



## **BY-LAW No. 5**

### Organization of ISRM Sponsored Meetings

(approved by the Council in Hong Kong, CHINA on 18 May 2009)

#### **1. GENERAL**

- (a) The Society shall sponsor a coordinated program of National, Regional and International Symposia (Statutes, Article 3). The ISRM shall also sponsor Specialized Conferences.
- (b) ISRM National Symposia may be sponsored by ISRM National Groups at their own discretion, the only requirements being that the events be timed so as to avoid, if possible, clashes with other events listed in the ISRM conference calendar; that they be announced in the ISRM calendar; and that proceedings be made available for purchase by ISRM members.
- (c) All publicity materials and the proceedings themselves are to make reference to ISRM sponsorship, by use of the name and logo of ISRM.
- (d) The ISRM International Symposium differs from ISRM Regional Symposia in that it is the selected venue for the annual meetings of the Council, Board, and Commissions of the Society. Different requirements apply, as detailed below.
- (e) ISRM Specialized Conferences are events that may not have the format of a Symposium, are usually of a smaller nature and are focused on a specialized theme.

#### **2. SPONSORSHIP PROCEDURE**

##### ***2.1 Regional and International Symposia***

- (a) National Groups seeking to host a Regional or International Symposium shall submit a written proposal to the Secretariat, at least one and preferably two to three years before the date of that Symposium.
- (b) The ISRM Board shall determine sponsorship of the Regional Symposia of the Society, and shall approve their scope, time and location (Statutes, Article 8.3).
- (c) ISRM sponsorship shall be determined by such considerations as technical content, timing in relation to other meetings, cost and benefits to delegates, the organizer's experience in running similar meetings, and by other criteria as given in this By-law and in Guidelines prepared from time to time by the Board.
- (d) In determining sponsorship, the Board will consider the extent, if any, to which the National Group proposes to delegate responsibility to other organizations. ISRM will not normally consider sponsoring meetings as one of several co-sponsors.



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- (e) The Board shall advise Council regarding which of the sponsored Regional Symposia have applied and qualify to host an ISRM International Symposium under the provisions of the Statutes and this By-law.
- (f) From among these, the Council then shall select a venue for the forthcoming Council, Board and Commission meetings, if possible two years ahead of time (By-law No. 1, Article 2.1). The selected Regional Symposium automatically shall become an ISRM International Symposium.

## ***2.2 Specialized Conferences***

- (a) National Groups seeking to host a Specialized Conference sponsored by the ISRM shall submit a written proposal to the Secretariat, if possible one year before the date of that Conference, for approval by the Board.
- (b) ISRM sponsorship shall be determined by such considerations as technical content, timing in relation to other meetings, cost and benefits to delegates, the organizer's experience in running similar meetings, and by other criteria as given in this By-law and in Guidelines prepared from time to time by the Board.
- (c) In determining sponsorship, the Board will consider the extent, if any, to which the National Group proposes to delegate responsibility to other organizations. ISRM will not normally consider sponsoring meetings as one of several co-sponsors.

## **3. ORGANIZATION AND RESPONSIBILITIES**

### ***3.1 Organizing Committee***

- (a) Responsibility for organizing a Symposium or a Specialized Conference rests with the National Group of the country in which the meeting is to be held.
- (b) The National Group awarded an ISRM Symposium or a Specialized Conference shall form an Organizing Committee for this purpose, and inform the Board of its composition.

### ***3.2 Financial and Legal Liability***

- (a) The ISRM shall not reimburse expenses nor incur any financial or legal liability for the Symposium, associated meetings, tours etc. (Statutes, Article 11.5). The same applies to the Specialized Conferences.
- (b) The expenses of the Symposium or Specialized Conference shall be anticipated in the budget prepared by the Organizing Committee. In the case of an ISRM International Symposium, the budget shall cover travel, accommodation and registration expenses for the ISRM Secretary-General to attend the Symposium, and also travel (if not paid by others), accommodation and registration expenses for the Rocha Award recipient (see By-law No. 7). The National Group, through the Organizing Committee, shall retain all profits and carry all losses.
- (c) A surcharge on the registration fee is due to ISRM. This surcharge amounts to 5% of the registration fees in the case of an ISRM International or Regional Symposium and to 2.5% of the registration fees in the case of an ISRM Specialized Conference. Special cases may be considered at the discretion of the Board.



