ISPA

Conference

Manual

2011
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FOREWORD

The International School Psychology Association (ISPA) was formally constituted at its first International Colloquium on School Psychology in Munich in 1975. It has continued its mission to promote school psychology for the welfare of children across the world mainly by holding annual conferences in the different continents and countries. Within this process, helpful traditions for running the ISPA Conference have developed over time and, since 1994, these were handed down to subsequent convenors in the form of a Conference Manual. Tradition has been matched with constant renovation, including the change of name from Colloquium to Conference.

This Manual is in the first place helpful advice gathered through the experience of previous Conference Convenors for the next ones. It is the work of what has become known as the Conference Convenors’ Club. This latest revision reflects the experience of the more recent conferences organised by Arja Sigfrids (Helsinki, 2007), Ellen Mackaay (Utrecht, 2008), Paul Bartolo (Malta, 2009) and Michael Sheehan (Dublin, 2010) plus the feedback from Selvaraj Renukadevi (Chennai, 2011).

At the same time, this Manual also sets out the contractual obligations entered into between the Conference Convenor and the ISPA Executive Committee.

Over time the Manual has been expanded. But, as Conference Convenors are often not experienced in the organisation of such international conferences, they have invariably found it very useful. It has also always been regarded as a framework that is subject to negotiation with the ISPA EC according to the different contexts and circumstances of each Conference. As it has grown so much we have also included a four-page OVERVIEW that provides a quick review of the contents.

We are grateful for the contributions of the following people in the various editions: Bernhard Meissner (Germany), Nora Katona (Hungary), Chantal Petit (France), Erika Voigt (Germany), Anders Poulsen (Denmark), Tom Oakland (USA), Peter Whelley (USA), and the latest three ISPA Presidents, Helen Bakker (the Netherlands), Bill Pfohl (USA), and Jürg Forster (Switzerland).

We invite future convenors to contribute with their experience to the further improvement of this Manual.

Paul A. Bartolo,
ISPA President Elect
Malta
October 2011
OVERVIEW

This overview is meant to provide a quick picture of the contents of this Manual for the convenience of the user. The timelines of tasks listed in the three Tables can also be useful brief guides.

1. INTRODUCTION

This section puts the conference organisation within ISPA’s mission for promoting child well-being and education through school psychology.

☐ Purpose of Conference

The purpose of the Conference is to provide opportunities for school psychologists, educators and other interested individuals worldwide, to meet, interact, and exchange professional information.

☐ Language of Conference

The official language of the Conference is English.

☐ General Information re ISPA

Several documents are available for future Conference organisers from ISPA Central Office and online at www.ispaweb.org (email address: ispacentraloffice@ispaweb.org).

2. CONFERENCE ORGANISATION EXPLORATION PHASE

This phase starts typically more than 36 months prior to the organisation of the Conference.

☐ Early meeting with ISPA Executive Committee (EC)

Potential convenor(s) should engage with the Executive Committee (EC) of ISPA as soon as the possibility of organising a Conference is being considered.

☐ Initial proposal

Following such consultation, potential convenor(s) should submit a proposal including draft budget in accordance with ISPA general guidelines and template available.

☐ Co-hosting a Conference

ISPA usually co-hosts ISPA Conferences in collaboration with national and regional Psychology Associations of the country where the ISPA Conference is held.

3. CONFERENCE ORGANISATION DECISION PROCESS

The decision process is a collaborative one between the Convenor and the ISPA EC with constant communication.

☐ Choice of site

Choice of host country is also influenced by the search for alternating choices across continents and regions.

☐ Choice of dates

An ISPA Conference is generally 5 days in duration (usually Tuesday through Saturday) and is held around the same date each year: between mid-July and mid-August.

☐ Constituting the Local Organising Committee (LOC)

The conference Convenor(s) is responsible for constituting the Local Organising Committee (LOC) and informing ISPA EC of its membership. The convenor will sign the Letter of Agreement and chair the LOC.
The Scientific Sub-Committee should have a balance of academics and practitioners. It will propose and select conference themes, call for papers, identify keynote speakers, read abstracts, plan the scientific programme, select scientific chairs, collect abstracts/papers for handbook, and correspond with presenters.

The choice of a scientific theme is one of the first tasks of the LOC, in consultation with ISPA.

A draft of the Conference Circular must be prepared by the LOC and approved by the EC 14-16 months ahead. It must be available for distribution at the preceding Conference.

It is essential that the conference Convenor(s) attends the ISPA Conference just prior to their Conference.

The Letter of Agreement is to be signed by the July of the previous Conference at the latest by the ISPA president and the LOC chair, and ideally by a representative of another supportive organisation in the host country.

The preparation of the conference is mainly in the hands of the LOC, with the continuous support of the ISPA Conference Co-ordinator and EC members. All major decisions should be made by the LOC and in consultation with ISPA.

An Action Plan should specify the specific responsibilities of each Committee/Sub-Committee and the respective Chairs, and the arrangements for liaison between them. It should also set indicative deadlines for the completion of various tasks, and be continuously updated.

A Risk Assessment of the implications of unforeseen events that could adversely affect the conference should be carried out 9-12 months prior to the conference.

By 18 months prior to the Conference, the structures of the LOC, and the composition and responsibilities of subcommittees, chairs, and co-chairs should have been determined.

The total expenses must always be balanced by the estimated income. A useful rule of thumb is to plan expenses based on 300 participants, and income based on 200 participants. The Conference also constitutes a main source of income for ISPA.

First draft budget to be submitted with initial proposal. Second draft budget to be submitted when conference site is confirmed. Final budget to be submitted prior to signing of Letter of Agreement.
An **initial** financial statement outlining actual income and expenses is to be presented to ISPA EC during a final meeting at the end of the Conference. A **final** financial statement which must be externally audited must be presented to ISPA within 6 months following the Conference.

### 6. CONFERENCE INFORMATION MATERIAL

- ☐ **Conference Circular**
  
  The first public formal announcement of the conference is made through a Conference Circular. This Circular should be prepared at least 18 months ahead of the conference and its details agreed with ISPA EC. It is then distributed by email and also in a printed version that is distributed at the previous ISPA Conference.

- ☐ **Conference Website**
  
  The Conference Website will be the main means of advertising the Conference. Its preparation should commence at the same time as the Conference Circular that is around 18 months prior to the conference. The final version should be ready at the conclusion of the previous conference for launch in October.

- ☐ **Programmes, Abstracts and Conference Proceedings**
  
  The Scientific Programme and Book of Abstracts may be printed as one or two distinct books. They should be accessible on the website prior to the conference. The papers should be available after the Conference on the ISPA website, with the permission of presenters.

### 7. BUILDING UP THE CONFERENCE PROGRAMME

- ☐ **Scientific Programme**
  
  The Conference programme has three major aspects: the Scientific Programme, the ISPA General Assemblies and the Social Programme. The scientific programme should include both theoretical and practical scientific papers. The "Call for Papers" on the website must indicate deadlines for the submission and the acceptance of papers.

- ☐ **Pre-conference Workshops**
  
  Pre-conference workshops are usually organised on the opening day.

- ☐ **ISPA General Assembly (I and II)**
  
  The two General Assembly meetings must be scheduled in the scientific programme at a time when most participants and all ISPA members will be able to attend.

- ☐ **Social Programme**
  
  The social programme includes the Opening and Closing Ceremonies, cultural programmes such as participation of local children, artistic or folklore presentations, and organisation of tours.

### 8. PRACTICAL MATTERS

- ☐ **Accommodation**
  
  Accommodation arrangements and meals are important aspects of a successful conference. A wide range of accommodation should be available for participants and guests, ranging from low-cost student-type dorms to hotels from ** to **** standard.

- ☐ **Meals**
  
  The registration form should clearly state which meals are included in the conference registration fee, and which have to be paid separately.
by participants at their own expense.

On arrival in the country, participants and guests should be able to avail of easy transportation to the conference site from airports, train and bus stations.

The LOC should ensure the presence of a number of volunteer students (in psychology or other fields), who are available to spend 5-6 days assisting in the conference events.

9. PUBLIC RELATIONS AND PUBLICITY

Care should be taken to engage the local/national media with the Conference event. A public relations officer (PRO), or a subcommittee, should be appointed to oversee all public relations and publicity matters.

10. TASKS AND ARRANGEMENTS

The Registration/Reception Desk should be located in the centre of the main scientific site to ensure ease of contact for participants and the LOC throughout the conference.

A technical person/s should be available for dealing with all technical matters throughout the conference. All presentations should be loaded onto the computer of the room where they are taking place during the preceding break.

The technical staff and student helpers should be invited to early daily meetings with the LOC Chairs in the Operations Room to review the schedule for each day.

11. POST CONFERENCE TASKS

Quantitative and qualitative feedback should be collected from participants before the end of the conference and included in the final LOC Evaluation Report.

A full list of names and contact details of keynote speakers and officials who supported the Conference should be compiled by the LOC Chair and subsequently forwarded to the President for thank you letters to be sent after the conference.

An externally audited account of the income and expenses of the Conference must be submitted to ISPA EC by the end of six months after the Conference.
1. INTRODUCTION

The ISPA annual Conference is a major tool for the promotion of the Association’s mission. Therefore, Convenors need to become familiar with that mission.


Several documents are available for future Conference organisers from ISPA Central Office and online at www.ispaweb.org (email address: ispacentraloffice@ispaweb.org). These contain information about ISPA as an organisation as well as about the organisation of its conferences, such as:

- Constitution and Bylaws
- Operations Handbook
- ISPA Golden Book (with a list of sites, themes and images from previous conferences)

These are listed in the Appendix.

1.2. Purposes of an ISPA Conference

It is vital for ISPA to hold conferences to:

- promote children’s and young people’s well being and quality education across the world
- provide a forum for international professional exchange of knowledge, skills, and cultural information for life long learning
- bring together the ISPA membership and officers for informal and formal meetings (e.g., annual general assembly) to conduct the business of ISPA and provide professional development activities.
- generate a financial profit, sufficient to contribute to a healthy ISPA annual budget balance and keep the membership fees as low as possible.

The purpose of the Conference is to provide opportunities for school psychologists, educators and other interested individuals worldwide, to meet, interact, and exchange professional information. During the Conference, the ISPA governance structure shall meet and interact with the membership. (ISPA Operations Handbook).

This general purpose incorporates the following aims:

To promote professional exchange
This can be done at various levels:
- among ISPA membership,
- among ISPA members and other school psychologists from all over the world, across nations and cultures,
- between school psychology researchers and practitioners,
- between school psychology practitioners and other professionals working in schools or for schools.
As individuals, school psychologists work within their own cultural setting. The host country’s distinctive cultural and national background should therefore be evident at a given conference. The experience of observing the ways in which ISPA conferences are organised in different cultural milieus offers participants a chance to become more aware of the impact of cultural influences on their own practice.

Researchers and practitioners can view school psychology from different perspectives and with varying motivations. ISPA conferences are therefore a very important way of bringing them together, allowing them to meet and exchange with each other, and more effectively collaborate in the future for the benefit of children and schools. The contents of the scientific programme should always include a variety of topics, such as best practices and successful methods in school psychological work, new diagnostic tools, intervention programs, research findings and their practical implementations, etc.

To promote personal exchange among school psychologists
Psychologists know that sincere, open relationships are a prerequisite for valid professional exchanges. There is no "truth", no "fact", without personal, national or cultural context. Interaction Groups are an important means of affording participants the opportunity to meet and discuss issues of mutual interest and concern. The Interaction Groups help to form relationships that cross both national and cultural boundaries and have become an essential part of the ISPA Conference. Likewise participation in the Social Programme enables colleagues to know each other better and build personal relationships.

To bring together and expand ISPA membership
The Conference is the only time when ISPA membership can gather as a whole, and thus exchange information and work together directly. It is also a time when new attendees may choose to become members.

Therefore, a Conference should always:

- enable both members and non-members with an interest in School Psychology to attend
- offer time and space for specific ISPA events, such as General Assembly, Executive Committee and other committee meetings
- offer time to exchange ideas and practices in an informal setting such as the Interaction Groups

It is the responsibility of ISPA EC and the Local Organizing Committee to ensure that the above-mentioned goals are achieved at every Conference for the benefit of School Psychology and school psychologists around the globe. ISPA needs to be known worldwide as the international organisation of school psychologists, representing the basic ethical principles of their profession. The better this can be achieved, the more ISPA can contribute to promoting the profession of school psychology globally.

To promote school psychology
The success of school psychology is largely based on the ability to work in teams with other professionals, such as teachers, administrators, legislators, politicians, policy makers, social workers, parents, and the students themselves. At each Conference, it is essential therefore to determine which groups of professionals should be invited, and to incorporate meetings in the programme for discussion of themes of mutual interest. The Conference should also promote school psychology with the public at large.
ISPA has also been involved with promoting a country's development of School Psychology as a field of study and practice. As an organization, ISPA can and will promote such new developments within its resources.

All Conferences are to be conducted in English. National, regional or local translations may be done, in addition to English, as required by law or regulations. (See notes throughout this Manual.)
2. CONFERENCE ORGANISATION – EXPLORATION PHASE (36+ MONTHS AHEAD)

This Section outlines the exploration phase in the organisation of an ISPA Conference. This phase starts typically more than 36 months prior to the organisation of the Conference.

When exploring future conference sites, ISPA aims to survey a wide and varied range of countries and continents each year. This is important if the organisation is to be truly international and expand its membership, thereby facilitating contacts among school psychologists around the world.

Each conference should fulfil two main ISPA goals at the same time:
- to broaden the sphere of professionals who can join in ISPA activities
- to support the development of school psychology in every part of the world.

Prospective convenors should be mindful of the need to promote school psychology in their own country for the benefit of children and families, as well as serving more general educational interests. In some countries, promoting school psychology may be more effective when the ISPA conference is held in close connection with the annual meeting of the national or regional association of school psychologists.

Future conference convenors should always have extensive personal experience from previous ISPA conferences, in order to be aware of all the aspects involved when organising a Conference. It is best to have been an active participant at an ISPA conference.

2.1. Early meetings with ISPA Executive Committee and other advisers (36+ months prior to the conference)

It is important for potential convenor(s) to engage with the Executive Committee (EC) of ISPA at the earliest opportunity, even at the stage when they are considering the possible organisation of a conference. It is best to contact the Central Office with your interest, as found on the ISPA webpage: www.ispaweb.org

2.1.1. Preliminary Steps
Potential convenors could undertake the following preliminary steps at this stage (36+ months prior to a conference):
- contact ISPA Central Office or Executive Committee member
- attend the next ISPA Conference and meet resource persons there, both formally and informally:
- meet with EC members, the Executive Secretary and Convenors from previous conferences (members of the ISPA “convenors’ club”) either at an ISPA conference or through electronic communication.

2.1.2. Prerequisites for making a proposal
Potential convenors for an ISPA conference should consider every aspect involved in its organisation:
time scale, work commitment, financial matters, etc. An effective local team will be essential to support the project successfully. This team will generally become the main core of the Local Organising Committee (LOC). A conference cannot be organised without such an organising team. In the early stages, a small team of committed members may be sufficient, later a more substantial team will be required to constitute the LOC.

Even if there are one or two persons - generally the chairs of the LOC - who are closer to ISPA and more involved in the long-range planning than other LOC members, the preparation of a conference must rely on a strong, effective, and efficient team. In non-English-speaking countries, at least some members of the LOC should be fluent in English, both written and spoken formats.

A LOC can better function with the support of a strong local or national organisation. Strong administrative as well as financial support within the organising country is also essential; a national association, a university or college, or a combination of both, can offer such support.

If it is proposed to hire the services of a professional conference organising agency, potential convenors must evaluate the cost very carefully and do so early in the budget preparation process. Such an agency could also offer help in planning a proposal as well as advising on initial budgetary and marketing matters.

A conference scientific theme can also be outlined at this stage (cf. 3.7).

2.2. Initial proposal

When potential convenors have gathered sufficient information on which to base a more formal proposal, they should submit the proposal in accordance with ISPA general guidelines. ISPA EC members will then be in a position to appropriately evaluate the proposal.

ISPA guidelines for making a written Initial Site Proposal are attached to this document and can also be obtained from the ISPA Central Office (cf. Appendix 13.1.).

Convenors should try to stay within these guidelines, but are free to add any additional information that will convey a better understanding of the proposal. The initial proposal should include the calculation of a preliminary budget associated with each potential site.

The different types of accommodation available for participants should be fully explored. It is important to note that there should always be a range of accommodation, to include all budgets from hotel rooms to student dorms.

ISPA intends for ISPA and each LOC organisation to make a profit from the conference, as it is one income stream for ISPA.
2.3. Budget Considerations/Process

36+ months before  First draft of a budget is included with the submission of the initial proposal.

24+ months before  Second draft budget is submitted following clarification of implications of conference site.

12 months before  Finalized budget is submitted together with contract. The budget should reflect a solid cost structure, with profit and loss calculations based on fixed expenses and anticipated income. If the LOC needs to secure a loan for the implementation of the contract, they may request a small, low or no interest loan from the EC to do so.

2.3.1 General comments
It is essential for the potential convenors to gather as much data as possible regarding the conference budget. Although only rough estimates can be provided at this stage, the financial aspects of a conference site proposal will be a key element in the selection of the country and site of a future ISPA Conference. Potential LOC members should try their best to identify reliable financial figures regarding the feasibility of a conference in their country, always indicating the national currency and the equivalent in US Dollars or Euros, whichever is easier. Once a currency has been chosen, the budget should reflect this currency consistently.

The draft budget should offer a good balance between Income and Expenses.

2.3.2 Income
This will be raised mostly through the conference registration fees. Cost of registration is directly related to the affordability of members to attend. This will need to be calculated carefully to maximize the number of participants while at the same time sufficient to cover costs and realize a profit for LOC and ISPA (see budget excel spread sheet). While the average number of participants varies, fees per participant are generally not varied greatly from year to year, though they should be related to the different costings in the relevant host country. It may be best to start off with the previous years' charges as the default rates.

2.3.3 Expenses
There are two different categories of expenses:

- fixed expenses, which remain the same whatever the number of participants, and
- variable expenses, which vary according to the number of participants, and should be estimated "per participant".

(For more details, cf. Chapter 5 –BUDGETING).

Potential convenors and LOC should also establish, as early as possible, which local or national organisations, if any, are willing to support the LOC financially. This commitment involves willingness to share the conference profit (or loss) with ISPA, and the signing of a Letter of Agreement by the LOC Chair and ISPA Executive Committee representative.
Registration fees should not only cover the real cost of participation in the conference (scientific programme, social and cultural events and conference lunches), but also generate a surplus to cover all other expenses, as well as contribute to the profit to be shared between ISPA and the LOC.

