIL program management tool' to manage abstract submissions
- SIL will provide all necessary training and support to the LOC and its PCO, as well as the ISC co-chairs, for use of the online tool, management of the abstracts & review committees, and reporting.

Accommodation:

Considerations:

- ✓ A Congress Headquarter Hotel shall be selected in collaboration with the SIL CEC. The hotel must be located in close proximity to the Congress venue. It is recommended that the LOC negotiate complimentary space to hold the SIL Executive meetings there.
- ✓ The LOC is to provide hotel rooms in the designated Headquarter Hotel as stipulated in sections above
- ✓ A range of hotel accommodation must be available in the city during the Congress dates and must offer affordable accommodation options for students (such as University residences or shared housing), and that past experience shows that very few rooms in the higher-end hotels should be reserved. The LOC is not required to sign contracts with these hotels and may elect to make a partnership with online reservation services or agencies.
- ✓ If the LOC decides to sign hotel contracts, it should keep in mind that a majority of delegates usually do not book through the congress hotels.

LOC:

- Selection, negotiating and booking of hotel allotments in all categories (in collaboration with a subcontracted PCO or DMC, following a Request for Proposal)
- Signing of contracts with Headquarter hotel
- Publication of hotel information on the congress website
- Centralization of all information on accommodation needs for invited speakers, committees and the organizers
- Receipt of regular reports from subcontractors
- Review of final accounting by subcontractor
- Provide a final report on room pick-up to the SIL Congress Executive Committee

Communication and Promotion

Considerations:

- ✓ The logo and banner are required two years before the congress. It should be launched at the Closing Ceremony of the previous SIL Congress.
- ✓ The LOC shall remit to the SIL Board the logo and banner files for its own use:
 - Each should have a color and a black & white version;
 - Each should be available in a vector file (EPS & AI) for re-sizing as well as jpg;
 - The logo should graphically reflect the host city or region;
 - The logo must include the year and the host city name.
- ✓ Most congress publications no longer need to be printed, but should be offered as a PDF document and be uploaded to the congress website.
- ✓ Important information to include on the website would be:
 - Conference program-at-a-glance
 - Detailed program information
 - Registration fees, opening hours, modalities, cancellation policy
 - List & description of Mid-Congress Excursions and any optional activities
 - Congress Milestones
 - Call for Sessions and Call for abstracts process and instructions
 - Hotel descriptions, pictures and price
 - Information on the region, venue, and practical information on travel and visas

- ✓ All publications and the congress website must be produced in English (the LOC may choose to offer a full or partial version in another language as well, as long as it is made clear that the Congress program will be held in English).
- ✓ The LOC is responsible for ensuring the quality of the English language (by international standards) used in all publications (the LOC may choose to offer full or partial versions in another language as well, as long as it is made clear that the Congress program will be held in English).
- ✓ All communication pieces meant for the international community, electronic and printed, must be reviewed and approved by the SIL Congress Executive Committee prior to being distributed.
- ✓ All online and printed publications must be made available to the SIL Board members and the National representatives for promotion within their region.
- ✓ Promotion: It is recommended that the LOC representatives attend several events in the limnological field and maintain an onsite information booth located in the registration or exhibit areas of these. Tasks would include distributing promotional material, talking to visitors, coordinating the SIL and LOC members presence at the event and making a promotional PowerPoint slide for the ones having talks, and soliciting potential exhibitors and sponsors.
- ✓ The SIL communication channels, SILnews, Facebook, Twitter and other should be used to promote the congress and specific activities that are part of it. The SIL Communications Committee and the SILnews editor will be glad to promote and circulate material received from the LOC.
- ✓ Media management: It is also recommended that actions be undertaken to bring a maximum amount of media attention to the event, such as
 - Create a list of general and specialized contacts persons in various medias
 - Write and send a press release before the Congress as well as when necessary
 - Seek for the maximum of interview opportunities with key SIL Executives and LOC spokespersons
 - Organise a press room onsite and personnel to welcome the media

LOC:

- Development of a timeline for all congress publications and communications pieces
- Development and coordination of all marketing materials
- Coordination of artwork (design and layout) for congress logo and visual, banner, congress poster, etc.
- Development and control of the production budget for all publications related to the scientific part of the congress
- Coordination of graphic design, layout and production of various congress publications
- Monitoring of final printing schedule and deliveries
- Build/gather distribution lists for regional distribution as well as make key partnerships with other organizations in order to publicize the event (electronically and in print publications when necessary)
- Media management
- Coordination of Congress Website
 - Hosting
 - Website design (based on congress visual)
 - Website architecture (based on SIL standard congress web structure)
 - Initial content creation and launch
 - Content updates

SIL Congress Executive Committee:

- Provide samples of past congress publications to the LOC
- Designate a communication liaison to review and approve ALL communications to its own members and the use of its logo and brand on communication material
- Distribute electronic publicity and marketing of the Congress to its members and readership
- Provide SIL-owned content for the Congress website (linked to SIL activities, awards, etc.)
- Carry out internet based communications activities to facilitate Congress engagement prior to and following the Congress

- Ensure the publication of Congress abstracts through its program management system (to be published electronically)
- Coordinate the publication of Congress keynote lectures after the Congress in the SIL Journal “Inland Waters”.