## 4. SYMPOSIUM CRITERIA AND REQUIREMENTS

### *4.1 Frequency of Sponsored Meetings*

- (a) The Board will take into account the international conference calendar maintained by the Secretariat and published in summarized form on the ISRM website.
- (b) There shall when possible be one ISRM International Symposium each year.
- (c) There shall be a maximum of one ISRM Regional Symposium each year in each Region,
- (d) No ISRM International symposium shall be held in the year of an ISRM Congress.

### *4.2 Venue*

The Board shall take into account how often and where ISRM sponsored meetings have taken place in the Region, in relation to the number of National Groups and Members in the Region. The Board shall consider the accessibility and likely attendance, and the availability and quality of conference facilities and accommodation.

### *4.3 Registration and Fees*

- (a) The Board shall consider the budget as a whole, the registration fees, costs of travel and accommodation, services provided, and the likely attendance in view of cost and location.
- (b) ISRM sponsored meetings are to be open to all interested in Rock Mechanics.
- (c) The Organizing Committee of the International Symposia are to provide an ISRM membership desk, alongside the registration desk, which the ISRM Secretariat will operate throughout the Symposium.
- (d) The ISRM delegates shall have a discount of at least 20% on the normal registration fee.
- (e) The registration fee for students shall not exceed one-half of that for full ISRM delegates and shall include one copy of the Proceedings.

### *4.4 Theme*

- (a) In the case of an ISRM International or Regional Symposium the Board is to consider the merits of the selected Symposium theme, which should be clearly defined, should not have been the theme of a recent meeting, and should be of interest and benefit to a substantial sector of the membership.
- (b) In the case of a Specialized Conference the Board is to consider the merits of the selected theme, which should be clearly defined, should not have been the theme of a recent meeting and should be focused on a particular topic of interest,

### *4.5 Technical Papers and Proceedings*

- (a) The Board is to consider proposed arrangements for reviewing papers, and their probable editorial and technical quality.



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- (b) Proceedings of the Symposium or Specialized Conference should be printed and made available to delegates as part of their registration fee. Publication should if possible be placed in the hands of a publishing house with an established reputation, and the Proceedings should be publicised for international sale.
- (c) The copyright of the Proceedings of the International Symposia are to remain with the ISRM and may be shared with another organisation.

## ***4.6 Language Requirements***

An International Symposium of the Society must fully comply with the language provisions of the Statutes.

## ***4.7 Arrangements for ISRM Meetings***

- (a) The Organizing Committee of an ISRM International Symposium is to provide accommodation and facilities for meetings of the ISRM Council, Board and Commissions that convene at the times of this Symposium. These facilities are to be a charge to the Symposium and not to ISRM. The Secretariat will inform the Symposium Chairman of requirements for such meetings.
- (b) The Organising Committee of an ISRM International Symposium is to sponsor a dinner for the Board.
- (c) The Organizing Committee of an ISRM Regional Symposium is to provide meeting room accommodation and facilities for a meeting of the ISRM National Groups of the Region. These facilities are to be a charge to the Symposium and not to ISRM. The Secretariat will inform the Symposium Chairman of the requirements for such a meeting.

## ***4.8 ISRM Recognition***

- (a) Opening and closing ceremonies are to include statements by an official ISRM representative.
- (b) Proceedings of Regional and International Symposia of the Society and of Specialized Conferences are to give recognition to the Society as a sponsor, and shall include reference to the Society on the cover and face sheets of each volume.