Sponsorship, if any, should not be included in the budget at this stage, as this will mostly generate additional possibilities for reduced fees and scholarships, and generally ensures a profit.

2.4. Compilation of Draft Budget

Suggested method for estimating a first draft of budget (an Excel template is attached in the appendix and can also be obtained from the ISPA Central Office)

2.4.1. Estimation of sources of income
The minimum and optimum numbers of expected participants should be estimated for each of the following categories together with the average acceptable fees:
- the organising country, locally and nationally. The average acceptable fees should have regard to the national currency and average monthly salary of school psychologists.
- neighbouring countries. The average fees they could be expected to pay should be stated in the relevant currency,
- rest of the world. The amount of fees they may be able to pay should be estimated according to previous ISPA conference fees.

The income should then be estimated according to both minimum and optimum numbers of participants, and the average fees which could be raised from each category.

Other potential sources of income (sponsors, grants and other funds) should be identified but not included in the budget at this stage.

2.4.2. Calculation of expenses
a) Fixed expenses:
These include
1) Site rental (costs associated with different potential sites should be considered; some expenses may vary according to the number of participants; for example, size of auditorium, number of rooms, etc.)
2) Invited or non-paying participants (previous conference budgets should be consulted for estimated figures for these expenses)
3) ISPA EC (generally 5-7 EC members plus Executive Secretary). The expenses will include travel, accommodation for up to 9 nights, working facilities, conference fees, additional meals not provided at the conference)
4) Key-note speakers (3 or 4) regarding travel, accommodation for 3 nights, meals and social events
5) LOC members (travel, accommodation and meals, registration fees)
6) Entertainment (social and cultural events)
7) Technical assistance including all expenses for the conference website
8) Printing and communication (circulars)
9) Administrative work and secretariat
10) Legal and accountancy services (financial audits of conference accounts are required)
11) Miscellaneous (the expenses need to be outlined)

b) Variable expenses: (calculate the average cost per participant)
These include
1) communication (postage, copies)
2) abstracts, programme book
3) catering (4 lunches, 7 coffees, the welcome and farewell parties)
4) participants’ materials (conference folder/bag, etc.)

The break-even point should be calculated at the minimum number of paying participants estimated to attend and the potential profit (or loss) thereafter calculated according to different range of participants in each category of fees.

NOTE:
In the calculation of the actual cost of participation per person and the average registration fees required to balance the budget, it is important that the number of non-paying participants (ISPA EC, LOC, keynote speakers, and other guests) should be added to the estimated number of paying participants and their guests. For example, if the budget is balanced at 200 participants, and it is estimated that there will be about 30 non-paying participants, the budget should actually be balanced on the basis of the expenses of 230 participants. Consequently, registration fees should be calculated on the basis of the actual cost for 230, (including non-paying participants’ additional costs, such as travel expenses) divided by 200.

In non-English speaking countries, simultaneous translation could be considered for keynote lectures, but this is generally very expensive and must either be sponsored or be covered by other funds.

2.5. Selection of potential conference site(s)

2.5.1. Site Selection
The following criteria may be used when selecting the location of potential sites:

- size and type of city, and the quality of life it offers for participants. A medium-sized city, with some tourist value is often preferable to a larger city or a main tourist centre. Weather conditions and safety for visitors should also be considered.
- accessibility and travel conditions. The site typically should not be farther than 100 km or 1 hour-drive from the closest international airport. If the airport is far from the site, transportation service to the site or special ISPA buses on arrival and departure days should be provided. If public transportation is available, the details should be communicated to the registrants and guests.
- type and size of site, and related costs. Scientific sessions are better organised and attended in one single building, or several close buildings, whenever possible.
- the site and facilities should be accessible to persons who are physically challenged.

2.5.2. Specifications of Site
The following features are essential:
an auditorium for 300 / 500 participants
☐ 10-15 meeting rooms of different size (20 to 50 seats)
☐ availability of technical equipment and support
☐ availability of simultaneous translation in main auditorium, if required
☐ potable water readily available
☐ convenient and pleasant meeting places, inside and outside
  - a restaurant or cafeteria, on site or within walking distance, serving conference lunches
☐ standards of sanitation in food preparation, water purity, and health standards should be Western culture or WHO level. Alternatives should be evident to participants, if necessary
☐ physical safety for all participants and access to appropriate emergency medical assistance

2.5.3. Accommodation
Accommodation is paid for separately by participants, and should not be included in the budget, except for invited participants (ISPA EC, LOC, keynote speakers).

Most rooms should be available within walking distance from the site. If not, free transportation should be made available at least twice per day. A wide range of prices should be offered:

- low-cost dorms (student-type) and / or a choice of inexpensive hotels should be provided. The cheapest type of accommodation should have a toilet and/or bathroom per one to three bedrooms. Information should be given about local camping sites, youth hostels etc.
- a range of hotels from ** to **** standards should also be available near the site, within walking distance when possible, or with easy means of transportation.

2.5.4. Meals

Breakfast: breakfast should be available in the accommodation pricing.
Lunch: 4 lunches are generally included in registration fees. They should be served close to the site in two consecutive time slots of about 45 minutes each and should include a main course, with a soft drink and dessert or coffee. Vegetarian and non-pork alternatives should be available.
Coffee breaks: 7 coffees/teas/cold drinks with biscuits are generally included in the registration fees
Dinner: It should be possible for participants to purchase dinner at low cost on the site, when accommodation it is distant from town.
Water: As often the conference is held in warm weather, it is important that water is made available to participants throughout the day.

Guidelines regarding Accommodation and Meals are more fully treated in 8.1 and 8.2 below.

2.5.5. Co-hosting a Conference
ISPA usually co-hosts ISPA Conferences in collaboration with national and regional Psychology Associations of the country where the ISPA Conference is held. However, a possible alternative model that may be considered (occasionally): A national or international Psychology Association organizing their regular conference, may be interested in co-hosting the conference with ISPA. In this case, the conditions and procedures mentioned in this Conference Manual may not apply, since the Conference is not exclusively an ISPA Conference. If the EC decides to approach another conference organiser and to suggest such a joint venture, all arrangements regarding the conference are subject to mutual agreement and a written and signed contract.
### 3. CONFERENCE ORGANISATION – DECISION PROCESS

#### 3.1. Four-Year Time Line

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>36+ Months ahead</td>
<td>☐ Selection of host country and convenor(s) through informal and formal meetings, initial site proposal, including first tentative budget</td>
</tr>
<tr>
<td>36-24 Months ahead</td>
<td>☐ Selection of site, comparing budget data, and dates</td>
</tr>
<tr>
<td>24 Months ahead</td>
<td>☐ Constitution of the Local (and/or National) Organising Committee and Chair(s)</td>
</tr>
<tr>
<td></td>
<td>☐ Choice of scientific theme</td>
</tr>
<tr>
<td>24-18 Months ahead</td>
<td>☐ Second Draft of budget to ISPA EC</td>
</tr>
<tr>
<td>24-12 Months ahead</td>
<td>☐ LOC chair (and preferably LOC members) attend previous ISPA conference in order to:</td>
</tr>
<tr>
<td></td>
<td>☠ meet with ISPA EC</td>
</tr>
<tr>
<td></td>
<td>☠ sign the Letter of Agreement between ISPA and LOC</td>
</tr>
<tr>
<td>14 Months ahead</td>
<td>☐ Printing Conference Circular</td>
</tr>
<tr>
<td>12 Months ahead</td>
<td>☐ Distribution of Conference Circular and promotion of the Conference. This is typically done at the previous conference 12 months ahead and by email.</td>
</tr>
<tr>
<td></td>
<td>☐ Presentation of conference at closing ceremony during the Conference of the year before</td>
</tr>
</tbody>
</table>

#### 3.2. Choice of host country

The conference is an important instrument for ISPA to get in touch with school psychology training and services and school psychologists across the world. Therefore choice of host country is also influenced by the search for alternating choices across continents and regions.

Initial acceptance of a country’s proposal to host an ISPA conference is generally made 3 years in advance. This occurs during an EC meeting with potential convenor(s) during the annual ISPA Conference, or during a teleconference meeting of the EC. A first draft of the budget should always be available for this meeting and should be discussed for each country and site proposal.

If, for any reason, a decision cannot be made at this stage, a decision will be made, at the latest, during the next scheduled EC meeting.

The formal acceptance of a proposal will then be officially announced by the president, who will write to the selected convenor/LOC.
When a proposal is not accepted, the president will also write to the potential convenor, explaining the reasons they were not chosen, and offering the chance to reapply in the future if suggested by the EC.

### 3.3. Choice of site

The choices of country and site are generally made simultaneously. However, it may happen that a country is chosen first, with a site being chosen soon thereafter. This is not desirable as the sequence can lead to difficulties.

An ISPA EC member may visit each potential site with the future convenor(s) before deciding on a host country. However, due to travel costs this may not be feasible.

If a site visit takes place, a written report of this visit should then be sent to the entire EC, with as many facts and figures as possible (pictures, maps, budgeting, etc. for each site) to facilitate decision-making by the EC.

When a decision is made regarding a given site, the president will inform the convenor(s) on behalf of ISPA EC. A written commitment by the owner of the potential site might be required.

### 3.4. Choice of dates

An ISPA Conference is generally 5 days in duration (usually Tuesday through Saturday) and is held around the same date each year: between mid-July and mid-August.

As the most suitable dates for a given conference may vary according to each country and site, the final decision can be made only when a given site is selected following consultation with the LOC chair and site managers. The LOC is asked to consider avoiding local and national holidays whenever possible when scheduling the proposed dates. The final decision is made by the ISPA EC.

### 3.5. Constituting the Local / National Organising Committee

As soon as the country, site, and conference dates, as well as budgeting, are agreed upon, the conference convenor(s) is responsible for constituting the Local Organizing Committee (LOC) and informing ISPA EC of its membership. The convenor, who is generally the person(s) most closely in contact with ISPA, will sign the Letter of Agreement and chair the LOC. Additional members may be appointed at this stage. Within the LOC, subcommittees should be formed to share preparatory tasks and non-LOC committee members may be involved at this stage (e.g., Scientific Sub-Committee; Social Committee). The early establishment of the Scientific Committee is of particular importance.

The LOC is responsible for organizing regular meetings with the members of the various subcommittees and reporting regularly to the ISPA EC of planning and problems issues.

### 3.6. Constituting the Scientific Sub-Committee

A membership of 3-4 persons as a small decision making group is recommended as this makes for greater efficiency and flexibility. It is not necessary to have specialised expertise in all theme and sub
theme areas, but it is important to have a balance between practitioners and academics. Academic criteria alone are not sufficient to process practitioner submissions. It is also important that there should be liaison with EC regarding submissions to ensure the inclusion of leading practitioners and those involved in ISPA projects in the conference programme. In a Memorandum of Understanding with ISPA, the European School Psychology Centre for Training ESPCT has been given a right to organise a workshop or symposium and to present a paper at ISPA conferences.

The Scientific Sub-Committee will propose and select conference themes, call for papers, investigate and select presentations especially keynotes, read abstracts, plan the scientific programme (round-table, workshops, papers, posters, etc.), select scientific chairs, collect abstracts/papers for handbook, correspond with presenters including thank yous. Organization of interaction groups and professional visits may also be required of from this subcommittee, although this can also be assigned to another LOC member or committee. The Scientific Sub-Committee should primarily consist of English speaking persons.

3.7. Choice of scientific theme

The choice of a scientific theme is one of the first tasks of the LOC, in consultation with ISPA.

The proposed theme should reflect:
- the major aims and interests of ISPA
- the UNESCO theme of the year (when officially announced early enough)
- needs of participants coming from various scientific and practical fields
- the current significant educational/psychological issues in the host country
- national and local contexts (school psychologists and their organisations within the host country, the region, and/or the site itself).
- host country's political context, particularly regarding its policies in relation to education and school psychology services, so that the theme may better raise national and local interest and support for the Conference.

The actual English translation or wording of the theme needs to be carefully thought out and should be decided jointly by ISPA and the LOC, early enough to be announced in the Conference Circular.

3.8. Preparation of the Conference Circular

A draft of this first announcement must be prepared by the LOC and approved by the EC 14-16 months ahead. Most of the basic information about the conference (country, site, dates, theme, first call for papers, and logos of ISPA and host country association) should be included. It must be printed in time (in June of the year before the conference) to facilitate distribution during the Conference that year. It should also be in electronic format so that is can be easily 'uploaded' to the ISPA website. Examples of previous Conference Circulars are available from the Central Office (cf. Appendix 13.2).

3.9. Attending the previous ISPA Conference

It is essential that the conference convenor(s) attend the Conference just prior to their Conference in
order to:

- inform participants about the next Conference, mostly through the Conference Circular. Other media can also be used to inform and attract participants (such as videos, posters, pictures, maps, tourist folders, promotional items, a special drink or party, etc.)
- meet with ISPA EC, executive secretary and conference co-ordinator, both formally and informally; and if not done previously, this is the latest date at which to agree on a final budget and sign a final version of the Letter of Agreement
- observe every aspect of the event, and discuss the organisation of the next conference with members of the "Convenors’ Club" and other participants.
- Present plans for own Conference at the end of the Closing Ceremony

The cost of the convenors’ participation (travel, registration fees, and accommodation) must therefore be included in early budgetary calculations. The LOC may apply for funding by the Cal Catterall Fund or by other sponsor(s) such as psychology associations in the host country or for a waiver of fees by the previous conference host.

3.10. Letter of Agreement signed between ISPA and LOC

The Letter of Agreement /contract shall state the country, site and dates of the future Conference, and the conditions agreed upon by the convenors (ISPA and LOC). A finalized budget, approved by both parties, should be added as an appendix to the written Letter of Agreement. (First and second draft budgets need not be attached).

Practical Arrangements:

- The Letter of Agreement should be prepared by the LOC convenor. It should follow ISPA general guidelines and should also consider host country and site specific requirements.
- A first draft of this document should be discussed jointly with ISPA EC representative, preferably 2 years in advance, but no later than prior to or during the previous Conference.
- The final version of the Letter of Agreement will then be signed by the ISPA president and the LOC chair, and ideally by a representative of another supportive organisation in the host country, at least one year prior to the conference date.
- Each organization will keep a signed copy of the Letter of Agreement.
- The Letter of Agreement generally states that the LOC can receive a loan from ISPA (see Section 2.3), and specifies the amount (in Euro/Dollar), the duration, and conditions of the loan. The exact amount of the loan will be decided upon when signing the Letter of Agreement, and will be forwarded to the LOC by ISPA Central Office on request.

Contract template listed in Appendix 13.3.
### 3.11. Timetable of Convenor’s Tasks

<table>
<thead>
<tr>
<th>Number of MONTHS AHEAD</th>
<th>SPECIFIC MONTHS for Task Completion</th>
<th>ACTIVITY</th>
</tr>
</thead>
</table>
| **36+ Months Ahead**   | January-June                        | □ Establish whether regional/national professional organizations are interested in organizing and supporting a Conference;  
                          |                      | □ Develop a group of interested colleagues (LOC);  
                          |                      | □ Identify potential sites in accordance with ISPA guidelines;  
                          |                      | □ Prepare and submit initial site proposal including draft budget. |
| **36 Months Ahead**     | July-August                         | □ Informal and formal meetings with ISPA EC representative and others (conference co-ordinator, executive secretary, and convenors’ club), discussing the proposal;  
                          |                      | □ Obtain confirmation of selection by ISPA. |
| August (when needed)   |                                     | □ Plan ISPA’s visit to help select sites. |
| **September-Oct**      |                                     | □ Work on proposal regarding theme, LOC, budget, and sponsors |
| **November**           |                                     | □ Select one or two potential sites |
| **December**           |                                     | □ Explore accommodation/meals for each site |
| **30 Months Ahead**    | January-April                       | □ Work on second draft budgets for each site;  
                          |                      | □ Develop a good working team to prepare LOC;  
                          |                      | □ Identify sponsors;  
                          |                      | □ Explore possible social / cultural events. |
| **May-June**           |                                     | □ Visit sites with EC member when possible/needed  
                          |                      | □ Selection of site/ Inform EC. |
| **24 Months Ahead**    | July                                | □ Complete second draft of the budget;  
                          |                      | □ Meeting with EC: decision made on site, dates, budget, and theme;  
                          |                      | □ Identify potential keynote speakers in consultation with EC;  
                          |                      | □ Sign the Letter of Agreement. |
| **August**             |                                     | □ Build up LOC and Committees (chairs and co-chairs);  
                          |                      | □ Commence working on Conference Circular. |
| **September**          |                                     | □ First letter to invited keynotes and guests;  
                          |                      | □ Plan tasks (for LOC and each sub-committee);  
<pre><code>                      |                      | □ Plan budget for LOC and chairs to attend next ISPA Conference. |
</code></pre>
<p>| <strong>October</strong>            |                                     | □ Prepare detailed budget for selected site |
| <strong>November</strong>           |                                     | □ Work on the theme and scientific programme |
| <strong>December</strong>           |                                     | □ Continue looking for sponsors and official support |</p>
<table>
<thead>
<tr>
<th>18 Months Ahead</th>
<th>January-June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Set deadlines for abstract proposals;</td>
</tr>
<tr>
<td></td>
<td>☐ Set early registration deadline (for 3 weeks after NASP conference);</td>
</tr>
<tr>
<td></td>
<td>☐ Agree cancellation and refund policy for registration;</td>
</tr>
<tr>
<td></td>
<td>☐ Agree website content with ISPA EC and Central Office;</td>
</tr>
<tr>
<td></td>
<td>☐ Prepare material for the conference website;</td>
</tr>
<tr>
<td></td>
<td>☐ Prepare conference website – to open directly after conference;</td>
</tr>
<tr>
<td></td>
<td>☐ Negotiate the final agreements with site, hotels, etc.;</td>
</tr>
<tr>
<td></td>
<td>☐ Meeting with conference co-ordinator, executive secretary;</td>
</tr>
<tr>
<td></td>
<td>☐ Review finalized budget;</td>
</tr>
<tr>
<td></td>
<td>☐ Confirm selection of keynote speakers;</td>
</tr>
<tr>
<td></td>
<td>☐ Advertise conference and distribute Conference Circular;</td>
</tr>
<tr>
<td></td>
<td>☐ Continue working with social and cultural events;</td>
</tr>
<tr>
<td></td>
<td>☐ Secure official invitation from City Council, etc.;</td>
</tr>
<tr>
<td>July (at previous conference)</td>
<td>☐ Send draft of Conference Circular to EC;</td>
</tr>
<tr>
<td></td>
<td>☐ Final version of Conference Circular ready;</td>
</tr>
<tr>
<td></td>
<td>☐ Prepare detailed finalized budget;</td>
</tr>
<tr>
<td></td>
<td>☐ Print Conference Circular, prepare other publicity (videos, brochures, etc. to be sponsored), prepare advertising article for World Go Round.</td>
</tr>
</tbody>
</table>
4. RESPONSIBILITIES AND RELATIONSHIPS

The specific roles of ISPA and the LOC (and other partner organizations) involved in the organization of an ISPA conference must be clearly defined from the beginning in order to avoid misunderstandings. This manual outlines general ISPA guidelines. Wherever necessary, the conference convenors should consult ISPA EC members or its representatives for additional information.

