



## **BY-LAW No. 4**

### Organization of a Congress of the Society

(approved by the Council in Lisbon PORTUGAL on 8 July 2007)

#### **1. GENERAL**

The Society shall hold International Congresses on Rock Mechanics at intervals of about four years, on themes of general interest to the majority of the membership (Statutes, Article 3).

#### **2. SELECTION OF THE CONGRESS HOST NATION**

- (a) National Groups wishing to host a Congress of the Society shall submit a written proposal at the annual meeting of the Council six years before the Congress, and four months before that meeting (By-law 1, Article 4 (Agenda). Such a proposal shall be fully detailed with scope, dates, expected registration fees and geographic location.
- (b) National Groups may support their written proposals by an oral presentation lasting about ten minutes, which may be accompanied by visual aids such as slides or film.
- (c) The scope, date and location of each Congress of the Society is decided by Council at its annual meeting five years in advance of the Congress (Statutes, Article 7.2). When more than one proposal is presented, voting to select an alternative is to be by secret ballot (Statutes, Article 7.4).

#### **3. ADVISORY AND ORGANIZING COMMITTEES**

##### ***3.1 Advisory Committee***

The Board shall sit as an Advisory Committee to review and approve all details of organization of ISRM Congresses.

##### ***3.2 Organizing Committee***

- (a) Responsibility for organizing a Congress shall belong to the National Group of the country in which the Congress is to be held. The National Group may, with the approval of the Advisory Committee, delegate a portion of this responsibility to other organized bodies of the country.
- (b) The National Group awarded an ISRM Congress shall form an Organizing Committee for this purpose, whose officers shall include a Congress Chairman, Secretary, Treasurer, Technical Program Chairman, and such others as the Congress Chairman and the Advisory Committee deem appropriate. Guidelines are available from the Secretary-General.



## **4. FINANCIAL AND LEGAL LIABILITIES**

- (a) The ISRM shall not reimburse expenses nor incur any financial or legal liability for the Congress, associated meetings, tours etc. (Statutes, Article 11.5).
- (b) The expenses of the Congress shall be anticipated in the budget prepared by the Organizing Committee. The budget shall cover: travel, accommodation and registration expenses for the ISRM Secretary-General to attend the Congress; travel (if not paid by others), accommodation and registration expenses for the Rocha Award recipient (see By-law No. 7); accommodation and registration expenses for the Müller Award recipient (see By-law No. 8). The National Group, through its agents the Organizing Committee, shall retain all profits and carry all losses.
- (c) A 10 percent surcharge on the registration fee is due to ISRM.

## **5. REVIEW PROCESS**

- (a) The Organizing Committee shall submit for review by the Advisory Committee provisional plans four, three and two years before the Congress, and final plans one year before the Congress.
- (b) Fully documented submissions shall normally be made by the Congress Chairman in person, at the time and place of the annual Board meeting (Statutes, Article 8.8).

## **6. CONGRESS REQUIREMENTS**

### ***6.1 Technical Papers***

- (a) Papers shall be accepted only from members of the Society.
- (b) The acceptance criteria for papers, and the number of papers or pages to be accepted from each country, shall be according to Guidelines prepared by the Advisory Committee so as to ensure both a high quality and a broad geographic representation.
- (c) The total number of papers in the Proceedings and for oral presentation shall be determined by the Organizing Committee subject to approval by the Advisory Committee.
- (d) Within the total allocation, each National Group shall determine if the papers submitted by its Members comply with the acceptance criteria. The Congress Organizing Committee retains the right to refuse publication of any paper that in its opinion falls short of meeting the acceptance criteria.
- (e) Corresponding members shall have their papers approved by a screening Committee appointed by the ISRM President.

### ***6.2 Congress Languages***

- (a) An International Congress of the Society must fully comply with the language provisions of the Statutes.



## ***6.3 Registration and Fees***

- (a) Congresses are to be open to all interested in Rock Mechanics.
- (b) The Congress Organizing Committee is to provide an ISRM membership desk, alongside the registration desk, which the ISRM Secretariat will operate throughout the Congress.
- (c) The registration fee for students shall not exceed one-half of that for full ISRM delegates and shall include a copy of the Proceedings.

## ***6.4 Proceedings***

- (a) The registration fee for full delegates to the Congress shall include the cost of one set of bound volumes of the Proceedings of the Congress, which shall include all accepted papers, general reports, invited addresses and a report of the formal proceedings.
- (b) The bound volumes of papers are to be available for distribution to registrants at registration. The final volume or volumes containing the remainder of the Proceedings are to be available for distribution to registrants within six months after the Congress.

## ***6.5 Arrangements for ISRM Meetings***

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

## ***6.6 ISRM Recognition***

- (a) Opening and closing ceremonies are to be directed by the ISRM President.
- (b) Proceedings of a Congress of the Society are to give recognition to the Society as the main sponsor, and shall include reference to the Society on the cover and face sheets of each volume.