

## **Guidelines for IRG Co-sponsorship of IRG Regional Meetings**

### **Introduction**

Since its founding in 1969, the IRG has endeavored to facilitate international exchange of ideas related to the protection of wood from degradation; however, it is recognized that many scientists lack the support that would enable them to travel to the Annual Meetings. In order to encourage increased involvement in our organization, the IRG can co-sponsor regional meetings that encompass the goals and research interests of the organization.

### **Conditions**

The IRG makes no direct financial commitment to the meeting, but will provide the following:

1. Assistance, as needed with program development in coordination with the Vice President and the Scientific Programming Committee.
2. Space to advertise the program on the IRG web site and in the e-Newsletter as well as links to the proponents site.
3. Collection of all meeting papers into a conference CD and inclusion of the documents in the IRG compendium.
4. Assistance with identifying possible meeting sponsors.

The meeting organizers are strongly encouraged to develop a local organizing committee with at least one IRG member. The committee would be charged with the following:

1. Securing a venue and finalizing a program.
2. Ensuring that fees and sponsorships are adequate to cover all meeting costs.
3. Ensuring that all papers have English abstracts, key words, and figure/table captions so that they are accessible to other IRG members.
4. Making every effort to restrain meeting costs by taking advantage of Institute facilities, borrowed audio visual equipment and reasonable lodging.
5. Pre and Post meeting tours may be included, but they are not necessary and, if included, should be economical.

The Executive Committee will review proposals for regional meetings either at the Annual Meeting or via correspondence should the proposal be submitted outside the normal meeting times, and must ratify any proposal.

The guidelines may be adapted as needed, but any regional meeting must be financially viable without direct IRG support.