4.1. Respective roles of ISPA EC and Convenor(s)

Following the signing of the Letter of Agreement (at least one year prior to the conference), the preparation of the conference is mainly in the hands of the LOC, with the continuous support of the ISPA executive secretary and EC members.

According to the agreement, all major decisions should be made by the LOC and in consultation with ISPA. The conference convenor, or LOC chair, is generally responsible for communicating with ISPA, particularly in regard to major decisions, through the Executive Secretary/nominated EC member, who will refer to the ISPA President and other EC members as necessary. Such communication is essential in relation to every major decision regarding the budget, the conference circulars, and the conference programmes. At the discretion of ISPA EC and the LOC, a teleconference may be arranged to facilitate communication and decision making.

ISPA roles and structures

Executive Committee
Roles and responsibilities can be found in the Appendix, Operations Handbook (cf. Appendix 13.1)

Local Organising Committee (LOC)
The LOC is responsible for the leadership, planning, and organisation of the Conference, as stipulated in the Letter of Agreement that the conference convenor has co-signed with the ISPA Executive Committee. In carrying out these functions, the LOC will be assisted by local and/or national committees and will have the advice and continuous support of the ISPA Executive Secretary, EC, and conference co-ordinator, where relevant. All major decisions will be made in consultation with ISPA.

4.2. Responsibilities of the LOC and Professional Conference Organizer (where relevant)

The LOC should be comprised of 6-8 people, who will work closely together for a period of at least 2 years. In practice, a lead-in time of 3 years is desirable. Meetings should take place on a bimonthly basis in Year 1, with increasing frequency thereafter. In Year 3, the frequency of meetings will significantly increase with weekly meetings taking place in the final six months. In the interest of efficiency, specific responsibilities should be assigned to each of the LOC members. Most of the tasks can be assigned to specific committees and sub-committees, each represented by a chairperson, and assisted by a co-chair where appropriate.
The Chair of the Scientific Committee (see Section 3.6) should be a member of the LOC to facilitate communication and effective decision making.

Several LOC members should be fluent in English to meet the literacy requirements of the major documents involved in preparing an international Conference. Some members may need to assist others in producing, reading, and translating written documents into or from English. One member of the LOC might be officially responsible for communication and language issues within the LOC and more generally outside also. ISPA EC members can also help with language difficulties.

The convenor(s) should co-ordinate and supervise the work of all committee and sub-committee chairs and liaise between meetings with LOC members with different responsibilities (and also with the professional conference organizer, where relevant). The LOC chair should serve as the contact person for the ISPA EC members or its representative.

**Professional Conference Organizers (PCO)** possess conference management skills as well as knowledge of local contacts to access economical solutions. They can assist in many ways, including the drafting of a budget with LOC and it is therefore worth considering the option of engaging a PCO. If it is decided to employ the professional skills of a conference organiser, the LOC or the national level Psychology Association should draw up a very detailed agreement with the PCO. It is difficult to set definitive guidelines for such an agreement as each LOC has its own individual strengths and weaknesses. The expense of employing a conference organiser needs to be considered in the context of the overall budget. (At the Finland 2007 conference, the cost amounted to 17.7% of the final budget, and this was considered to be financially a good investment).

**Practical arrangements**

- It is essential to agree a division of duties between the PCO and LOC. It is also important to have a core organisational team comprised of PCO and relevant LOC members who should meet at least once a month over the three-year time span of the conference organisation.
- A local committee, or 2 LOC colleagues working together could be responsible for most local arrangements, such as accommodation and site organisation, tourist, social and cultural events.
- A regional committee or 2 LOC colleagues could work on publicity and communication and on liaison with local, regional, and national public bodies, etc.
- One person from LOC should be responsible for finances, together with PCO; the submission to the ISPA EC of an audit of financial accounts is expected after the conference.
- Clear communication and e-mail addresses will be established for future attendees for general questions; proposal submissions; and venue and program information. This contact information will also be placed on the Conference website.

**4.3. Schedule of Organisational Tasks**

Whichever organisational structures are adopted, an Action Plan/flow chart will be required to ensure corporate awareness and ownership of the multiplicity of tasks and responsibilities. The Action Plan should specify the specific responsibilities of each Committee/Sub-Committee and the respective Chairs, and the arrangements for liaison between them. It should also set indicative deadlines for the
completion of various tasks. The Action Plan will need to be continuously updated and revised to take account of ongoing contingencies. An organisational chart, with an overview of committees and their tasks should also be available to each LOC member. ISPA Central Office can be requested to provide samples of organisational charts and schedules from previous conferences to assist in this process.

The LOC needs to focus particularly on communicating regularly with the ISPA EC Conference Coordinator. This should be monthly at first, but later will need to be on a weekly basis.

The Action Plan needs to factor in and budget for the following items from an early date:

4.3.1. Administrative and IT Technical Support

The availability of adequate administration and IT support is a critical success factor in the organisation of any successful conference. As a first step, it is important to identify an office or administrative centre that will manage the vast amount of administrative work involved. The national psychology association may be willing to allow its headquarters to be used for this purpose. Alternatively, the office of the PCO could be used.

The conference administration should include:

- a main conference office with proper equipment
- an official conference address, with phone/fax/email facilities and web site if possible.
- computers, software, and trained specialists, able to process a vast amount of correspondence
- printing devices and services
- web site support and electronic communication capabilities

In the final 12 months before the conference, the LOC will need to communicate regularly with the ISPA EC Conference Coordinator regarding the number of scientific proposals and registration fees received.

In these last 12 months also, the LOC will need dedicated staff and resources to be able to respond within reasonable time to the increasing amount of email queries of all types by potential delegates – about the scientific programme and registration procedures as well as about available facilities, accommodation, health and safety concerns and other issues. This supportive communication with delegates prior to the conference is one of the effective ways in which to demonstrate care and create a sense of trust, inclusivity and community for delegates.

4.3.2. Budget

Continuous monitoring of the budget to take account of current income and expenses information is essential. Using an electronic spread sheet, such as Microsoft Excel, or accounting software will be very helpful.

4.3.3. LOC ‘Operations’ Room (cf. 10.3)

The LOC ‘Operations’ Room is a vital element in the running of the conference. The office should be operational prior to the commencement of the conference and might include preview facilities for presenters. This site location will be known to the ISPA EC and others who need to know.
4.3.4. Registration and communication
Administrative tasks will include the preparation of circulars, forms, receipts, letters, answering forms; maintenance of differentiated lists of participants; communication with participants; web based registration services; and organisation of conference packs.

4.3.5. Co-ordination
During the conference, there is a need for a central administrator, very often the LOC Chair, to ensure all administrators, including the conference helpers, know their tasks and have access to any information or decisions needed in a most efficient manner (cf. 8.6).

4.3.6. Publications
Preparation of pre-conference announcements, Conference Circular, website, press releases, abstract- and programme-books, handbook or report, forms, leaflets, information materials, contacts and contracts with editors and scientific journals.

4.3.7. Public relations
Preparation of mailing lists and labels; contacting local, regional, national and international professionals, related professions, politically important persons, use of different media; planning of press-conference before and during Conference, organisation of daily briefings during Conference, and involvement of social and media representatives.

4.3.8. Financial affairs
Preparation of budget; identification of sponsors and fund-raising opportunities; organisation of bank services, tax-exemption, currency exchange; financial monitoring through keeping all records of income and expenditures in each committee; arrangement for reimbursements, preparation of final report and external auditing by accountant.

4.3.9. Room accommodation and technical services
Planning of conference rooms requirements for scientific and social programmes; provision of audio-visual equipment and technical support; provision of telecommunication and audio-visual requirements.

4.3.10. Local arrangements and transport
Planning of accommodation and food for participants and guests; provision of travel and tourist information including country- and city-maps and brochures; organisation of airport-shuttle and local transport services; communication of local health and safety regulations and relevant information; organisation of conference site facilities such as telecommunication, coffee-shop, bank and currency-exchange, tourist services, and medical help; preparation of clear signage directions to direct people around the conference site and to the Registration Desk.

4.3.11. Language services
Identification of different languages spoken and understood by participants and any translation requirements; arrangement of simultaneous translation and sponsorship of same; organisation of written translation services.

4.3.12. Social programme (cf. 7.12)
Planning and organisation of the social programme including the Opening and Closing Ceremonies,
public reception of guests and delegates, banquet, cultural or other activities of regional interest, cultural programmes such as participation of local children, artistic or folklore presentation, exhibitions, arrangements of Reception Desks at arrival points such as airports, announcement-table, meeting-points, programme of pre-conference and post-conference tours as well as half-day tours and visits, ISPA Table, fund-raising events, decoration, and presents.

4.3.13. ISPA requirements (cf. 7.11)

ISPA has a number of requirements that will need to be met during the actual conference. These include:

- secure EC meeting-room for two days pre-conference, during the conference, and 1 day post-conference
- technical equipment including beamer/LCD projector and secure Internet access
- meals and coffee-breaks (2 days before, during, and 1 day after the conference)
- large meeting room for ISPA leadership workshop (1 day before, 30 to 40 people plus EC)
- ISPA General Assembly (GA I and GA II) auditorium or large meeting room
- time and rooms for committee meetings, task forces, interest groups, interaction groups, Convenor's Club, etc.
- Facility for announcements of meetings, etc.

These specific ISPA requirements, as previously covered in the budget, should be checked with the EC representative and ISPA Executive Secretary.

4.4. Risk Assessment

It is advisable to carry out an assessment of the implications of unforeseen events that could adversely affect the operation of the conference (e.g., bankruptcy of venue or catering or tourist firm, suspension of air flights, pandemic, natural disaster, etc.). An alternative plan should be in place to cover such contingencies. It is also important to look at any insurance implications, although in practice cover for these types of events is highly expensive. The assessment should be carried out 9-12 months prior to the conference.

4.5. Planning the Final 18 Months - Timetable

By the last year, the structures of the LOC, and the composition and responsibilities of subcommittees, chairs, and co-chairs should have been determined. Frequent communication between the LOC and committees/sub-committees is important to ensure coherent and creative planning.

The following Timetable indicates the main tasks to be completed in the final 18 months before the Conference. Other tasks may be added, as circumstances require. Each committee and sub-committee should devise their own and deadlines. Each member should regularly check their tasks with chairs and co-chairs, under the supervision of the LOC chair(s).
4.5.1. Timetable of Tasks for the final 18 months of preparation

<table>
<thead>
<tr>
<th>Number of MONTHS AHEAD</th>
<th>SPECIFIC MONTHS for Task Completion</th>
<th>ACTIVITY</th>
</tr>
</thead>
</table>
| 18 months ahead        | January-July                        | ☐ Set deadlines for abstract proposals;  
☐ Set early registration deadline (for 3 weeks after NASP conference);  
☐ Agree cancellation and refund policy for registration;  
☐ Agree website content with ISPA EC representative and Central Office;  
☐ Prepare material for the conference website;  
☐ Prepare conference website – to open directly after previous conference;  
☐ Negotiate the final agreements with site, hotels, etc.;  
☐ Meet with conference co-ordinator, ISPA Executive Secretary;  
☐ Review finalized budget;  
☐ If not yet done, sign the Letter of Agreement;  
☐ Confirm selection of keynote speakers;  
☐ Advertise conference including announcement for World Go Round and distribute Conference Circular. |
| 12-6 months ahead      | September-October                   | ☐ Finalise site utilization: rooms and space needed for conference;  
☐ Reserve the food/coffee requirements on the site;  
☐ Identify and invite speakers for Opening Ceremony;  
☐ Reserve all the performers (Opening, Closing Ceremonies, social evenings);  
☐ Communicate with ISPA about website as needed;  
☐ Identify ISPA/EC requirements during conference - contact Central Office and EC as appropriate;  
☐ Carry out risk assessment;  
☐ Develop public relations strategy. |
| November               |                                      | ☐ Monitor budget;  
☐ Plan technical help required;  
☐ Plan and identify all volunteer help;  
☐ Advertise conference in appropriate forums. |
| December               |                                      | ☐ Prepare for ISPA EC mid-year meeting or teleconference as required;  
☐ Identify further advertising sources;  
☐ Identify further sponsorship. |
<p>| 6 – 3 months ahead     | January                             | ☐ Plan final editing of Conference abstract and programme books; |</p>
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>February - March</td>
<td>☐ Seek further sponsors;</td>
</tr>
<tr>
<td></td>
<td>☐ Monitor budget.</td>
</tr>
<tr>
<td></td>
<td>☐ Ensure Scientific Sub-Committee starts review of abstract proposals;</td>
</tr>
<tr>
<td></td>
<td>☐ Check registration, send confirmations to participants;</td>
</tr>
<tr>
<td></td>
<td>☐ Confirm transport arrangements;</td>
</tr>
<tr>
<td></td>
<td>☐ Confirm arrangements for ceremonies/performers;</td>
</tr>
<tr>
<td></td>
<td>☐ Select menus for lunch and evenings;</td>
</tr>
<tr>
<td></td>
<td>☐ Plan and confirm the site (rooms) and technical needs;</td>
</tr>
<tr>
<td></td>
<td>☐ Plan signage/helpers for different functions;</td>
</tr>
<tr>
<td></td>
<td>☐ Plan staff arrangements for LOC, PCO, and helpers on the site;</td>
</tr>
<tr>
<td></td>
<td>☐ Check travel arrangements/requirements of keynote speakers;</td>
</tr>
<tr>
<td></td>
<td>☐ Commence planning of press release.</td>
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<tr>
<td>March</td>
<td>☐ ISPA EC mid-year meeting;</td>
</tr>
<tr>
<td></td>
<td>☐ Deadline for applications for Cal Catterall Fund;</td>
</tr>
<tr>
<td></td>
<td>☐ Deadline for scientific proposals – may sometimes need reviewing;</td>
</tr>
<tr>
<td></td>
<td>☐ LOC Chair(s) to attend NASP conference in the U.S.A., when possible;</td>
</tr>
<tr>
<td></td>
<td>☐ Scientific Sub-Committee prepares plan of times and dates for</td>
</tr>
<tr>
<td></td>
<td>presentation of papers, workshops, symposia etc.</td>
</tr>
<tr>
<td>3 - 1 month ahead</td>
<td>☐ Send out to all presenters the scheme for their presentation</td>
</tr>
<tr>
<td></td>
<td>reminding them of the need for registration to have their papers</td>
</tr>
<tr>
<td></td>
<td>confirmed, and asking them regarding their technical requirements;</td>
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<tr>
<td></td>
<td>☐ Print the final Programme and Book of Abstracts;</td>
</tr>
<tr>
<td></td>
<td>☐ Prepare/print proof of attendance for participants;</td>
</tr>
<tr>
<td></td>
<td>☐ Request the PowerPoint presentations in advance from keynote</td>
</tr>
<tr>
<td></td>
<td>speakers;</td>
</tr>
<tr>
<td></td>
<td>☐ Print the invitation letters and cards;</td>
</tr>
<tr>
<td></td>
<td>☐ Check the number who have registered;</td>
</tr>
<tr>
<td></td>
<td>☐ Liaise with hotels;</td>
</tr>
<tr>
<td></td>
<td>☐ Cancel rooms not required;</td>
</tr>
<tr>
<td></td>
<td>☐ Order bags and material to be delivered;</td>
</tr>
<tr>
<td></td>
<td>☐ Finalize Invitations to VIP guests;</td>
</tr>
<tr>
<td></td>
<td>☐ Start plan training of voluntary (student) helpers, plan working</td>
</tr>
<tr>
<td></td>
<td>shifts and set up schedule;</td>
</tr>
<tr>
<td></td>
<td>☐ Confirm travel transfer arrangements;</td>
</tr>
<tr>
<td></td>
<td>☐ Check all the reservations and agreements made;</td>
</tr>
<tr>
<td></td>
<td>☐ Order the Tourist Information point in Registration area.</td>
</tr>
<tr>
<td>Just prior to</td>
<td>☐ Organise the delegates list in groups of 10-20 as interaction</td>
</tr>
<tr>
<td></td>
<td>groups;</td>
</tr>
<tr>
<td>Conference</td>
<td>During Conference</td>
</tr>
<tr>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>☐ Pack the conference bags;</td>
<td>☐ Plan working shifts to ensure registration/info points are constantly staffed; Plan for early and late arrivals with access to accommodation, meals, etc. if housed in LOC co-ordinated accommodation;</td>
</tr>
<tr>
<td>☐ Organise the LOC operations room and registration desks;</td>
<td>☐ Prepare arrangements for receiving payment, protocols for missing/incorrect payments; invoice for extra costs and trips;</td>
</tr>
<tr>
<td>☐ Check that clearly visible signage/information notices are in place;</td>
<td>☐ Ensure sufficient people to assist with all social and cultural activities;</td>
</tr>
<tr>
<td>☐ Confirm the final number of registrants with the restaurants;</td>
<td>☐ Arrange meeting of LOC, PCO and Helpers each morning;</td>
</tr>
<tr>
<td>☐ Train the voluntary/aid personal to use technical equipments/one in each room;</td>
<td>☐ Check agenda for each day and allocate personnel accordingly;</td>
</tr>
<tr>
<td>☐ Check that technical equipment is working;</td>
<td>☐ Ensure communication about changes of schedule or rooms / include information board;</td>
</tr>
<tr>
<td>☐ Prepare registration forms / sign up sheets for preconference workshops.</td>
<td>☐ Ensure collection of participation lists for preconference workshops;</td>
</tr>
<tr>
<td></td>
<td>☐ Ensure co-ordination of press and media meetings;</td>
</tr>
<tr>
<td></td>
<td>☐ Collect evaluation sheets.</td>
</tr>
</tbody>
</table>
5. BUDGETING

An important goal of the conference is to generate financial profit for ISPA. As well as contributing to the general activities of the organisation, this helps to keep the membership fees as low as possible and thus facilitate the growth of membership throughout the world. The conference should also generate some profit for the host country’s supporting national psychology association. Any profit is generally shared on a 75/25 basis between the two organising bodies (ISPA/LOC). The total expenses must always be balanced by the estimated income.

