NOTES ON THE RESPONSIBILITIES INVOLVED IN THE ORGANISATION OF AN
IUSSP INTERNATIONAL POPULATION CONFERENCE

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The IUSSP organises an international population conference (IPC) every four years in collaboration with a host country institution. Both the IUSSP and the host country commit themselves to significant financial and administrative responsibilities by agreeing to organise the conference. The host country collaborators are expected to set up a National Organising Committee (NOC) that includes key members of the host country population community, government agencies, non-governmental organisations (NGOs), and others who will be responsible for the Conference's local logistics. Different arrangements have been and can be proposed by the group in the host country that wishes to collaborate with the IUSSP in organising the Conference. For instance, Conference arrangements might be managed by a governmental or private institution or by a national population association. Proposals may be made by a single institution or a collaborative group of institutions. Multi-country collaborations are also possible.

Planning for an IUSSP Conference begins at least 4-5 years before the meeting. In the year before an IPC (or sometimes earlier) the IUSSP invites its members to consider proposing their country as host for the subsequent IPC in five years time.. Potential host countries are then invited to make a presentation at the Closing Ceremony of the IPC indicating their wish to host the next conference. Following this, interested groups would be expected to submit a written proposal to the IUSSP by **15 December**   describing their proposal in detail. Items that should be discussed in the proposal would be the structure of the National Organising Committee (leadership, membership), Conference venue, preliminary budget and fundraising plan and how tasks identified below would be addressed. The proposal would identify the formal organisation extending the invitation and its capabilities. The proposal should identify the President and members of the National Organising Committee (NOC), and the person or agency responsible for communications with the IUSSP Secretariat.

The decision on the 2017 Conference venue will be taken by the new IUSSP Council during its first Council meeting to be held early in 2014. (For subsequent IPCs it is proposed to advance this process, so it is expected that a decision on the 2021 IPC will be made in 2017). The Council will review proposals submitted and decide which proposal to provisionally accept subject to a favourable outcome of a short site visit made by the IUSSP Secretary General and Treasurer and the IUSSP Executive Director to the preferred venue shortly after the Council meeting. Following formal approval by the Council, the NOC would then organise early the following year a 2-3 day meeting of the International Organising Committee (IOC) in the host country. This would include a visit to the proposed Conference site. At this meeting, discussions would resolve what should be the dates of the proposed Conference, what issues in the population and health field should receive special attention at the Conference, and how planning should proceed in the period ahead.

This document reviews in detail the host-country and IUSSP responsibilities in organising the Conference. This information is intended as a guide and it is recognised that depending on local facilities or changing conditions (such as an exceptionally large number of participants) the tasks may be modified by mutual agreement. .

A. Overview of Host Country and IUSSP Financial and Organisational Responsibilities:
The National Organising Committee (NOC) and the IUSSP share financial and organisational responsibilities. As a general rule, the NOC arranges local logistics and pays for all local costs associated with the Conference venue as well as costs associated with preparatory meetings of the International Organising Committee held in the host country including travel costs of IOC members. The NOC is also requested to support the travel costs of 50 participants on the regular scientific programme and assist participants requiring invitation letters for visa purposes. The NOC should also manage relations with the local and international press.

The IUSSP manages the scientific programme including preparation and dissemination of the Call for Papers, administration of submissions and the selection of papers for regular sessions, preparation of publications to be disseminated at the Conference (Programme and Abstracts, digital version of Conference Proceedings and, in collaboration with the NOC, downloadable General Information Booklet). The IUSSP Secretariat handles participant registration including registration fee payments, which the IUSSP retains. The IUSSP Secretariat sets up and maintains a Conference website where prospective participants can learn more about the Conference, register and pay registration fees on-line, and apply for financial assistance. The IUSSP can also set up online forms for side meeting room and exhibit space requests.

Host Country Responsibilities:
- Provide Conference site that includes:
    - an auditorium that can accommodate 2000 people;
    - 10-12 meeting rooms that can accommodate 100- 400 persons;
    - electronic and computer facilities in each room for simultaneous translation, PowerPoint, and overhead projection;
    - cyber-café and wifi facilities
    - on-site food services;
    - offices for the IUSSP, the NOC and UNFPA.

- Assure sufficient lodging for 2000 participants in close proximity to meeting venue that can meet a range of budgets from luxury to student housing and provide a reservations system whereby participants can reserve their accommodations on-line.

- Provide local transportation for participants to Conference venue if hotels are not in close proximity and, if feasible, from airport or train station to Conference hotels.

- Design Conference Logo (several possible designs should be submitted for approval to the IOC shortly after the 1st IOC meeting).

- Produce Conference materials to be distributed to participants such as Conference bag, and tourist information on the city and local region.

- Facilitate visa applications for conference participants by providing information on the visa application process and, when necessary, official letters of invitation for those requiring visas.

- Provide local staff during the conference to assist participants with registration, distribution of conference bags, meeting room equipment.

- Host a reception for Conference participants (costs may be partially or fully recovered from participants e.g. by having cash bar).

- Organise and host two IOC meetings.

- Cover the travel and per diem of IOC members attending official IOC meetings held in the host country and for NOC members attending IOC and Steering Committee meetings in Paris.

- Provide and pay for simultaneous translation into host country language, if necessary (optional).

- Fund at least 50 participants on the programme (generally from low income countries).

- Manage relations with local, regional, and international press interested in the Conference.

IUSSP responsibilities:

- Preparation and management of the scientific programme

- Development and maintenance of conference website

- Communications with participants

- Management of registration and registration fee payments prior to the Conference

- Production and dissemination of the Call for Papers, Preliminary Programme , Final Programme, and Book of Abstracts, (materials may be digital and downloadable from web site)

B. Conference venue

The first responsibility of the NOC is to select a conference venue. This may be a specialist conference centre; conference hotel(s), university campus, or some combination of these or other alternatives, provided that all venues are in close proximity. The NOC is responsible for covering the costs of the a conference facility This facility should have a large auditorium that can accommodate up to 2000 participants and enough side rooms for sessions that will run over a 4-5 day period (the length of the Conference will be determined by the IOC) . Detailed requirements are specified below:

1. **Interpretation facilities**. Funds permitting, IUSSP International Population Conferences provide simultaneous interpretation between English and French. The NOC may wish to provide simultaneous interpretation into the language of the host country. If so, it would have to cover the costs of that added interpretation in their entirety.

2. **A large auditorium for up to 2000 participants**. The plenary hall should be available daily from 17:00 to approximately 21:00 for plenary sessions, such as the IUSSP General Assembly (which may run later one evening), debates on population issues or side meetings.

3. **Other session rooms**. 10-12 rooms are needed to hold up to 12 regular sessions simultaneously. These meeting rooms should vary in size because the number of expected participants for regular sessions varies according to the topic. Regular sessions usually draw between 75 and 300 participants, with the typical number being between 100 and 150. At least one room should hold up to 400 people (could be the auditorium) and 2 should be able to accommodate at least 300 participants.

4. **Room Availability**. Some meeting rooms should be available 1 or 2 days before and after the Conference for side meetings that NGOs and other institutions may wish to organise. Side meetings cannot be held during regular and plenary sessions but can be held in the evenings or before and after the Conference.

5. **Room Equipment**. All session rooms should be equipped with audio-visual equipment that will allow speakers to use PowerPoint. Ideally there should be a centralized system whereby PowerPoint presentations are uploaded for display on computers/projectors located in the session rooms. Microphones should be available in each room.

6. **Poster Space.** A large room or open space in which 150-200 posters can be displayed at the same time on poster boards that would be made available at the centre. The size of poster boards available should be communicated to IUSSP at least one year prior to the Conference so that poster presenters can be informed.

7. **Participant Rehearsal Room**. A small room equipped with a computer and projection screen should be available to allow participants to practice their presentations.

8. **Computer Access for e-mail**: A free **Cyber Café** and free Wi-Fi connection in the centre

9. **A room or space for exhibitors** (40-50 booths of varying sizes). The Conference site should have some space where booths for exhibitors can be set up. Exhibitors can be charged fees by the NOC for the use of space, electricity, Internet connection, telephone, security, etc. The NOC is expected to manage requests from exhibitors and to encourage exhibitors (this can be done in collaboration with the IUSSP). Exhibits on host country work in the field of population should be encouraged by the NOC. The IUSSP requests that an exhibit space in a good location be provided to it free of charge to exhibit its publications and materials.

10. **Offices for IUSSP and NOC staff**. Two offices should be made available for use by IUSSP staff. These offices should be equipped with a telephone, Internet connection, 4 computers and 2 printers. In addition IUSSP staff will bring 2 laptops for use at the Conference. The NOC will also need office space at the Conference Centre. A photocopy machine and a fax should be available in one of the staff offices for use by IUSSP and NOC staff. The staff offices should be available 1 week before the Conference starts and 3 days following the Conference.