5.1. Income sources

5.1.1. Registration fees
The registration fees are the major source of income in the conference budget, and must be carefully calculated, checked and fixed with ISPA EC at the time of signing the Letter of Agreement, and finalised prior to the launching of the website.

There are generally several possible categories of fees:

- ISPA Member, Early Registration
- Non-Member, Early Registration
- ISPA Member, Late Registration
- Non-Member, Late Registration
- Accompanying Persons, Early Registration
- Accompanying Persons, Late Registration
- Students, Early Registration
- Students, Late Registration
- Daily Registration fee

Early registration is generally permitted before a stated deadline. This is usually set for late March and should be after the NASP annual conference in the US. The difference between the fees for members and non-members should be sufficient to encourage non-members to join ISPA. The current membership fee schedule should therefore be consulted. It is important not to set the registration fee so high as to deter many would-be participants. The fee should reflect the currency and salary value in Euro/Dollar of various countries. It should be noted also that participants are required to pay for their own travel and accommodation expenses. The fee to be charged in each category should ensure that all expenses are covered, including those of the non-paying participants, such as: ISPA EC (5-7 persons), keynote speakers (2 from abroad, 2 from the host country), other guests, as well as the authorised expenses of LOC and helpers during the conference.

Payment of registration fees should follow the agreed method outlined in the contract. Subsequent changes in that regard, including the sanctioning of additional costs associated with any method of payment, can only be decided jointly with the ISPA EC. Participants must receive an official receipt for
any fees paid.

**Policy regarding reduced or student fees**
The LOC will generally receive requests for reduced registration fees, especially when the conference is being held in parts of the world where local currencies are not freely convertible into Euro/Dollar. A policy on this issue should be agreed at an early stage by ISPA and the LOC and stated in the contract. It may be possible to consider a separate fee category for official third world countries, as identified by UNESCO. A limited amount of sponsorship is available through the Cal Catterall fund and additional local sponsorship may permit reduced or student fees.

Student fees usually exclude the farewell party.

**5.1.2. Sponsors**
A major task of the LOC chair(s) and finance committee will be to identify sources of sponsorship, locally and nationally.

Sponsorship may be obtained from public and private sources, organisations, institutions, and companies ready to help financially in holding an ISPA Conference. Most sponsors are to be found among those with an interest in children, education and/or psychological services and organisations. ISPA recommends the avoidance of sponsorship by private companies who are recognised as doing harm to children, or working against children's rights in some way or other. A "black list" of such companies may be obtained from UNESCO or UNICEF offices, by consulting the ISPA liaison officer.

Sponsorship may take different forms:
- monetary funding
- office materials, work or services.
- materials for the participants’ folders
- conference T-shirts or quality souvenirs for sale at conference
- free use of equipment
- free publicity in the local, national media
- simultaneous translation
- free or sponsored use of conference rooms
- reduced prices for accommodation (in dorms and hotels)
- free contribution to meals or social and cultural events (e.g., wine, coffee breaks, music, etc.)
- travel costs for a keynote speaker (e.g. by publishers)

It should always be clearly stated what kind of service the sponsors expect to receive in return from conference organisers and this should be specified in a contract. Examples of return services are publicity, attendance of company guests at the conference, advertisements in the programme book, a stand at the conference site, appearance of logo in the programme book, etc.

The following sources of possible sponsorship should be considered:
- Air Travel. Early negotiations (starting at least 2 years before) with air companies (national or international) should be conducted to discuss whether they would be willing to act as the official air carrier for the Conference, offering special air fares to participants. Any such agreement should then be advertised on the conference website. In the current climate of online bookings, it is more difficult to secure such concessionary rates.
Tour Organisation. If a travel agency is selected to organise all the tours for accompanying guests and participants, the LOC may seek a share in the profit they will make. Alternatively, the travel agency may offer free assistance in the organisation of some conference events (e.g., transportation, farewell party, other social/cultural events, etc.)

Local producers may be willing to offer free products to attract would-be customers among participants (e.g., wine offered at the welcome party).

5.1.3. Taxes and tax exemption
Most countries have fiscal laws that permit the tax exemption of whole or part of the conference activities. Scientific, international, or specific educational events can receive such exemption. The LOC together with PCO is responsible for determining the status of the ISPA conference with local authorities.

5.2. Fixed expenses

For each category of expense (fixed and non-fixed) the conference budgets (first draft – final draft) should indicate a minimum/maximum estimated cost. Fixed expenses are those expenses which do not generally vary according to the number of participants.

The following are the main categories of fixed expenses:

5.2.1. Non-paying (or invited) guests
It is important that precise limits regarding these expenses are clearly stated and agreed upon personally with each invited person or category. Travel should be by economy class or sponsored tickets only. Accommodation should generally be of three star standard for all invited persons and any additional costs should be paid for by the individuals concerned.

5.2.2. ISPA EC (5-7 persons)
The following expenses are involved:

- travel expenses
- accommodation (9 nights)
- room for EC meetings before, during, and after the Conference. Accommodation for up to 12 people required with internet connection. Accompanying persons pay registration and accommodation fees.
- meals (including 2 days before and 1 day after the Conference).
- participation in every conference scientific and social/cultural event (as included in registration fees). Local tours are not to be included.

5.2.3. Key-note speakers
The following expenses are involved:

- travel expenses
- accommodation for whole (five nights) or part of the Conference as negotiated with speaker (3 nights is suggested).
- meals and participation in every conference scientific, social and cultural event (as included in registration fees).
5.2.4. LOC & Scientific Committee members
The following expenses are involved:
- travel expenses (expenses may vary greatly according to country and site, but the cost should be estimated early and stipulated in the Letter of Agreement with each member).
- expenses associated with participation in all conference events that are included in registration fee.
- accommodation and meals should also be included for the duration of their work at the conference site during the Conference.

5.2.5. Other invited guests
The expenses of any other invited guests should be paid for by those inviting them (ISPA, LOC). These expenses should not be included in the conference budget unless there is a separate agreement beforehand.

5.2.6. Other fixed expenses

Conference Site:
- rental of conference rooms
- rental of audio-visual equipment
- signage and decoration; poster boards. ISPA has a set of small international flags
- entertainment for opening and closing ceremonies

Printing:
- Stationery
- Conference Circular
- A3 posters
- Conference Programme and Book of Abstracts. Participants can be given a CD instead of the Book of Abstracts if they choose so when registering online.

Secretariat:
- Conference secretariat services/PCO
- Ongoing LOC and Scientific Committee secretariat services (as far as possible these should be covered on a voluntary basis by the agencies involved)
- Setting up and maintenance of the website. ISPA provides a template that can be edited.
- Processing abstract submissions
- Photocopying costs

5.3. Variable expenses

These expenses vary according to the number of participants.
The cost of each category of expense should be estimated on a per participant basis.

The variable expenses include:

Materials for participants (sponsorship is often available for some of these costs):
- Folders/conference bags
- Name tags, lanyards
Stationery/pens

☐ Attendance certificates
☐ Maps and other printed materials
☐ Programme Book
☐ Book of Abstracts. Participants can be given a CD instead of the Book of Abstracts if they choose so when registering online.

☐ Miscellaneous

Meals
☐ 3 lunches + packed lunch on afternoon of organised trips
☐ 7 Coffee-breaks
☐ Opening reception/Welcome Party
☐ Farewell party

Other
☐ Banking/credit card charges
☐ Transport
☐ Miscellaneous

5.4. Expenses outside the conference budget

NOTE: These expenses should not be paid from the conference budget. They will be separately paid by ISPA. LOC will need to liaise with EC regarding these events.

☐ ISPA leadership workshop (cf. 7.11.2)
☐ EC reception for VIP and ISPA and LOC Committee Chairs at conference

5.5. Additional expenses:

5.5.1. Simultaneous translation

The official language of the conference is English. If the host country's language is another language, the provision of simultaneous translation may be considered. This would be mostly for the benefit of the host country's participants, but would also enable outsiders to understand national keynote speakers. Sponsorship for any simultaneous translation is required as the cost is generally too expensive to be included in the conference budget. The associated costs such as the rental of technical equipment and professional translators' fees should also be covered by outside sponsorship.

5.5.2. Additional social/cultural events

If local arrangements are made for specific additional social and cultural events which are not included in registration fees, the LOC may choose between:

☐ requesting additional optional fees from participants who wish to attend, or.
☐ identifying local sponsors
5.5.3. ISPA EC expenses related to the conference (cf. 7.11.1)

5.5.4. ISPA EC mid-year meeting at the conference site
The ISPA EC “mid-year meeting” may be held on the conference site of the same year, thus facilitating the EC and LOC to meet and work jointly on the organisation of the Conference, and enabling EC members to visit the site and city beforehand.

The costs of this meeting will be paid for by ISPA, but LOC may find local sponsorship to lower the expenses. The meeting lasts about 3-4 days, and is generally held around the beginning of March. The practical arrangements will be organised jointly by the LOC and ISPA Executive Secretary or the ISPA conference coordinator (i.e., accommodation, working room, meals etc.).

5.5.5. ISPA Leadership Workshop (cf. 7.11.2)
This involves the availability of a room and lunch at the conference site or close by for a gathering of about 40 representative ISPA members on the opening day of the Conference. The costs are paid by ISPA. LOC will be involved in making the practical arrangements in consultation with ISPA President-Elect, who is responsible for conducting this workshop.

5.5.6. Other Pre-Conference workshops (cf. 7.6.5)
About 3-5 other pre-conference workshops are usually offered to delegates on the opening day of the conference. These are usually of 3 or 6 hours and involve expenses of use of facilities, coffees and lunch (if 6 hours). These workshops should be self funding and not add any costs to the conference: that is an agreement should be made with workshop leaders about the amount of payment they will receive which may be tied to the number of participants for each workshop and the fee that attenders will be charged in addition to the cost of facilities, coffees and lunch.

5.6. Stages in budget planning

Planning the conference budget is a key element in the work of the LOC and PCO including:

- submission of first draft budget with estimated figures with initial proposal (36 months ahead)
- submission of second draft budget following clarification of financial implications of the conference site
- submission of finalized budget, with more precise and realistic figures on both the expenditure and income sides. This budget should be balanced and indicate a break-even point for various numbers of participants. It should be available prior to the signing of the Letter of Agreement (24 to 12 months ahead). A useful rule of thumb is to plan expenses based on 300 participants, and income based on 200 participants.
- ongoing revision of the budget during the final 18 months of preparation to reflect the actual expenses, income and sponsoring sources

5.6.1. Early planning of the expenses

General
The LOC/PCO should identify as early as possible the expenses that can be reduced and those which are more or less fixed. Areas of expenditure that may qualify for sponsorship should be identified. The
availability of sponsorship may vary greatly according to each country and site.

Conference site
The rental of conference rooms is a major expense. Expenses can vary greatly and it is therefore very important to select a site with a low rental cost, having due regard to other relevant considerations. Once the site has been selected, the LOC /PCO should investigate further possibilities of reducing the costs. The LOC members/PCO who know the site best can give valuable advice in this regard.

Services
The selection of agencies offering services (printing, transportation, meals, accommodation, tours, etc.) for the Conference should be decided based on careful comparison of cost and quality factors. Early negotiation with the firms concerned may ensure reduced costs.

5.6.2. Balancing the preliminary budget
A clear and comprehensive budget is essential for a financially successful Conference. Income and expenses must be clearly and realistically anticipated and stated in each of the proposals. PCOs are professionals in preparing conference budgets. It is helpful if the LOC includes members who have experience of financial and organizational planning. Such experience will be helpful in delineating ways to increase the income while at the same time lowering the expenses, both fixed and variable. Early planning and frequent revisions of budgetary predictions will be helpful.

5.6.3. Accounting procedures
Although basic bookkeeping may be similar in most countries, there can be considerable differences in the categorisation of items in the budget. It may prove too expensive to hire an accountant, but any such costs should always be included in the preliminary budget.

Practical Considerations
- The LOC can generally find a bookkeeping service through their national school psychology association or a university accountant available at little or no cost.
- In many countries tax exemption is tied to specific bookkeeping conditions. This process may prove too difficult to handle without professional help and any such costs should be included in the budgetary process from the outset.
- Receipts must be carefully kept for every expense paid by the LOC with related dates and signatures. The necessity for receipts also applies to sponsorship and other sources of income. This practice will facilitate precise and reliable bookkeeping.
- If a PCO is employed, the division of tasks and responsibilities between the LOC and PCO has to be carefully considered, having regard to the ultimate responsibility of the LOC for the financial outcome.

5.6.4. Financial statement
An initial financial statement outlining actual income and expenses is to be presented to ISPA EC during a final meeting at the end of the Conference.

A final financial statement must be made within 6 months following the Conference. It should be subjected to external audit as stipulated in the contract prior to submission to the ISPA Executive Secretary. The guidelines stated in the Letter of Agreement concerning the distribution of profit or loss will then be executed.
6. CONFERENCE INFORMATION MATERIAL

6.1. Language guidelines for information material

The official language of ISPA and of all conference information material is English. As an international association, ISPA is very aware of the importance of communication tools for an international audience, which is comprised of many non-native English speakers.

Consequently, any information material regarding an ISPA conference should:
- be written in correct, understandable English
- be revised by a native English speaker, when the authors are not, with the help of ISPA EC representative when necessary
- always use consistent ISPA vocabulary to describe the same ISPA matters and events.

The authors should try to write in short, clear sentences, without too many idiomatic expressions or complicated phrasing. They should always be mindful of the fact that many readers will not be English native speakers and that some may not be fluent in English.

6.2. Conference Circular

The conference circular should always be prepared and written by the LOC, in consultation with ISPA EC representative. A draft circular should be referred to the EC representative person for approval prior to printing. Sample circulars are available from ISPA Central Office.

6.2.1. Contents

The function of the first announcement is to attract and inform potential participants and presenters. It should always include:
- ISPA logo and conference number
- Host country association’s logo
- Site, city, country, Conference dates
- Words of welcome by the convenor
- Theme, with a short motivating explanation
- Names of organizing committees (LOC and scientific committee)
- Names of keynote speakers and titles of keynote lectures
- Announcement of launching of website (expected date)
- Official language of Conference
- Conference office address, email and website
- Deadline for submission of abstracts
- Deadline for Early Registration fee

An attractive picture of the Conference location or an illustration of the Conference theme may be included where costs are reasonable or where sponsorship is available. It is also important to keep the total weight low (one single sheet, with no envelope required, if possible) to reduce the (international) mailing cost. The circular should be in electronic format to facilitate uploading on the ISPA website.
and dissemination by email.

6.2.2. Time schedule and printing
The preparation time of the Conference Circular should include time to identify and check the information needed, and to submit the draft(s) to ISPA prior to printing. The minimum and maximum of copies required should be estimated. The number varies according to the host country's requirements and the necessary international circulation, but is generally about 1000 copies. Economies of scale indicate that it may be cheaper to print surplus copies than to reprint additional copies at a later stage.

The final number of copies to be printed will depend on the estimated number needed for each category of would-be participants, and the manner in which it will be distributed to them. It is always advisable to reach the largest possible number of people at low cost:

- by sending one copy to the editor of each national newsletter plus NASP in the USA
- by bringing enough copies to the previous conference so that participants can take large numbers home, thus saving a lot of mailing costs
- using email to promote the conference as broadly as possible - securing e-mail lists

It is also advisable to use paper quality and colour, which will permit ease of photocopying, so that additional copies of the Conference Circular may be available in each country if needed without additional cost for the conference budget.

The circular should be printed, following final approval by ISPA, by June of the previous year at the latest so that it will be available at the previous ISPA Conference. It should also be available for distribution at other conferences abroad, for example, at the NASP Conference in USA, which is generally held in February/March, and at the host country's national school psychology and national psychology conferences.

6.2.3. Distribution
When the Conference Circular is ready, it should be both:

Handed out:
- at the previous ISPA conference
- at as many other conferences as possible, nationally and internationally, mainly through ISPA members and conference participants, who may take some back home for local distribution, and

Circulated by email:
- to ISPA membership through the September issue of World-Go-Round
- to ISPA affiliated national associations for publication in their national newsletter
- to national and international mailing lists of relevant institutes or associations provided by the national association or ISPA Central Office
- posted on the ISPA Facebook page

Every source of would-be participants within the host country, and in neighbouring countries, (school/educational psychologists, as well as any organisation involved in school psychology and education, teacher training, children and children's rights, institutes, universities, etc.) should receive several copies of Conference Circular. They should be additionally advised to request additional copies.
as required. The target mailing list should be compiled by the LOC in good time, one year ahead at the latest. The compilation of the mailing list is of crucial importance to ensure maximum promotion. The mailing lists of previous conferences should be consulted in this regard.

6.3. Conference website
The website becomes the most important means of promotion and registration for the conference after the Conference Circular. Careful thought and action for its development and use are essential for a successful conference.

6.3.1. Purposes
The purposes of the website are to:
- provide more precise information about the scientific and social programme of the conference
- include a "Call for Papers" for the scientific programme, with deadlines and procedures for the submission of abstracts
- include a user friendly procedure for online registration

It should be announced to all who have requested it and to anyone who might be interested, nationally and internationally.

6.3.2 Web pages
The web pages should be prepared following ISPA basic rules (samples from previous years are available on request).

It is important to note that:
- the home page should include the same logos and general information as the Conference Circular, together with a same (or new) attractive picture or drawing related to the site and/or the theme
- the full address (with phone/fax /e-mail details) of conference office should be clearly accessible

6.3.3 Contents
The contents should always include the following items: (Listed here as A-P)

A. Names and categories of Participants
The main categories of participants and the names of representatives should be clearly identified.

International:
- ISPA EC
- members of other international bodies or NGOs attending or supporting the conference (e.g., UNESCO)

National:
- LOC chair(s) and members
- National Organising Committee (NOC) (if there is one) chair(s) and members
- President of the National Association of school psychologists (if involved at some stage in the conference organisation)
- Scientific Committee Chairs and Members
B. Addresses of Invitation
Addresses of invitation or welcome by ISPA President and President of National Association or LOC chair are usually inserted. The addresses generally relate to the main theme of the Conference.

C. General information
Details should be provided regarding the conference venue, language, and LOC contact address. General information about the host country and conference location including registration details, language, climate, brief historical and cultural details. Health issues, visa, safety and insurance should also be included. Local tourism websites and housing accommodation options should be linked.

D. Scientific Programme
Information about the scientific programme should include:
- main Conference theme and sub-themes
- keynote lectures topics
- preconference workshops and registration information
- invited symposia
- call for papers, including online procedures for abstract format and submission
- the deadlines for submission of abstracts
- description of the various types of scientific participation and time allocated for each (e.g., symposium, round-table, workshop, paper, poster)
- indications regarding the scientific selection protocols
- procedures for online registration for the conference

E. Other activities
- ISPA meetings
- Interaction Groups

F. Accommodation
Information about accommodation (dorms and hotels) with a short description of each category available, number of star ratings, prices in US Dollars or Euros, and booking conditions. Reference to the information available on the conference website may also be appropriate.

G. Meals
The information should include reference to meals that are included with registration (i.e., four lunches, two parties, coffee breaks). It should also be indicated whether breakfast is included with accommodation and, if not, details regarding local availability should be given (place, price, and quality).

H. Travel, transportation and transfer to site information
Details of air, train, bus, and private car access to the country and site should be given, including information regarding any special offer on air fares available from a national or international company sponsoring the Conference. This information should also be clearly stated on the conference website. If there are any particular visa requirements for the host country, these should also be explained and relevant directions provided for delegates.
I. Social Programme
Information about the cultural and social programmes for participants and guests should be included. It is important to specify the programmes that are included in registration fees and to indicate the additional specific registration costs and booking procedure for those not included.

J. Accompanying Guests
Details regarding special programmes and tours proposed for accompanying guests and children should be included together with the costs involved. Costs and any necessary registration forms should be available on the conference website.

K. Registration fees
Information should be provided regarding the following categories of participants and the related fees as indicated in 5.1.1 above:
- ISPA Member, Early Registration
- Non-Member, Early Registration
- ISPA Member, Late Registration
- Non-Member, Late Registration
- Accompanying Persons, Early Registration
- Accompanying Persons, Late Registration
- Students, Early Registration
- Students, Late Registration
- Daily Registration fee

(☐ It may be possible to consider a separate fee category for official third world countries, as identified by UNESCO)

The last dates for early/late registration should be clearly specified together with the payment arrangements including currencies accepted, payment options, bank transfer information, credit card facilities, and the cancellation and refund policy. It should also be clearly stated what is covered by the registration fee in respect of each category.

A registration form should be available on the website with a summary of the above information.

The registration form should include the following information:
☐ selected category of the applicant. Members should provide their membership number.
The ISPA Central Office will provide an up-to-date membership list to the LOC on request
☐ total amount due (in Euro/Dollar) together with breakdown of costs
☐ details concerning application for ISPA membership including referral to ISPA website
☐ ISPA logo and conference number, site and dates indicated on top of first page
☐ return address
☐ payment arrangements
☐ cancellation and refund policy
☐ arrival and departure dates and travel means (to facilitate possible transfer arrangements to and from site)
☐ requested accommodation details, conditions of reservation and payment; whether single/double room is preferred, potential room-mate, etc.
☐ any specified meals requirements (e.g., vegetarian, non-pork)
☐ space for participants to indicate interest in (a) participation and (b) acting as group facilitator in an interaction group;
☐ space to indicate ability to attend Opening and Closing parties
☐ space to apply for tours and evening social / cultural programmes that are not included in registration fee
☐ name and address of local travel agent recommended for additional tour and travel arrangements
☐ information concerning procedures for application to Cal Catterall Fund (information to be provided by Chair, Cal Catterall Fund)

Samples of registrations form are available from ISPA Central Office (cf. Appendix 13.2).

L. Letter of invitation

O. The Cal Catterall Fund
Information should be provided regarding the Cal Catterall Fund and the rules for application for funding. The Cal Catterall Fund Chair should be contacted for relevant details).

P. Application for ISPA Membership
The address and email of the ISPA Executive Secretary should be provided as well as referral to the ISPA website for membership applications.

6.3.4. Time schedule
The preparation of the website should commence around 18 months prior to the conference. A first draft should be emailed to ISPA (through Central Office) in May, for comments by EC members, Executive Secretary, and ISPA conference co-ordinator. The final version should then be ready possibly for a first preview at the conclusion of the previous conference. It should certainly be ready by September for launch in October.

The conference website should provide the latest detailed information regarding the Conference such as:
☐ local currency, change and bank arrangements (e.g., local regulations regarding payment by credit cards and cheques in hotels, restaurants and shops)
☐ indication of expected local prices for common purchases
☐ updated personalised information about the participant's arrival, transportation to the site, maps, time for registration on conference opening day, final accommodation arrangements
☐ contact details for participant during the Conference including address, phone/fax nos., etc.
☐ latest version of the conference programme and schedule, with any other specific schedule
☐ information concerning committee meetings and interaction groups, participant's specific roles (e.g., facilitator, chair) and related meetings before or during the Conference.
☐ any other relevant last minute information regarding accompanying guests, social programme and tours, etc.

Advertising posters may also be printed and distributed together with the link to the website.
6.3.5. Distribution
At the national level, a link to the website should be emailed by the LOC or national psychology association to:

- all members of the school psychology association
- related national associations and institutions

At the international level, a link to the website should be emailed by ISPA Central Office to:

- all ISPA members by email,
- all the national affiliates representatives
- as many other psychology associations and journals as possible

6.4. Confirmation letter(s)

As soon as possible following registration and receipt of payment by the conference organisers, a letter of confirmation should be emailed to each participant.

6.5. Conference folder and registration pack

The folder (or bag) should be:

- easy to carry around (with handle or shoulder strap)
- large enough to accept all conference material - and other writing or portfolio material
- identified by ISPA and conference logos and, if possible, space for participant's name.

When the cost of the bag is sponsored, it will also often carry the sponsor's name and logo.

Contents

The bag should contain:

- the conference scientific programme and abstract book(s)
- the social programme
- personal data re payment, registration, accommodation etc.
- tickets and vouchers for meals and social programme included with registration, and prepaid tours
- information sheet containing details of local services and practicalities (e.g., ATM/banking facilities, pharmacies, local transport and tourist opportunities)
- last minute information (cancellations, new items in the programme, etc.)
- information about interaction groups: all participants should be listed in groups of 10-20, with names and countries of facilitator(s) and members, meeting time and place
- the above listing of all participants in the interaction groups can also serve as a full participants list: while each interaction group would be a mixture of nationalities, each group list should be in alphabetical order (last names) with nationality in bracket to enable participants to locate colleagues from the same or other countries. (Meanwhile the LOC should maintain a constantly updated list of registered delegates (paying and guests) with at least precise email addresses).
ISPA committee meetings with time and place
☐ a final evaluation questionnaire to be filled in and returned prior to departure (it can also be handed out again later when its importance can be emphasised)
☐ messages to members of specific groups: interaction-group facilitators, chairs for scientific presentations, ISPA committee chairs, Cal Catterall Fund recipients, etc.
  • white paper and pen
  • small "welcome" gift (sponsored if possible).
  • Information Note for presenters
  • a name-tag, with ISPA logo and participant’s name in large print

Name tag
The first name and the country should be large and easy to read. The last name may be slightly smaller. Academic titles are not mentioned. Name tags in different colours may help to identify different categories of participants (LOC, ISPA EC, accompanying guests, student helpers, first time ISPA attenders etc.)

A General information sheet regarding the Conference to include:
  • conference office opening hours, location, type of help available and where to find other type of help
  • medical services available and local phone numbers; emergency phone 911;112, after hours emergency contact information, etc.
  • dress and weather information for conference times; heat advisory information if needed
  • enrolment procedures for special additional events
  • money exchange facilities, opening hours of banks, regulations re payment by credit cards and cheques in hotels, restaurants and shops
  • communication facilities (email, phone, fax, mail and post office)
  • restaurants and hotel locations
  • meals (included with registration) time and place
  • meeting-points and facilities (toilets etc.)
  • smoking areas (following appropriate laws)
  • safety rules (on conference site, in town and country)
  • technical equipment
  • local transportation means, schedules and pick-up locations
  • travel agent(s) and conference arrangements

Attendance Certificate
A copy of the attendance certificate, if possible, pre-signed by LOC Chair and ISPA representative: President or his or her designee (to save time, their signatures can be scanned and pre-printed on certificates)


6.6. Programmes, Abstracts, and Conference Proceedings

The Scientific Programme and Book of Abstracts may be printed as one or two distinct books, having regard to printing costs and other practical considerations such as size, weight, and information
accessibility. CD or electronic media is much cheaper if a common format is used.

The front page (of both documents) should contain the ISPA and conference logos.

6.6.1. Scientific Programme
The opening pages should indicate the names of ISPA EC, LOC, and Scientific Sub-Committee members. The sponsoring organisations should also be acknowledged and their logos prominently displayed.

The contents should include:
- Table of Contents
- Addresses of welcome from the ISPA President and Conference Chair(s)
- Overview of Programme
- Ground plan of conference site or other visual guide to all conference rooms/locations
- Map of city/general area
- List of Keynote Speakers and brief cv/topic summary
- General information (details regarding conference venue, official language, Registration/help desk, identification of Helpers, conference badges and tickets, registration times, opening ceremony, welcome reception, social events/tours during the week, farewell party, accompanying persons programme, important phone numbers, messages, lost and found, lunch and coffee, medical assistance, pharmacies, late-night pharmacies, currency, smoking policy, water, travel and insurance, conference hotels and official accommodation, Opening Ceremony, Welcome Reception, Closing Ceremony, Farewell Party, certificates of attendance, transport, suburban services, parking facilities and other relevant information)
- Tabular overview of scientific activities for each conference day, giving full details of each presentation, time, and room location. Contact details for presenters could also be included.
- Index of key words
- Space for personal decision making and blank pages for notes

6.6.2. Book of Abstracts
The contents should include:
- Introduction by the Chair of the Scientific Sub-Committee
- All the abstracts of the selected scientific papers including keynote presentations listed according to presenter's name or order of chronology. Care should be taken regarding correct spelling of presenter.
- Title and type of presentation
- Theme/strand of presentation. A system of colour coding could be considered to make the document more user friendly.
- Organisation and country of presenter
- Day, time and room location
- Index of authors
- Blank pages for notes

The weight of the Book of Abstracts is a perennial problem, and, in evaluation feedback, respondents frequently appeal for the use of cheap memory sticks or of CDs as an alternative. However, cost factors have to be considered as well as the fact that many ISPA members are not enthusiastic IT users. Ideally, the contents should be put on the website and sent to presenters by email one month prior to the
conference. This would give presenters time to confirm that their relevant details are correctly inserted. However, the time scale of the printing schedule has to be considered here. The Book should be accessible on the website prior to the conference.

**Examples of Scientific Programme/Book of Abstracts available from Central Office (cf. Appendix 13.2)**

### 6.6.3 Social Programme
As mentioned above (cf. 6.5) the Social Programme should be included in the Conference Bag, while a brief summary of the social / cultural information may be included in the Scientific Programme. All tours and social activities should also be listed on the conference website. Additional printed information sheets should be available for those interested in special tours or activities. These could include:

- specific information for accompanying guests and children
- description of every social and cultural event included in registration fees
- description of every social tour not included in the registration fee
- special tours for accompanying guests offered during conference days, but not included in registration fees
- any other useful information and maps.

### 6.6.4 Conference Proceedings
All the papers should be available after the Conference on the ISPA website. Presenters should therefore be informed in advance of the arrangements for transmission of their material and their permission requested. This matter requires a degree of systemisation, including perhaps examples of abstract forms. Uniformity of approach is very important in the matter of conference proceedings. It is also desirable to have a selection of papers subsequently published in a peer reviewed journal.

**Template for format of presentation in conference proceedings listed in Appendix 13.3.**
7. BUILDING UP THE CONFERENCE PROGRAMME

7.1. Scientific programme

The scientific programme should always include both theoretical and practical scientific papers, taking into account that school psychology is an applied science. Selected presenters should represent a good balance between scientific researchers from universities and practitioners in schools reporting about their daily practice. The number of presentations offered by researchers seems to have gradually increased over the years, while those offered by practitioners seem to have decreased. It is very important for ISPA to keep a good balance between both types of presenters. Practitioners should therefore be especially invited to be presenters, even if they are young school psychologists who have never presented a paper before, as long as their paper is related to the theme and appears of interest to an international audience. Development of new practice skills or competencies is seen as highly desirable. The scientific theory or practice model underpinnings of such practices should be documented.

Presentations involving practitioners reporting on their involvement in broader fields of research such as applied school psychology, education, prevention, children’s rights etc. would ensure a better integration of research presentations with the role of school psychologist as a scientific practitioner.

The planning of the scientific programme and the management of the selection process are the main tasks of the Scientific Sub-Committee and involve considerable work. It is important to indicate acceptance or rejection or need for modification of proposals without too much delay to enable proponents to plan their participation. The organisation of the programme in terms of themes and sub-themes is a major aspect that needs to take place immediately after the deadline for submissions has passed. Additional help may be required from ISPA EC. The availability of international expertise through an International Advisory Board would also be helpful.

7.2 Deadlines in decision process for the selection of papers

The "Call for Papers" included with the website must indicate deadlines for the acceptance of scientific papers. The deadlines should be determined at an early stage in consultation with ISPA EC (at least one year ahead). Deadlines may vary according to the type of presentation but this should be clearly explained in the "Call for Papers".

Some flexibility in the acceptance of papers received after the deadline may be required if the scientific programme is not rich enough at the time of the deadline. Late papers clearly addressing the main theme or sub-themes might still be accepted according to specific conditions established by the Scientific Sub-Committee and LOC Chairs. Another possibility is to accept late proposals, but only as posters. A waiting list might also be established, offering authors a possibility of later acceptance under clearly defined conditions, in the event that previously accepted papers are cancelled prior to the Conference. All presenters at the Conference must register! Those who do not register will not be able to present and will have their abstract removed from the Abstract Book.
7.3. Local / National / International scientific committees

Different committees, or boards, may collaborate in selecting papers and organising the scientific programme:
- the LOC, or a Scientific Sub-Committee of it
- a local or national scientific board
- if necessary, an international scientific board, constituted of ISPA members selected by the EC, generally called the "ISPA ABC Board"

The LOC Chairs are responsible for choosing the Scientific Sub-Committee members and organising the process with them, in consultation with ISPA. It is their role to organise and facilitate the collaboration between the different committees and boards.

International Advisory Board Committee (ABC Board)
This committee was established to facilitate an international scientific approach in the acceptance of papers. Representative ISPA members from different countries offered their scientific expertise to advise the LOC in the building of the scientific programme. The board was constituted of about 8 ISPA members who worked separately on the abstracts and communicated by mail with the LOC after reading and selecting papers. The papers were classified according to specific criteria developed by the LOC in relation to the various sub-themes of the conference. With slow mail and heavy work-loads for ABC members and the LOC, it was too difficult to maintain this committee as such, and the experience lasted for only two years (1992-93).

With the advent of electronic communication, the reestablishment of an international scientific committee may well be timely. Such a committee would undoubtedly contribute to making the scientific programme in ISPA conferences more international as well as developing the criteria for the selection of papers. It would also considerably reduce the present heavy work load of the Scientific Sub-Committee.

Convenors interested in such international help should request it early enough (before signing the Letter of Agreement) so that a new ABC board of ISPA members could be involved according to clear communication procedures.

7.3.1 Selection and acceptance criteria
The selection and acceptance process generally involves the development of criteria for the following decisions:
- which papers should/should not be accepted, and according to which criteria
- which papers should be grouped together and under which sub-themes
- which papers should be accepted under another format other than the author's proposal, (e.g., which proposals should be converted to posters, which should be put together into a round-table or symposium)

The criteria may vary according to specific circumstances and with the quality and quantity of papers proposed at the time of the deadline. This will be especially the case when the number of paper proposals is very high (e.g., above 70/80) or very low at the time of the deadline. The estimated number of participants, the number of rooms available at the site and the time to be devoted to each
category of scientific presentation, during a given conference, are other variables to be considered in
the selection of papers, and in the general organisation of the scientific programme. Academic criteria
alone are not sufficient to process submissions from practitioners. It is also important to liaise with EC
regarding submissions to ensure the inclusion in the conference programme of leading practitioners and
those involved in ISPA projects.

Accepted proposals should not be considered final until payment of registration fees. It is therefore
desirable to check with authors who have not registered whether they intend to attend or otherwise. It
may also be useful to accept a certain number of additional good quality papers, even after the
deadline, to compensate for other papers cancelled in the last days before the Conference.
The final date for payment in order to be included in the programme should be clearly mentioned on
the website as well as on the abstract submission form.

Criteria for final rejection of papers can include:

- papers submitted after the deadline
- lack of relevance to theme or sub-themes
- topic is too specific, with little interest for an international audience
- contents or phrasing of abstract seem inadequate, and time is too short for correspondence re
  same with author(s) (cf. 7.3.2)
- authors may have presented too often at previous conferences, always on the same topic(s)

If the number of (acceptable) proposals is larger than what can be accommodated, it is suggested that
(HB suggested changes: no more than one (or two?) presentations per presenter will be accepted. Extra
proposals can be accepted as poster presentations) single authors proposes more than one paper, only
one paper should normally be accepted as such and the others can be proposed as posters, or rejected.
The quality of the paper should be the main criterion though. The EC can advise the Scientific Sub-
Committee in case of uncertainty, in order to minimise rejections of high quality contributions.

7.3.2. Abstract language guidelines

The editing and correction of abstracts is a time-consuming process and should be factored into the
workload of the Scientific Sub-Committee. It is important that the abstract gives a clear or accurate
description of the presentation, and, as in other conference documents, the language used should
always be in correct and clear English. If the quality of English language is too poor to be clearly
understood, the abstract may need some improvement before printing. In that event, the author(s)
should always be advised early enough to enable them to:

- improve it themselves, with the help of an English speaker in their own country, or
- request help from ISPA members from English-speaking countries (e.g., through email)

However, where changes are made in an abstract by the Scientific Sub-Committee or LOC, the author
must be informed of, and accept, the changes made in the text, before it can be printed. If the English
phrasing is too poor and the author refuses any changes to improve it, the abstract should not be
accepted in the scientific programme.

If the printing schedule permits, it is also good practice to forward a copy of the ‘final’ abstract to the
author/s a month before the conference to facilitate comment prior to printing.
7.4 Conference Theme

7.4.1 Main theme
The main theme should always:

- emphasise a key topic in school psychology
- be both nationally and internationally attractive
- be carefully phrased in English, so as to be understood by an international audience.

Authors should be clearly invited to make their presentation as a contribution to the main theme. This connection with the main theme should appear in the title or at least in the content of the abstract. (cf. 3.7 above for further consideration of this section).

7.4.2 Sub themes
The sub themes should be:

- announced on the website as guidelines for potential authors to propose papers within the broader field of the main theme
- used by the scientific committee(s) as criteria to select and organise papers under the different categories of presentations
- clearly visible in the structure of the scientific programme, in which papers related to the same sub-theme are combined within the same part of the programme (place, time, type of presentation).