11. **Registration**. Convenient facilities should be available near the entrance of the Conference site for on-site participant registration and welcome. IUSSP requests assistance with onsite registration including access to credit card payment terminals.

12. **VIP office.** Because the Conference is often attended by dignitaries, an office for their use is necessary.

13. **Press room.** The NOC should organise press coverage of the Conference and provide a room for journalists to work in, providing Internet and telephone connections.

14. **Message management facilities for participants**. Arrangements for poster or electronic messages can be made.

15. **Food and beverage facilities on site.** To maximize session attendance, food and beverage facilities for lunch should be available at the Conference site at an affordable price. Available food options should include vegetarian food.

16. **Other desirable services:** Other services that should be provided in or near the Conference site include a travel agency, banking services, a post office, pay telephones, local information, first aid services, childcare services, and access to public transportation.

17. **A storage room** or other arrangements that would permit international exhibitors to ship materials to the Conference site in advance of the Conference.

18. **Insurance.** The Conference site should have insurance to cover any injury or losses that may occur. Participants are expected to pay for their own luggage insurance and accident/medical insurance.

C. Other NOC tasks and responsibilities.

1. **Prepare a set of scientific sessions and/or display on host country and regional demographic issues.** In order to give international participants an opportunity to learn about the demography of the country and region where the conference is held, several scientific sessions are usually organised by the NOC on local population trends, problems and issues. To give these sessions visibility, they can be held during the regular conference period and either be interspersed throughout or held on a single day. The number of these sessions will depend on the total number of regular sessions, NOC preferences, and probably fall in the range of 10-16 sessions. In addition the NOC could organise a display.

2. **Promote Conference locally.** In order to maximize the local impact of the Conference and increase local participation, the NOC must take early action to reach out to potential participants and institutions, universities, NGOs, government, private sector, etc. working in the population and health field in the country or region.

3. **Local Transportation.**

    a. **Airport transportation**: Depending on airport facilities and location, it may be necessary to have a couple of NOC assistants stationed at the airport (and/or train station) to give arriving participants information about how to get to their hotels (taxi, bus, approximate costs, etc.). Ideally a shuttle service should be available to transport participants to Conference hotels.

    b. **Other local transportation**. If the Conference site is located near most conference hotels and can be easily reached by participants on foot or by public transportation, no other transport may be needed. If the Centre is not located near the hotels where most participants will stay, the NOC will have to make arrangements to transport participants between their hotels and the Conference site throughout the day and into the evening hours. Participants generally prefer to be able to go to or from their hotels on their own and at their convenience.

4. **Accommodation**. The NOC is expected to identify a set of hotels with a range of varying price categories that could accommodate up to 2000 participants. The NOC is also expected to negotiate reduced prices at hotels and to set up a convenient booking arrangement that will allow international participants to get information on different hotels and to make their hotel reservations online. At past IPCs, a travel agency has managed the reservation service and assisted participants with other travel-related requests. Ideally, low cost rooms for student participants should be available perhaps in university dormitories or similar hostels.

    The NOC should make arrangements to lodge members of the IOC at the same hotel. This hotel should be located as close as possible to the Conference site.

5. **Visas.** The NOC is expected to prepare written materials for the IUSSP and participants that describe in detail who needs a visa to visit the country, the amount of time required to obtain visas, visa costs, visa forms and applications, and other information that will minimize the complications for international visitors. The NOC is also expected to handle communications and follow up with participants who need assistance obtaining visas. Ideally visa on arrival arrangements should be negotiated for participants from countries that do not have host country embassy or consular offices.

6. **Conference Logo**. Generally the NOC makes arrangements with a local designer to prepare the conference logo. Different designs are obtained and presented to the IOC for review. Once designed, the logo is used to prepare a Conference poster that is widely distributed (10,000 copies) and is also used for the cover design for Conference publications, letterhead, website, and other conference materials. A PowerPoint banner with the logo is also required. The cost of the logo design is covered by the NOC. The costs of preparing other items on which the logo is placed will be borne by whichever partner is responsible for each item. The Conference logo needs to be ready to start promotion at least two years before the conference.. The host country may wish to use the logo on production of goods offered for sale to conference participants (mugs, tee shirts, mouse mats etc) and may keep any proceeds from sale of these.