7.5. Plenary sessions

7.5.1 Opening Ceremony
As the first gathering of all the conference participants, this event is of great importance. This ceremony involves both scientific and social/cultural aspects and both aspects should be integrated efficiently and harmoniously according to general ISPA requirements, as well as being sensitive to local social/professional protocols.

Organisation
The organisation of the opening ceremony is mostly the responsibility of the LOC chair in consultation with ISPA EC representative. The opening ceremony can be followed by the first keynote lecture in the same location. The cost of the ceremony should be provided for in the conference budget.

Time and Place
The opening ceremony is generally held in the afternoon of the first day, at about 4 or 5 p.m. It should not exceed 90 minutes in length.

It should take place either at the conference site’s largest auditorium or in some landmark public building that has been made available for the occasion at no cost. The location should be accessible enough for newly arrived participants to reach the place in time (i.e., within walking distance or with transport provided).

The ceremony is usually followed by the welcome party in the same or a nearby location.
Protocol
The general protocol is for (short) greeting addresses by:
- LOC Chair(s)
- ISPA President
- President(s) of host country school psychology association(s)
- National and local dignitaries: for example, education ministry representative(s), local politicians, president of other partner organisation(s)

It is also customary for:
- Chair of meeting to introduce LOC, ISPA EC members and distinguished guests
- Participants to be formally welcomed in a welcome ceremony involving the display of the ISPA miniature national flags (Participants may be invited to stand when the name of their country is called)
- short cultural programme (some music, children-choir, youth orchestra, etc.) to be presented
- scientific programme to be introduced by the chair of the Scientific Sub-Committee.

Practical requirements
- Conference backdrop banners should be prominently displayed. ISPA Central Office also has banners which can be used.
- A floral display would also be appropriate and the same arrangement can be used subsequently in another setting to save expense.
- Table cards indicating the names and roles of all speakers and distinguished guests should be provided.
- A briefing note containing a description of ISPA, the theme and sub-themes of the conference, the number and provenance of expected participants, the names of the keynote speakers and the titles of their addresses, and details of the other speakers at the opening ceremony should be sent to all speakers prior to the event. Recommendations about the length of time allocated to each speaker should be very precise.

Template briefing note listed in Appendix 13.3

- Speakers should be invited to provide a summary of their speech in English before the ceremony. Permission should also be sought for possible later publication in ISPA’s World Go Round and placement on the ISPA website.
- Local/national media (press, photo/video) should be invited (early enough) to attend and report on the Opening Ceremony.
- LOC should clearly assign responsibility for all practical arrangements (conference banners, ISPA flags, name tags, flowers, gifts, etc.) in consultation as necessary with ISPA EC.

7.5.2. **Keynote Addresses**
The keynote addresses should:
- offer a broad theoretical or practical approach to the main theme and sub-themes.
- be delivered by people of outstanding national/international interest to school psychologists
- not exceed 5 keynote speakers, one of them possibly being an ISPA president or EC member

Keynote speakers should:
be researchers or practitioners who can present new findings and approaches in a creative manner with a visionary focus
come from different countries, with at least 1 or 2 of them from the host country and area.

Each keynote lecture should:
be structured to include enough time for participants' questions and general discussion (e.g., 45 minutes for lecture and 15 minutes for questions and discussion (helpers will be required to facilitate this process).
take place in the largest auditorium
be supported with appropriate facilities for simultaneous translation between English and the host country's language and sign language for hearing impaired participants, if the cost of these facilities can be sponsored
serve as a stimulus address for other related papers following it in the programme.

7.5.3. Symposia and Round-table Discussion

Symposium
A symposium permits discussion of a main topic from various points of view. A co-ordinator is responsible for inviting presenters to speak (Format: one co-ordinator and two or more invited presenters, with 20 minutes each for presentation).

Round-table
The purpose of a round-table is to discuss key issues related to the theme or sub-theme. A co-ordinator is responsible for inviting presenters to speak (Format: one co-ordinator and two or more invited presenters, with 20 minutes each for presentation, followed by a general discussion among presenters).

NOTE:
In such types of presentations, several presenters are invited to join, thus raising more interest for participants by combining papers together. Authors presenting papers related to the same topic may be invited to broaden their presentations by more interaction and discussion among themselves, or among themselves and their audience. Topics may even overlap the field of school psychology, dealing with other professional or political issues in relation to the theme or sub-themes.

7.5.4 Task Force Groups or Working sessions
Various ISPA Task Force groups may require some dedicated time in the conference programme to address specific issues of current interest and importance. These groups typically combine experts and school psychologists interested in working together on the same topic. The sessions can be open to large or small numbers of participants according to the type of work/issue in question (e.g., in the past, an entire ISPA conference was organised on such a basis).

7.5.5 Scientific Programme chairs
Every major scientific event should be chaired by someone able to:
keep to the time limits
lead the discussion
help the presenter concerning equipment, over-crowded rooms, etc.

The chair should be either a member of the ISPA EC (especially for keynote speakers), or a member of
the LOC/NOC scientific committee, selected for his/her personal connections with the speaker or interest for the theme or sub-theme addressed.

7.5.6 Closing Ceremony
The closing ceremony is the last occasion on which all conference participants are gathered together in the main auditorium. It is generally held immediately after the final keynote speech or set of parallel sessions.

Goals
The goals of the Closing Ceremony are:
- to review the scientific programme and the main events of the conference
- to formally thank the conference organisers for their work at every level (ISPA EC may offer gifts as a token of appreciation), helpers, technical staff, host organisations and sponsors, conference presenters including keynote speakers, accommodation and catering providers, and participants
- to provide an opportunity for the next conference convenors to present the host country and site and invite participants to attend the next conference - Power Point/DVD availability or Internet link should be available
- to enable conference organisers to remind attendees to complete conference evaluation feedback sheets which can be collected there and then or placed in a box on leaving the hall

Organisation
The closing ceremony is generally organised by the ISPA President in consultation with the LOC Chairs. The duration of the ceremony needs to take account of the need of participants to prepare for departure to the Farewell Dinner. It should therefore not exceed 60-90 minutes in length.

Protocol
The general protocol is for:
- thank yous by LOC chairs
- review of conference by LOC Chairs. This may include video/slide montage of scientific and social events of the week
- thank yous by ISPA President
- official closing of conference by ISPA President
- cultural closing ceremony involving a final celebration in song and dance by local traditional artists
- presentation by convenors of the following year’s conference

Practical arrangements
- It is important to specifically invite student helpers and technical staff to be present for the closing ceremony.
- Liaison with technical staff will be required to ensure smooth operation of video/slide presentations.
- It is necessary to liaise with the convenors of the next year’s conference regarding their technical requirements of their presentation.
- Volunteer colleagues to take videos/photos of events throughout the conference should be identified at an early stage.
Additional conference evaluation sheets should be available for participants (these will have been provided in the conference folder).
Any gifts such as flowers, etc, to be presented should be readily available.

7.6 Other scientific presentations

7.6.1. Papers
The purpose of a paper presentation is to present research findings and innovative practices on a given theme or sub-theme (Format: 20 to 30 minutes for each paper, including questions from participants). Papers should report on recent developments in applied educational or school psychology in relation to the theme or a sub theme of the conference.

They should always be combined to facilitate the presentation together of papers related to the same sub-theme, in the same room and during the same time slot in the programme. This will broaden the interest in each paper presentation, and in the case of a small audience, it will allow presenters to open a discussion among themselves and the audience regarding their common theme.

While planned amount of time to be allocated equitably to presenters should be indicated for proposals and to the chairs of sessions, it is advisable not to put any specific times in the programme for the separate presentations included in a paper session, to allow for flexibility as well as to avoid unnecessary time lost by participants changing sessions.

7.6.2 Workshops
The purpose of a workshop is to enable a practitioner, researcher, or other educational professional to present specific new techniques, methods and tools for psychologists from a practical point of view in relation to the conference theme (Format: 60 to 120 minutes, involving interactive and co-operative activities and discussions among a limited number of participants. In some instances, the participants may need to register in advance)

7.6.3 Posters and poster sessions
The purpose is to offer a visual display of data, in an attractive way, on a given poster space (1x2 m) about any topic (research findings, evaluation, intervention, prevention programmes, education and school psychology data, national and international, etc) but always more or less related to the main theme.

Poster sessions are part of the scientific programme and authors and/or presenters are generally invited to stand near their poster during the session (max. 120 minutes) in order to give additional information and discussion to interested participants.

Posters should emphasise the attractive “visual” presentation of elements such as research findings, programme evaluation data, intervention procedures, etc.

Presenters should also offer additional information (leaflets, or brochures) to take away. Posters should be in English, but other languages can be used in addition to the English version (the same poster or take-away leaflets can be in the authors' native language as well).
7.6.4 Interest Groups
See 7.11.3. below.

7.6.5 Pre-Conference Workshops
It is usual to offer delegates the opportunity for 3-5 pre-conference workshops on the same day of the opening of the conference (concurrently with the ISPA Leadership Workshop). The purpose is to offer the possibility of training sessions that are longer than is available during the conference – usually either of 3 or 6 hours (9.00-12.00 and 12.00-15.00). These workshops are usually offered by international experts in one of the major areas of assessment or intervention, such as new psycho-educational assessment, programmes for different areas of socio-emotional health, consultative approaches in school psychology, human rights education etc.

It is suggested to consider applying for approval for Continued Education Credits for the workshops. ISPA pre-conference workshops are approved by NASP for this purpose on condition that the required information is provided.

The ISPA Central Office is responsible for the renewal of this NASP Approval before its anniversary date, which is every 5 years.

NASP requirements as of 2011 are:

a. Presenter has a doctoral degree and be a certified or licensed professional
b. Clear outcome objectives have been established by the presenter and are in the announcement
c. Attendance and Evaluation Records be kept at ISPA Central Office of all attendees
d. Evaluation by each attendee of the attainment of the outcome objectives be completed at the end of the workshop
e. A sign-in and sign-out sheet be kept for each approved workshop to ensure that the attendees took part for the entire workshop
f. That a certificate of completion be given to each attendee documenting the completion of the workshop and indicating the hours completed and signed by an official of ISPA
g. That the NASP website be consulted to update any procedures for conducting NASP Approved workshops.

7.7. Professional visits and exhibitions

During the conference, participants may wish to visit local schools, institutions, psychological services, or other institutions related to children. Such visits are generally considered very useful by practitioners and where possible should be organised even during summer vacation periods. These visits generally give the most vivid and memorable impressions of the host country's education system and of practices in school and child psychology. Exhibitions of the work of children or professionals on the conference site can also add to the interest and attractiveness of a conference.

7.8. Decision making and planning of the scientific programme

All the scientific events should be displayed in a single tabular programme overview together with
detailed daily timetables indicating the time and place of each scientific presentation. The arrangement of the programme in this fashion will facilitate the decision making of participants as regards attendance at the sessions of their choice. A ground plan or map of all the conference rooms/locations should also be included.

**Samples of ground plans/maps available from ISPA Central Office (cf. Appendix 13.2).**

The time schedule should be carefully respected during the whole conference. Any change in the programme should be advertised on the announcements board in the main hall.

Student helpers should be available in each room to guide attendees and assist presenters. They should also count the number of attendees at each presentation. Helpers should report the non-appearance of a presenter or any other difficulty to the LOC Operations Room. Technical assistance should also be readily available in regard to the provision and restoration of equipment.

If the conference rooms are in different locations, time should be allocated in the programme to move between sessions

**7.9 Official language(s) and translation**

English is the official language of each ISPA Conference, as is the case at most international scientific events.

**Translation**

It can be a major problem for many members of an international audience to understand or explain clearly a complex issue in a foreign language. Therefore, when financial sponsorship is available, simultaneous translation to and from the national local language should be available during the conference at least during keynote lectures, and if possible during other major scientific events taking place in the main auditorium.

Where possible, the identification of volunteer translators among the ISPA membership and local organisers to assist paper presenters in communicating better with their audience is also recommended. In the ‘Call for Papers’, presenters should be requested to state their need for help with translation. To facilitate communication, all presenters and especially those who are native English-speakers, or very fluent in English, should be reminded to speak slowly and clearly, and to express themselves in simple rather than idiomatic phraseology. Presenters could also be issued with Guidelines for effective presentations incorporating some of these points.

**7.10 Invited NGO representatives and other professionals and policy makers**

Representatives of NGOs (such as UNESCO) and other invited international or national representatives (e.g. local Children’s Ombudsman) may attend part or the whole of a conference as special guests, and participate in all scientific and social events. The budget for their participation must be planned as for other invited participants (cf. 5.2.5 above).
Individuals from the host country, who are not school psychologists, but who are involved in education or in other family and child related issues at various levels, professionally or politically, may also be invited to attend part or all of the conference. They may be specifically invited to participate in certain activities during the conference: plenary discussions, general discussions, group meetings, task force groups, etc.

The presence of such guests during the conference acknowledges the fact that school psychologists cannot work alone in the schools or solve society problems by themselves. It also underlines the collaborative nature of the work of psychologists and their wish to form part of broader teams, at local, national, or international levels.

7.11 Specific ISPA events and requirements

7.11.1. ISPA Executive Committee (EC) requirements (before, during and after the Conference)
The expenses of 5-7 members of ISPA EC and, if necessary, the Executive Secretary are included in the conference budget (president, president-elect, past-president, treasurer, secretary).

New EC members and EC accompanying guests
Since 1995 newly elected EC officers take up office during the conference and are invited to join the EC during the whole conference. The expenses of newly elected EC members are included in the conference budget.

EC members often travel with accompanying guests or family, who will register and pay all appropriate fees as such. These guests will also pay for their own accommodation, but EC members should inform the LOC Chair early enough to arrange appropriate joint accommodation for the parties concerned.

Arrival and departure
ISPA EC members usually arrive 2 days before and leave 2 days after the conference. These additional days are mostly devoted to EC working meetings, meetings with the LOC Chairs, meetings with prospective conference organisers, and familiarisation with the site and accommodation.

Transportation
To facilitate transportation to and from site and airport, EC members will try to arrive and leave around the same date and time. The Executive Secretary is generally responsible for liaising with the LOC about these arrangements.

Accommodation
Accommodation is required for 9 nights for EC members. All members should be accommodated in the same location. This should be as close to the site as possible (walking distance is ideal) to avoid delays in transportation and thus permit longer meetings. EC members generally prefer to stay in the same location as the majority of participants. They will require basic facilities such as a table and space to work in the bedroom, private bath and toilet whenever possible, and a quiet surrounding (especially at night). They generally prefer not to share a room except with their accompanying guests and family.
EC meetings before and after the Conference
Meetings can take place either on the conference site or at their place of accommodation. This meeting room should be locked and secure when the EC is not present. The location should be within easy access of the accommodation site to avoid delays. The meeting room should have a large table and seating for 10-15 persons (i.e., EC + invited persons). EC will need ready access to phone, fax, photocopying, computer, internet, and toilet facilities. Coffee/water should be available in the same room, especially during long meetings and lunches/snacks should be available in a simple cafeteria or nearby restaurant.

EC meetings during the Conference
EC members need to stay in close contact throughout the conference. They will require a private room in a quiet area on the conference site for meetings during the day and for receiving a few guests. Where possible the room should be on the same floor as, and at any rate adjacent to, the main conference office and rooms (auditorium and scientific programme). This could be the same meeting place as described above and access to the same facilities will be required. The door should be locked when not in use by EC.

EC members may also arrange short meetings during breakfast or lunch-time during the day.

7.11.2. ISPA Leadership Workshop
This workshop is generally held on the opening day, prior to the official opening of the conference. It lasts from five to six hours (e.g., 9 a.m. to 3 p.m.).

The aims of the workshop are to enable ISPA to confer with its most representative members to plan the association's major goals and build up its organisational strategies, in order to more effectively contribute to the development of school psychology around the world.

Participants to the leadership workshop are invited to arrive one day earlier, lunch is at ISPA’s expense.

It is organised directly by ISPA EC (President-Elect and Executive Secretary), but the practical arrangements are planned jointly with the LOC. The costs are not included in the conference budget, but paid for by ISPA.

The participants in the workshop are personally invited by ISPA EC. These include the ISPA national affiliates representatives and ISPA committee chairs, as well as other ISPA members or conference participants with specific national or international roles in school psychology.

The number of participants may vary from year to year, but is generally in the 30 to 50 range. The participants are usually invited by mail/email through the ISPA central office, in time for them to make travel arrangements and arrive one day earlier to attend this workshop.

Practical requirements for the Leadership Workshop:

Before the Conference:
ISPA EC, through the Executive Secretary, needs to receive as early as possible an updated list of fully registered participants (in alphabetical order and indicating country of origin) in order to issue invitations to the appropriate participants.

**At the Conference site:**
The following are required:
- a large room, which can accommodate at least 40 to 50 people.
- food and drinks for coffee breaks and a quick lunch. The food should be served and eaten either in the room or close by. The time of the lunch should be agreed between the LOC chair(s) and ISPA.

**After the Conference:**
Receipts in connection with the leadership workshop should be given to the executive secretary for reimbursement from the ISPA budget, or some other financial adjustment mechanism may be agreed. As mentioned above ISPA bears the costs associated with the workshop.

**7.11.3. ISPA Reception**
It is customary for ISPA EC to host a reception for special guests during the conference. ISPA bears the cost of the reception, but the LOC will be involved in the practical arrangements. The reception is usually scheduled late afternoon or during one of the morning coffee breaks and takes place in a quiet area. The event is not scheduled in the conference timetable to avoid confusing delegates but should be scheduled by the LOC in agreement with the EC prior to the conference. The guests concerned receive an individual invitation from the ISPA Secretary.

LOC can assist with matters such as:
- Identification of a suitable room for the reception
- Ordering of light refreshments
- Compilation of list of appropriate guests

**7.11.4. ISPA General Assembly (I and II)**
Goals: (cf. ISPA Operation Handbook)
The General Assembly is divided into two meetings: General Assembly I and General Assembly II.

**Time:**
The two meetings must be scheduled in the scientific programme at a time when most participants and all ISPA members will be able to attend. Each meeting should be scheduled for 90 minutes.
General Assembly I is devoted to official reports by EC members (President, Secretary, Treasurer, and Executive Secretary). EC members at the end of their term leave office at the end of this meeting.

There should be a minimum of time (24 hours) between the two meetings to permit ISPA members to assimilate the annual reports and prepare questions for discussion with EC and the membership in General Assembly II. In recent years General Assembly I has been scheduled for the Wednesday and General Assembly II for the Friday of the conference. General Assembly II could also be held just before the Closing Ceremony on the Saturday. General Assembly II is devoted to the reports of the Chairs of ISPA Committees, reports of the ISPA National Affiliates and general questions from the membership. Newly elected officers will also take up office at this meeting.
Organisation
The organisation of General Assembly I and II is the responsibility of ISPA EC in consultation with the LOC Chair(s).

EC will nominate an ISPA member to chair the meetings and the agendas will be published in the previous (June) issue of W.G.R.

Practical requirements
The times of the two General Assembly meetings should be jointly agreed with ISPA EC at an early stage of the scientific programme planning. They should generally be selected prior to the launching of the website even though some changes may prove necessary at a later stage.

No scientific or social programmes should take place during General Assembly I and General Assembly II.
The times of the two meetings should be clearly announced in the Programme and at the conference site. If the conference is held from Tuesday to Saturday, Wednesday and Friday from 5 pm to 6.30 pm can be a suitable timeframe for the General Assemblies.

7.11.5. ISPA Committee/Interest Group meetings

Chairs/Co-chairs of ISPA Committees and Interest Groups may wish, with the support of an EC member, to convene a meeting during the conference. Such meetings enable participants to receive information regarding the work of committees and interest groups, and to become involved in this work.

The timetabling of any such meetings has to be considered well in advance of the finalisation of the scientific programme and the conference programme should clearly indicate the time and location for each committee/interest group meeting. It is important therefore for the conference chairs to liaise with ISPA EC to establish whether the convenors of the various Interest Groups wish to convene a meeting during the conference.

A maximum of two committee meetings should be held each day. As far as possible, the times of the meetings should be scheduled outside of the scientific programme. Early, late, or lunchtime meetings may need to be considered. It is also helpful if such meetings are scheduled at different times to facilitate participants who may wish to attend more than one meeting.

7.11.6. Interaction Groups

ISPA interaction groups are a well-established way of facilitating and strengthening international contacts during ISPA conferences. The opportunity to interact with colleagues from around the globe and hear of practices in other countries is highly valued by participants. Conference participants should therefore be actively encouraged by ISPA and the LOC to take this opportunity to meet with colleagues from other countries.

Organisation
The organisation of interaction groups can be the joint responsibility of ISPA EC and the LOC Chair. It is essential that the lists of the interaction groups should be finalised before the conference.
Interaction Groups tend to be organised late in the conference schedule because of other pressures. It is recommended that a sub-committee of the LOC should address the organisation of interaction groups at an early stage to ensure that this important aspect is given due attention. One possibility is to circulate a questionnaire to intending participants at the pre-conference stage to elicit their interests. This in turn would facilitate their signing on to specific Groups and thus ensure greater attendance.

Information about (the importance of) interaction groups should be incorporated on the website.

**Group Leaders/Facilitators**
Under the flexible guidance of a "facilitator", each interaction group may choose to exchange views on scientific matters and share professional experience. Alternatively, the group may prefer a more informal interaction process allowing the group to activate international ties and broaden friendship among participants. Group leaders should be ISPA members, and preferably have attended a number of previous conferences. They could also be recruited from among those attending the Leadership Workshop. There may be two facilitators in each group, one a native English speaker, the other not. The latter could request English speakers to speak more slowly and encourage the participation of members whose English is less fluent. Participants should be invited to indicate their interest in being a facilitator and it should be possible for them to make a formal application through the conference website, possibly through the registration procedure.

Meetings of facilitators should be convened before and after the conference under the aegis of the EC and the times and location of these meetings should be announced in the Programme. In recent years, a past convenor has been requested by EC to co-ordinate the work of facilitators and this has proved a very helpful development.

**Group Members**
Groups of 10-20 participants of different nationalities should be organised from among those who have indicated an interest in attending. In recent years the practice has developed of assigning all registered participants to an interaction group and then effectively allowing them not to participate if they so choose. This system of opting out rather than opting in may well be a practical solution to the logistical difficulties of group organisation. It may be an idea to include a line in the registration form: As per ISPA tradition, you will be invited to join (or assigned to) an interaction group.

Participants should receive a list of interaction groups in their registration pack, with their group number, name of facilitator(s), time, and place of first meeting indicated. The number of each participant’s group could also be inserted on the name tags. Participants who register late or on site should be offered a place on a group, possibly one with fewer participants. Alternatively, a new group could be formed.

**Meetings**
The times of the interaction group meetings must be scheduled in the conference programme. Groups generally meet during the 90 minutes lunch-break period, with 45 minutes for lunch and 45 minutes for the group meeting on an alternate basis. This sequence facilitates the use of one room (and room number) for two different interaction groups, who will meet and have lunch alternatively.

After the first meeting, each group may be allowed to find their own favourite meeting place (e.g., outdoors if the weather is fine). However, it is essential that clear directions should be given each day
to the group members by the facilitator of the exact time and place of next meeting, with a note affixed to the door of the allocated room. Participants frequently complain about lack of clarity regarding these arrangements.

The rooms should be as close as possible to the lunch place (the walking distance between lunch-place and meeting-rooms should not exceed 5 minutes).
Depending on the location, it may be considered to have interaction group lunch meetings, in which case the initial time of the lunch should allow for introductions among group members and free time should also be indicated at end of lunch.

7.11.7. Convenors Club/Task Force
This was established in 1993 in Banska Bystrica (Slovakia) by a group of past, present and future convenors, who worked together on the preparation of the conference manual.

The task force is an informal body of resource people (generally consisting of the last 5 or 4 conference convenors), ready to work on the continuous updating of the ISPA Conference Manual. The taskforce also aims to help and support future conference convenors and potential convenors, in friendly and informal ways, by sharing their own experience, and listening to their questions, suggestions, and concerns.

The taskforce should meet at least once during the conference to work on conference matters. Future convenors should be invited to join them and discuss any questions they may have regarding the organisation of an ISPA conference. This is particularly appropriate when they have arranged to present a proposal to EC. The time schedule for these meetings is best arranged by the members attending the conference but maybe usefully brought together during one of the conference lunches when it might be easier also for the current convenor to also join.

7.12. Social and cultural programmes

NOTE: These general ISPA requirements are offered as guidelines to the LOC when organising social and cultural events. It is appreciated that each conference is set in a different country and culture and that local customs and traditions may influence the organisational decisions made. The final schedule of social events, particularly in relation to the major events, should be made by the LOC in consultation with ISPA EC. Additional cultural and social events are always most welcome, as long as they are covered within the expenses planned in the budget, or are sponsored. These social events, however, should never interfere with the scientific programme.

7.12.1 Opening ceremony
See 7.5.1 above.
The specifically cultural part of this event will be the presentation of the short cultural programme. This programme should give the participants a good flavour of the culture of the host country. Elements such as music, children’s choir, dancing, youth orchestra, etc. can be included.

7.12.2 Welcome (or get-together) party
This is the first major social event and has the following goals:
   ☐ to facilitate informal relationships among conference participants and guests
to allow them to sample the country's culture, music and food in a very friendly atmosphere

to enable participants and guests to relax and recover from long travel schedules in advance of
the commencement of the scientific programme early the next day.

EC and LOC members are responsible for introducing participants and guests to each other, and for
ensuring that everyone feels welcomed. Student helpers can be very helpful in mingling with the guests
and in assisting the LOC and EC with local arrangements and any language problems.

Time and Place
The party is generally held on the first night of the conference after the opening ceremony from about
6-7 p.m. to 10-11 p.m. in accordance with local practice.

The location should be carefully chosen to ensure ease of access for newly arrived participants and
those attending the Opening Ceremony. Ideally, it should be within walking distance from the main
accommodation centres, or at any rate accessible by a short bus ride.

Cost
The cost of the function is generally covered by the registration fees. Admission vouchers for
participants and guests should be included in the conference folders distributed at the Registration
Desk, and presented on arrival at the party. Participants may be asked to pay for additional drinks.

Practical arrangements
Refreshments offered should be sufficient to constitute a light dinner. Food and drink should be
dispensed in buffet style to facilitate the circulation of participants and guests. Seating should be
provided, but it may not be practical to provide seats for all participants. Nestle tables or similar
furniture should be provided so that participants can rest their food. There should also be free space for
music and dance.

Music and Dance
Live traditional music and dance generally facilitate communication between people who do not speak
the same language and give a good flavour of a country's culture and tradition. Conference feedback
indicates that the quality and informal atmosphere of the music and dance provided at the welcome
party are a highlight of the conference for many participants.

7.12.3 Farewell Dinner
This final social event should aim to give everybody a last opportunity to share and celebrate at a
festive dinner on the night before leaving the conference. The success of the event will largely depend
on the quality and warmth of the friendship built up among participants, guests, and organisers during
the conference. Students and Cal Catterall awardees will have to pay for this separately as it is not
included in their fees.

Cost
The cost of the function is a major expense in the conference budget and generally covered by the
registration fees. Admission vouchers for participants and guests should be included in the conference
folders distributed at the Registration Desk, and presented on arrival at the party. Participants may be
asked to pay for additional drinks. Participants should be requested to confirm their attendance on the
registration form, as the actual attendance figure may be less than planned and thus generate significant
savings. It is important that participants have a good experience at this final event, and, if budgetary limits are tight, it may be better to ask for additional fees for the farewell dinner than to serve cheap quality food and drinks. Student helpers should always be invited to the dinner either free or at subsidised cost and have tables reserved for them.

**Time and Place**
The function is generally held at least one hour after the end of the closing ceremony from 7-8 p.m. to 11-12 p.m. or later, depending on transport availability.

The choice of venue should be determined by budgetary constraints. A range of venues will need to be considered according to the overall budget and expected number of participants.

If possible, the venue should have the following characteristics:

- a beautiful setting in a scenic or tourist area
- availability of good quality traditional food and drinks
- have quiet areas for those who prefer to sit and talk
- performance of good music, songs and dance, typical of the country and area, with the opportunity for everyone to join in

Ideally, the location should be within walking distance from the main accommodation centres so as to reduce transport costs. This would also permit people to leave the venue at their own discretion rather than have to wait for scheduled transport. In practice, some participants may wish to leave early, while others may prefer to stay much later. When special transport is provided, there should be various return times at different stages of the night.

**Refreshments**
Food should always include vegetarian and non-pork alternatives. Participants should be requested to indicate their preferences when completing their online registration. Chips can be distributed for a limited amount of ‘free’ drinks with guests expected to pay for any additional drinks themselves.

The dinner may be served either in a formal or buffet manner, but everyone should be able to sit comfortably at a table. Tables with seating capacities of 8-12 are more conducive to social interchange and conviviality. The dinner may take place in the open, if the weather is fine and warm enough. However, even in summer, the weather can be cool and rainy at night and tables should be available indoors as well. Participants should be advised regarding the expected dress code (formal or informal).

**Entertainment**
Musicians, singers, etc. can be invited to perform at the venue. Amateur performers may offer excellent quality at a lower cost than professionals would charge. Whenever possible, there should be live music with active audience participation.

**Practical arrangements**
The transport implications of the venue need to be considered at an early stage. Chips will be required as tokens for drinks. A raffle for the Cal Catterall fund is generally held during the dinner and prizes presented. The organisers need to consider the logistics of this in the context of the chosen venue.
7.12.4. Other social and cultural events during the Conference
The LOC should consider organising other social events to enable participants and guests communicate with each other and discover the culture of the host country during the conference. Additional events are particularly appropriate for accompanying guests who are not attending the scientific programme.

It is customary to offer a range of tours to all participants on the Thursday afternoon of the conference. Participants opt to pay for these tours when making their online registration and, if possible, they should be able to join the tours also at the conference.

Many events can be organised at low or minimal cost to the conference budget, or sponsorship may be available. If necessary, additional fees could be paid by interested participants. Local tourist organisations can often assist in the organisation of such events. It may also be possible to arrange an invitation from the local mayor or other dignitary for participants to visit the city hall or some other notable public building.

There are three nights (Wednesday, Thursday, and Friday, if the conference is held from Tuesday to Saturday) available for participants to attend social and cultural events. Tours of local tourist or scenic amenities can be combined with dinner together in the same restaurant, although such tours can sometimes be quite expensive for participants. At some conferences, it is possible to arrange an evening visit to a school or centre of excellence even during vacation time, with the possibility of refreshments being provided at small cost to the participants. Other possible sites for visits are local arts and crafts shops, factories, wineries, and music or theatre summer festivals.

Conferences have also included cultural activities emphasizing local folklore, like (participatory) folk dance, sing alongs etc.

7.12.5 Additional events (outside Conference days)
Other pre- and post-conference events may also be arranged for participants who arrive early or late. In particular, it is customary to arrange pre- or post- conference tours lasting a few days. Travel agencies can assist in the organisation of these tours, and indeed it is best to devolve as much of the work as possible to them as it is very time-consuming.

Lists of local restaurants and attractive places to visit should also be available for early arrivals.

7.12.6. Children
The welfare of children is central to the work and philosophy of ISPA, and the participation of children in the conference is always highly valued by participants. While it can be difficult to organise their involvement during the summer vacation period, many conferences have been successful in getting children to share their gifts and talents (e.g., music, song, dance, etc.) with an international audience of school psychologists at the opening and closing ceremonies. Children may also be encountered during visits to schools or other educational establishments.
8. PRACTICAL MATTERS AND ARRANGEMENTS

In the organisation of practical and technical matters, the LOC should be cognisant of the widely differing needs and expectations of participants from so many countries. An international group cannot be expected to adapt quickly to a different cultural experience of language, food, and customs without the help and understanding of local organisers.

8.1. Housing Accommodation

A wide range of accommodation should be available for participants and guests, ranging from low-cost student-type dorms to hotels from ** to **** standard. Information should also be given about local camping sites, youth hostels, etc. Participants can then choose their accommodation based on budgetary and other considerations.

Distance from the conference site is a key element in the selection of accommodation: the closer the better. Where possible, all proposed accommodation should be within a 10/20 minutes walking distance of the site of the scientific programme. If not, free transportation to and from the conference site should be made available at least twice per day. Close distance to the city centre and/or means of public transportation are therefore key factors to be considered in the selection of appropriate accommodation. Consideration of people with disabilities should be considered and arrangements made for accommodations as needed.

Practicalities

The dorms proposed should be of an internationally acceptable standard. Where possible, there should be a private bathroom available for each single or double room. The dorms should be priced at the lowest possible cost. Experience shows that dorms are generally more easily available when the conference is held on university grounds or in a school.

Apartments may also be available for families or people wishing to share and reduce the cost, with the added facility of preparing their own meals.

Bed-and-breakfast accommodation may also be cheaper than hotels.

The room prices of hotels should be discussed with hotel managers (6 to 12 months) ahead and special prices secured for the conference. Participants should never be required to pay for more than one night in advance for hotel rooms.

Information about accessibility (e.g. need to walk, stairs) should be included on the web.

Reserving/booking accommodation

Recent experience shows that it is best for participants to book their own accommodation separately from the online registration procedure. The conference website should provide all the relevant information and links to each accommodation provider and participants can then make their own reservations in their own time. This protocol will dramatically reduce the workload of the conference back office. Every year a number of participants wish to change accommodation on arrival for various reasons. Again, it should be a matter for them individually to make the necessary changes although it
would be helpful to have a desk close to Registration Desk, where helpers could provide advice and assistance on such matters. Local city or national Tourist Bureaus may be of help. Links to housing website and hotels is an easy way to do this arrangement.

8.2. Meals

It should be clearly stated on the registration form and in the circulars, which meals are included in the conference registration fee, and which have to be paid separately by participants at their own expense. Vouchers for meals/coffee breaks covered by registration can be included in the conference folder. However, other systems for managing access can also be considered depending on local circumstances and customs.

**Breakfast**
Breakfast should be included with accommodation and preferably included in the booking price.

**Lunches**
Four lunches are generally covered by the registration fee. They should be served on or close to the conference site to give participants enough time to avail of the meal and participate in interaction groups. The lunch-break period, which should last 90 minutes, is divided into 45 minutes for lunch and 45 minutes for interaction groups.

Participants are generally divided into two groups, who alternately have lunch and attend interaction groups. The cafeteria (or restaurant) should therefore have the capacity to serve half of the total number of participants and guests in 45 minutes.

To facilitate this process lunch should be a simple meal, with one drink or coffee included. It should be easy to order/serve, or alternatively dispensed through self-service. Lunch should always offer vegetarian or non-pork alternatives.

**Dinners**
Two evening dinners (Welcome Party and Farewell Dinner) are generally included in the fees. Thus, three dinners are at the discretion of participants. On some evenings, dinner may be included with an optional social event. It should be possible for participants to purchase dinner at low cost on the conference site or in the various accommodation centres. This is particularly important for participants whose accommodation is remote from any restaurant. The local tourist office can supply a list of recommended restaurants and special offers and this list should be included in the conference folder.

**Coffee breaks**
During the scientific programme, coffee breaks (at least 2 per day) should be organised in one or several places at the same time.

It is helpful to consider the following points:
- a choice of hot and cold drinks, as well as light refreshments such as biscuits, should be available (cakes would not be expected)
- student helpers may be needed to assist with the coffee breaks, especially those scheduled between two scientific sessions, when people require speedy service
- locations for coffee breaks need to be strategically placed close to the main room used for the
scientific programme
☐ locations should be comfortable and pleasant, allowing participants to relax and mingle with their colleagues
☐ at least some locations should be adjacent to the stands of sponsors/exhibitors
☐ the cost of coffee breaks can either be sponsored, or included in the registration fees
☐ tap water/bottled water if safety is a concern should always be available for free at any time, especially in hot weather.

8.3. Transportation and Travel

8.3.1 Arrival and departure
On arrival in the country, participants and guests should be able to avail of easy transportation to the conference site from airports, train and bus stations. As most participants generally travel by air, the site should typically be no further than a one-hour drive from the closest international airport. If the airport is far from the site, a transportation service, or special ISPA buses to and from the site on arrival and departure days, should be provided. If public or private transportation is available, the details of times and cost should be announced on the website. They should also be circulated to the registrants in a mail shot prior to the conference. It is sometimes possible to negotiate special or subsidised rates for conference attendees with transport providers or the local tourist office.

8.3.2 During the Conference
Office space on the site may be provided by the LOC to a selected travel agency who have agreed to offer special tour prices for participants, or otherwise sponsor some conference activities (cf. 5.1.2). The tourist staff would be available to assist participants, especially accompanying guests, in booking tours and making other travel arrangements. The selected travel agency might also be offered the opportunity to advertise on the conference website.

8.3.3 Special Conference Tours
As mentioned above (cf. 7.12.4) it is customary to offer a range of tours to all participants on the Thursday afternoon of the conference. Participants generally opt to pay for these tours when making their online registration, but may choose to join also at the tourist agency desk at the conference. ISPA EC should be consulted regarding any proposed day and time for such tours as the integrity of the scientific programme is crucial.