7. **Conference Bags for Participants**. The NOC makes arrangements for and covers the costs of making bags that participants receive at registration. Sponsorship may be obtained for these; inexpensive cloth versions are quite acceptable.

8. **Reception**. Customarily the host country organises an official reception for participants. This reception is usually is attended by political dignitaries of the host country. In previous conferences the host country has also hosted a reception or buffet following the host country plenary or Closing Ceremony but this is not a requirement. Costs of any receptions organised may be fully or partially offset through sponsorship or charges to participants.

D. Responsibilities of the IUSSP. The following IUSSP tasks are undertaken over a three-year period by the IUSSP Secretariat and intensify in the year before the Conference. IUSSP regularly employs 4 employees and hires a Conference assistant in the year before the Conference. In the six-month period before the Conference, all 5 employees work nearly fulltime on the Conference.

1. **Preparation and management of the scientific programme**. The IUSSP provides and manage an online submission system which will::
   a. Permit members to propose sessions in response to a Call for Session Proposals that the IUSSP will draft and issue.
   b. Compile information on organisers. All session organisers have to be IUSSP members.
   c. Permit members of the population community (IUSSP members and non-members) to submit an abstract for consideration.
   d. Permit authors to upload their Conference papers or presentations to the website before the Conference.
   e. Give participants access to Conference papers or presentations in the period immediately before the Conference and following it.
   f. Permit participants to apply for travel subsidies.
   g. Permit participants to register and pay online.

2. **Draft and prepare material to promote the Conference.** While the type and number of these materials will depend on decisions to be taken by the IOC, for recent conferences materials have included a Bulletin that announces the Conference and invites the population community to submit scientific papers. Promotional flyers and posters are also developed. Mailing lists of regional and national population associations and institutions are compiled in order to disseminate promotional material.
3. **Arrange for and cover the costs of translation of Conference documents.** Funds permitting, the IUSSP will translate conference documents into English and French.
4. **Handle communications with participants**. The IUSSP responds to hundreds (even thousands) of queries about the scientific programme and conference logistics and recruits and pays for additional staff to deal specifically with conference business
5. **Manage and coordinate the Conference for the IUSSP**. The IUSSP Executive Director serves as Conference Secretary and coordinates conference planning with the NOC, IUSSP Council, and IOC members.
6. **Draft and prepare the Conference Programme Book, Book of Abstracts and other Conference materials.** Such materials usually include a Conference downloadable file containing all Conference papers (submitted by a certain date) and a downloadable *General Information Booklet* , which contains a Summary of the regular scientific programme and information on other Conference sessions and events, side meetings, exhibits, as well as information on the Conference venue and the city in which the Conference takes place. Writing and editing these materials takes considerable time.
7. **Reimburse participants who received full or partial travel subsidies.** Note: the NOC will handle its own reimbursements for any travel awards that it makes.

E. Tasks and issues that have to be discussed and negotiated between the NOC and the IUSSP
1. **Costs of interpretation services**. The official conference language is English. However, if the IUSSP or NOC is able to raise sufficient funds to cover interpretation costs at the Conference,

the IUSSP practice is to offer simultaneous interpretation in English and French at regular and plenary sessions. A number of Conference events, the Opening and Closing plenary sessions and the IUSSP General Assembly, always have English-French simultaneous interpretation. This is generally paid for by the host country but this can be negotiated. Responsibility for hiring and supervising interpreters can also be negotiated. If the NOC wishes to provide simultaneous interpretation into additional languages (such as the local language), any additional expenses related to such services would have to be covered by the NOC.

2. **Number of local staff at Conference site**. A number of local temporary staff or volunteers are needed just before and during the Conference to carry out the following tasks: (1) assist IUSSP staff with participant registration; (2) provide information services at the Conference site; (3) distribute interpretation equipment (earphones); (4) check participant badges at the entry of meeting rooms; (5) serve as time control monitors at regular and plenary sessions; (6) collect PowerPoint presentations and ensure that projection equipment works properly; etc. More temporary staff are needed during the first day or two of the Conference to assist with registration and provide information. The NOC is expected to cover the costs of all these local staff.

3. **Travel Costs of Participants.** Both the IUSSP and the NOC are expected to raise funds to provide full or partial travel subsidies to participants particularly those from low income countries. The NOC should indicate in its proposal how much money it would hope to raise to support participant travel as well as the number of participants whose participation the NOC would aim to subsidize.

4. **Registration Fees.** These fees are set by the IOC. Fees usually differ for early or late registrants and for IUSSP members and non-members. The IUSSP has not followed a policy of setting differential registration fees for participants from high and low-income countries. Registration fee subsidies, however, can be granted to participants from low-income countries who request assistance. Very low registration fees are normally set for participants from the host county.

5. **Income from registration fees belong to the IUSSP.** The IUSSP receives all registration fees and uses those fees to cover the costs of organising the Conference, including its staff costs, promotional material, conference materials, web site and web submission system etc.

6. **Other Costs.** The NOC should indicate in its proposal whether there are other costs that it would be willing to meet.

7. **Acknowledgement of donors, partners, and collaborators.** The IUSSP and the NOC work out a plan to show their donors, partners and collaborators that their financial, administrative and other inputs into the Conference are appreciated. Logos of these institutions can be prominently displayed on the Conference website and on Conference materials.

8. **Formal Contract between the IUSSP and the NOC.** The IUSSP and the NOC would draw up and sign a binding contract once the venue has been approved describing their agreement and specifying the tasks and responsibilities assigned to each partner.

F. Conference Governance

1. **The International Organising Committee** consists of
   a. IUSSP Officers (3 persons)
   b. IUSSP Council members (10 persons)
   c. 3-5 members of the host country NOC
   d. 1 Ex-officio member representing the UNFPA
   e. 1 Ex-officio member representing the United Nations Population Division
   f. Other regular or ex-officio members, as determined by the group listed above
   g. The Conference Secretary is a non-voting member of the IOC.

2. **The IOC Steering Committee** is generally composed of the following persons:[1]
   a. 3 IUSSP Officers and 1 Council member
   b. 3-4 NOC members (President, Coordinator, other)

3. The IUSSP Executive Director and other IUSSP and NOC staff working on the Conference attend these meetings and prepare minutes.

4. **Conference Coordination**.

   a. The **Conference Secretary** is the IUSSP Executive Director. The Secretary is expected to implement the decisions and guidelines on Conference preparation set by the IOC, to work closely with the IOC Steering Committee on Conference planning, to liaise with the NOC Conference Coordinator, and to prepare and take minutes on meetings of the IOC and the IOC Steering Committees.

   b. The **NOC** appoints a **Coordinator** who is expected to liaise with the IUSSP Conference Secretary and manage local arrangements for the NOC. In the year /months before the Conference, the Conference Coordinator usually works fulltime in the preparation of the Conference.

5. **Meetings of the IOC and IOC/SC**

   a. Generally the IOC meets three times before the Conference.
   - The 1st IOC meeting takes place early in the planning cycle in the host country (all costs relating to this meeting would be covered by the NOC);
   - The 2nd IOC meeting takes place 6-8 months prior to the Conference at IUSSP Headquarters in Paris to approve the scientific programme (costs would be covered by IUSSP for IUSSP participants and by NOC for NOC participants). It may be that the NOC only needs to send one representative to this meeting if most issues and plans have already been settled by the Steering Committee.
   - The 3rd IOC meeting takes place immediately before the Conference in the host country (costs covered by the NOC). The NOC also usually pays for accommodation costs of all IOC members during the Conference.

   b. The IOC Steering Committee would meet on 2 or 3 other occasions, as necessary. At least one meeting of the IOC Steering Committee would be held in the host country, generally at NOC expense. Costs for other meetings held at IUSSP Headquarters in Paris or elsewhere would be covered by IUSSP or the NOC, with each agency covering the costs of their respective representatives or staff attending the meeting.

6. **IOC Responsibilities**
   a. Provide policy oversight for the Conference.
   b. Select the Conference dates
   c. Set the broad themes for the scientific programme, decide the number of scientific sessions to be organised, select topics and organisers for each session, and set guidelines on how papers will be selected for presentation
   d. Review organisational matters
   e. Set registration fees
   f. Select the Conference logo
   g. Decide who should participate in the opening and closing ceremonies

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[1] Note: The IOC Steering Committee is considered to be a working group rather than a policy body. However, if a vote is taken on an issue and results in a tie, the issue can be submitted to the IOC for a vote.

    h. Review conference budgets proposed by IUSSP and the NOC, status of fundraising, and budget adjustments

    i. Develop a communication and dissemination strategy