8.4. Banking and currency exchange
A list of local banks and ATM facilities should be provided in the information sheet to be provided in the conference bag on arrival (6.5). Conference sites are generally within walking distance of these facilities. If the site is in a remote area, consideration should be given to having a bank facility at the conference site to facilitate currency exchange for participants.

The conference website should clearly indicate the official currency in the host country, and any currency arrangements necessary for visitors travelling around the country. A website might be suggested for current currency conversion or given a formula delegates can use.
8.5. Safety rules

Safety rules for tourists in the country should also be indicated to participants, especially in countries where travelling alone is ill advised. Safety is a relative notion and therefore participants and guests from abroad should be advised on the local protocols regarding appropriate behaviour to avoid unnecessary risks when in the conference city and country.

8.6. Health issues

Any relevant information on health issues should also be passed on to participants. This may concern usual advice such as the need to have a cap or hat in areas where there is strong sunshine or also more specific concerns such as for vaccinations.

8.7. Visa requirements

Some countries may have special visa requirements that require specific documents from the conference organisers or take longer to process. Relevant information should be provided to potential participants on the conference website.

8.8. Communication facilities

Conference attendees should have easy access to international and national communication facilities, such as internet and email. Ideally, Wi-Fi access without charge or at a subsidised rate would be available on the conference site for participants with their own laptops, and this possibility should be discussed with the site management. Participants, for example, could be given passwords on arrival, with their validity expiring at the close of the conference. If computers are available on the site, approximately 10 computers would be required per internet connection. Otherwise, it is important that attendees have access to internet cafes in the vicinity at their own expense and a list of these should be provided. Participants staying in hotels will usually have additional access to Wi-Fi.

8.9. Conference helpers

It is the responsibility of the LOC to ensure the presence of a number of volunteer students (in psychology or other fields) from the local universities, who are available to spend 5-6 days working with an international public and assisting in most conference events.

Volunteer students are generally a very valuable resource to conference participants and guests as their youth and enthusiasm contributes to the creation of a warm and friendly atmosphere. In addition, their good command of English as well as of the native language is very helpful in facilitating
communication, especially with local people and staff.

Some helpers may also be prepared to assist participants with physical disabilities as required. Helpers are unpaid but their meals and attendance at the opening and closing parties should be included in the conference budget. They should certainly not be out of pocket due to their valued volunteer work for the conference.

Student helpers may be assigned to or recruited by different LOC Sub-Committees, or organised in a special "Helpers Sub-Committee". They should be prepared and trained by the LOC during the days (or weeks) before the conference and their duties should be clearly described.

When student helpers are not available in sufficient numbers, local school psychologists or other professionals such as school social workers could work as helpers in return for reduced registration fees.
9. PUBLIC RELATIONS AND PUBLICITY

An ISPA conference with a potential audience of up to 500 people ((800 in Brazil in 1994) is a great opportunity to engage with official bodies, media and the public at large. The LOC chairs, with the help of ISPA EC, are responsible for informing them about education and school psychology in general, and about ISPA and the Conference in particular, using all means of modern communication. A public relations officer (PRO), or a subcommittee, should therefore be appointed to oversee all public relation and publicity matters. A good public relations plan is an essential prerequisite of attracting the maximum possible attendance.

9.1. Before the Conference

The national psychology/school psychology associations are a good first point of contact as they have experience of communicating with the media and generally have PROs. At an early stage, flyers should be circulated to all official bodies connected with education in the host country, region, and city to ensure their awareness of the upcoming conference and to enlist their interest and possible financial support. These bodies should include the universities and other relevant national associations and institutes. The national psychology associations can provide appropriate mailing lists, while ISPA Central Office can assist with an international mailing list.

Mail shots and flyers should be circulated on a continuous basis to possible participants during the year prior to the conference to highlight the conference and give information updates. Advertisements could also be placed in the magazines/newsletters of the national psychology associations. Website placement for all related school psychology organizations world-wide would be useful.

A press release should be sent to all the local/national media outlets giving brief and succinct details regarding the conference. The release should give the contact details of the conference PRO.

Press release template listed in Appendix 13.3.

9.2. During the Conference

Local/national media should be invited to the official opening of the Conference. Personal contacts may be more effective in ensuring their presence. The national psychology associations are again in the best position to advise on strategic approaches. A further press release should be circulated to the media invited to attend the official opening with contact details for the PRO. Experience shows that media representatives generally think in terms of a catchy subtitle heading in the newspaper of the following morning and tend to view any material provided from that viewpoint. The press release should therefore be brief and succinct. A reference to any controversial remarks likely to be made by a conference speaker will be of particular interest to them!

The organisation of a press conference on the day prior to the opening could also be considered. The press conference should have both LOC and ISPA chairs. Local and national TV interviews could also
be organised.

During the conference, journalists may wish to interview EC members, LOC Chairs, or keynote speakers. The conference PRO should co-ordinate all these arrangements.

9.3. After the Conference

The post conference evaluation may include consideration of the benefits of the public relations strategy. It may also be appropriate to circulate relevant aspects of the Evaluation Report to national/local educational organisations following the conference. Thanks should be communicated in writing to all who helped with the conference. This matter is treated in more detail in 11.3 below.
10. DURING - CONFERENCE TASKS AND ARRANGEMENTS

The responsibility of the daily running of the conference will mostly lie in the hands of the LOC Chairs, and the PCO where relevant, with the support of ISPA EC members. The ongoing schedule of conference activities requires constant co-ordination and the co-operation of all concerned.

10.1. Presentations

The daily programme should be displayed on monitors in the registration area and any changes highlighted. All presentations should be loaded onto the computer of the room where they are taking place during the preceding break. The logistics of this need to be carefully managed and presenters should be informed of the protocol involved (for example, presentations could be handed on a memory stick to a designated helper at the registration desk for subsequent loading). At the conclusion of the conference, the presentations should be uploaded to the ISPA website, with the agreement of presenters.

10.2. Daily meetings

The technical staff and student helpers should be invited to early daily meetings with the LOC Chairs in the Operations Room to review the schedule for each day. Everybody concerned should clearly understand their precise role, and protocols can be modified in the light of any emerging difficulties. Further meetings may be necessary as well as ongoing liaison throughout the day. If possible, a final meeting of the LOC Chairs and their teams should review the overall experience at the end of the conference and thus contribute to the evaluation report.

10.3. Operations Room (Conference Office)

As previously mentioned (4.3.3) the LOC ‘Operations Room’ is a vital element in the running of the conference and is effectively the nerve centre of operations. It should be in a quiet area and have access to all (telephone, computer, internet, fax, photocopying, etc.). The LOC Chairs should be able to meet and work there, leave personal belongings and working materials, access a computer and technical assistance, and generally rest, talk and think quietly when needed. The Operations Room should have boards for messages and emergencies, which can be checked regularly by LOC Chairs and other members in charge.

The LOC chair(s) should try to remain free from routine tasks to be available for more specific functions. They must be easily accessible to ISPA EC and other LOC members at any time during the day and should have mobile phones. In practice, they do not have time to attend scientific sessions apart from keynote lectures and other plenary sessions.

The office should be operational prior to the commencement of the conference and might include preview facilities for presenters. Arrangements need to be made to ensure that the room is open and
locked at agreed times including all times when it is unoccupied.

10.4. Helpers

The student helpers may participate in the daily briefing or have a special daily meeting of their own. Some of them should be available as "on-the-spot" resource people to assist with any emerging difficulties. They should be easily identified by name tags and/or conference T-shirts.

The helpers should have a place to meet and rest. They should work for a clearly limited time each day and be free to participate in the scientific programme if they so wish. Their preferences in this regard should be elicited and they could perhaps be assigned as assistants to their selected presentations.

10.5. Other Conference staff

The specialist technical staff working on the site during the conference should be associated as much as possible with the work of the LOC beforehand. This will enhance co-operation, communication, and efficiency during the conference. A member of the LOC should be responsible for liaising with them. Technical staff members should also be invited to the closing ceremony and receive special thanks (and gifts) from ISPA and the LOC for the smooth operation of the technical equipment during the conference.

10.6. Registration and Reception/Information desk

**Location**
The registration desk should be the main contact place between participants and the LOC/PCO throughout the conference. It should therefore be centrally located in the centre of the main scientific site with sufficient space around it for participants to gather (e.g., main hall, or entrance hall).

**Times of Opening**
The registration desk should be open as often as possible to accommodate early/late arrivals, reporting of emerging problems, urgent queries, etc. In any event, the opening times should be clearly communicated to participants. The desk should be equipped with or close to facilities such as telephone, computer, internet access, and photocopier.

**Functions**
Apart from registration, the registration desk also functions as the main reception area. Information should be available to participants on a variety of topics such as the scientific programme, accommodation, social/cultural events, currency exchange, and tourist matters (in the absence of travel agency representation).

**Practical arrangements**
The following suggestions may be helpful in the efficient and smooth organisation of the Registration/Reception Desk:
- on registration days (1st and 2nd days), conference folders and other materials should be
arranged in alphabetical order for ease of distribution. Work on this needs to commence early on the first day of registration, if not earlier, and many helpers will be required. For the opening day of registration – first evening and first morning, when there tends to be a long queue for registration, it is more efficient to have more than one registration point according to alphabet sequence of surname – e.g. A-F, G-N, O-Z - to divide the queue.

☐ at peak hours for registration and information, there should be a team of efficient persons with clear respective tasks.

☐ there should be a separate desk to assist participants with special needs.

☐ registration desk staff should have ready access to LOC Chairs/PCO at all times to assist with major issues.

☐ registration/reception desk staff should have a good command of English and / or another foreign language.

☐ protocols should be in place to track registrants who have not yet paid.

☐ banking interconnection facilities may be required to facilitate electronic payment. Otherwise, only cash payment can be accepted.

10.7. Other Conference desks in the main hall

The conference site should always reserve enough space for various desks in the main meeting hall, as close as possible to the registration desk and the main auditorium.

10.7.1. ISPA Desk

A desk should be provided for the ISPA Executive Secretary and other Central Office staff. Participants can be invited to become members of ISPA, pamphlets, literature may be displayed, and staff will respond to general queries about the organisation. Former issues of W.G.R. may be freely available and pins, badges and other ISPA insignia can be purchased.

The ISPA desk should be adjacent to but separate from the registration desk. It should be in an attractive area where people like to meet. At least 2-3 adjoining tables will be required with adjacent wall space for promotional material. The desk will be arranged by the Executive Secretary. An electrical outlet for computer, printer is required; possibly Internet access would be important.

Participants who have not paid registration fees in advance should be encouraged to join ISPA at this desk and hence benefit from reduced fees. There is also the matter of registrants who claimed membership and can now be reminded to ‘renew’ membership. A strategy in relation to the management of this delicate matter needs to be agreed in advance.

10.7.2. ISPA Committees Desk

A desk could also be made available for ISPA committees to present their work to interested participants. It would also serve as a meeting place for members of the various committees. Committee chairs could take turns and announce times when they would be at the desk to display their work and exchange with conference participants.

10.7.3. Next Conference Desk

A desk should be available for future convenors to display promotional literature, brochures, and videos about future ISPA conferences.
10.7.4. **The Cal Catterall Fund Desk** *(co-ordinated through the Central Office)*

Named after one of the ISPA founders, an American School Psychologist whose memory is very dear to ISPA, the Cal Catterall Fund was created to help school psychologists from all over the world to attend an ISPA conference, when their personal or professional situation and income does not permit them to take part.

Traditionally Cal Catterall staff display promotional literature and invite contributions to the Fund.

If the LOC has the appropriate local, state and country licence to sell products, gifts and souvenirs may also be available for purchase. ISPA T-shirts may also be on sale. It is helpful if student helpers and others wear these T-shirts for ease of identification.

Alternatively, LOC could secure sponsorship for the manufacture of T-shirts, possibly from the national psychology association. The logo of the sponsors can then appear on the T-shirts together with the ISPA or conference logo. The T-shirts could also be on sale at a Promotion Desk as an alternative. Any profit made should be included in the conference budget.

**Arrangements regarding selling materials should always be made in cooperation with the ISPA EC.**

10.7.5. **Tourism desk**

A desk should be provided for any local tourist or travel agency representative with adequate space for the display of promotional/information literature.

10.7.6. **Publishers/sponsors**

A large area will be required for education/child related publishers/sponsors to display their products, catalogues, promotional literature, etc. and this requires very careful planning. This space can be rented to the publishers or made available in lieu of sponsorship. Information leaflets regarding the national educational and school psychology services as well the national psychology associations can be displayed in this general area.

10.7.7. **Message boards**

A message board should be available in the main congregation area to notify participants of special events, interaction groups and committee meetings, cancellations, and last minute changes in the programme. It may also be possible to communicate this information electronically to monitors in central areas. There should be a separate board for personal messages, lost and found, etc.

10.7.8. **Other Conference services**

Whenever possible, participants should also have access to telephone, fax, photocopying, and postal service. Internet access is dealt with in 8.5 above.

10.7.9 **Emergency Contact Information**

There should be posted on plain view Emergency Contact phone numbers and after hours access to emergency services. These should also be posted on Message Board, at Registration Desk, and included in Registration Materials.
11. POST-CONFERENCE TASKS

11.1 Evaluation

11.1.1. Evaluation by participants
As previously mentioned (cf. 6.5; 7.5.6) conference evaluation questionnaires are included in the conference bag distributed to participants on arrival and collected at the closing ceremony.

Evaluation questionnaire template listed in Appendix 13.3.

Participants should be reminded at plenary sessions of the importance of completing the forms. It is also possible to publish an online version of the evaluation form on the conference website for a brief period following the conference with a definite deadline for responses. The overall feedback results can then be collated. The feedback received in the paper forms could be fed into the electronic process to facilitate electronic summation of the quantitative feedback. The qualitative feedback needs to be analysed carefully by the LOC/PCO. The quantitative and qualitative feedback should then be included in the final Evaluation Report to be carried out by LOC/PCO. This Report should be sent to ISPA EC and LOC members.

11.1.2. Evaluation by EC and LOC/PCO
A meeting should be held on the day following the conference between ISPA EC and the LOC/PCO to evaluate the main aspects of the conference insofar as is possible at that time.

This evaluation should include a preliminary analysis of the budgetary situation with regard to overall income and expenditure and the actual number of participants.

Outstanding expenses to be paid by LOC or ISPA should be clearly identified. At this meeting, various post-conference tasks should be identified and shared between EC and LOC, with appropriate deadlines for each task, including an external audit of the conference accounts.

11.1.3. Scientific evaluation
It is of great importance for ISPA to assess the scientific knowledge gained from holding a given conference and ensure that this receives the widest possible publicity. In practice, this may be very difficult to achieve. The LOC Scientific Sub-Committee could perhaps carry out an evaluation of the scientific programme. This could also feed into the LOC Evaluation Report. It would be helpful to identify issues such as:

- interventions that have proved effective in some countries in the past
- innovative and promising ways of dealing with certain challenges
- problem areas that require further national or international co-operation and might benefit from discussion at future conferences

These findings could be subsequently published in School Psychology International (SPI), W.G.R. and other national and international psychology journals. The convening of a press conference or TV presentation could also be considered if significant findings emerge.
11.2. Final reports and publications

The Executive Secretary should forward a general report on the conference to ISPA EC within a maximum of 6 months following the conference. The report should be accompanied by a financial audit/feasibility report.

The ISPA President generally contributes an article on the conference in the next issue of W.G.R. and other EC members may also contribute.

Apart from the official conference proceedings, any publications require the permission of the authors. This applies also to the publication of the PowerPoint presentations of contributors on the ISPA website.

11.3. Official letters of thanks

At the post conference meeting (cf. 11.1.2) the responsibility for issuing formal letters of thanks should be agreed.

The list of people to be thanked includes:

- keynote speakers
- guests who spoke at opening ceremony
- groups/soloists who performed at opening/closing ceremonies
- co-ordinator of student helpers
- official municipal or national hosts of receptions
- sponsors
- institutions that facilitated any visits by participants

A full list of names and contact details should be compiled by the LOC Chair and subsequently forwarded to the President.

11.4. Archives

LOC should consider which materials collected during the conference are appropriate for the ISPA archives, and for future convenors. LOC chair(s) should therefore meet as soon as possible after the conference to identify the documentation that may be of relevance for the Conference Manual and/or of interest to future convenors. Central Office has overall responsibility for archiving in ISPA. Any suggested changes or updates for the Conference Manual should be sent to the ISPA Executive Secretary.
12. ASSOCIATED SCIENTIFIC EVENTS

12.1 Pre- or post-Conference

Other scientific events in the field of school psychology and education are sometimes organised in conjunction with the conference. These include pre- or post-conference summer courses or seminars. They may also include the annual conference of the national or regional association of school psychologists.

The organisation of any such event is totally outside the remit of ISPA and the LOC. They are generally organised in the host country by the relevant organisations, sometimes in another city or area of the country. Any such events should be organised in consultation with the LOC and ISPA EC to ensure smooth logistical transfer from the ISPA conference to the other settings for those who wish to attend both events.

The details of these events can be announced in W.G.R. and included in the conference circulars. Responsibility for budgetary and registration matters, however, is the sole responsibility of the relevant host organisation.

12.2. International tours

Over the years, active ISPA members have organised international tours permitting participants to visit a number of countries on their way to the conference. Such tours are well organised and offer a good package price. These tours may also be advertised in W.G.R or on the ISPA website at the current rate. The tours can also be advertised at the previous conference when the promotion of the next conference is taking place.

12.3. Pre- and post-conference tours in the conference host country

This topic is dealt with in 7.12.4 above.
13. LIST OF APPENDICES

Conference convenors will find it helpful to make use of documents and templates for conference materials that are available from ISPA Central Office

13.1. ISPA Documents available from Central Office

- Constitution and Bylaws
- Operations Handbook
- Guidelines for conducting international conferences by Thomas Oakland (1993)

13.2. Samples from previous conferences available from Central Office

- Budgets
- Conference Circular
- Websites
- Programme books
- Book of Abstracts
- Registration forms
- Ground plans/maps
- Final reports
- Final financial statements, etc.

13.3 Templates

- Initial Site Proposal Template
- Conference Budget Template
- Contract/Letter of Agreement
- Briefing Note for Guests
- Press Release
- Certificate of Attendance (electronic version)
- Evaluation Questionnaire (electronic version)
- Guidelines for Abstracts
- Guidelines re format of presentation in conference proceedings

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General information about ISPA:
Constitution & Bylaws and Operations Handbook
on request from
ISPA Central Office

E-mail: ISPACentralOffice@ispaweb.org
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