

Dear member

These are exciting, if uncertain times, not least in hydrogeology. Nevertheless, you may be aware of our tentative proposal to host an international congress on behalf of IAH in Dublin in 2011. The Irish Chapter of IAH has been in existence for nearly 30 years and by any measure has been considered successful in its many activities. It was felt by your committee that it is time, circumstances notwithstanding, to make our mark as a group at international level and thereby be host to an international congress, in between one in Krakow in Poland in 2010 and Canada in 2012.

While the initial suggestion for a congress was made in 2007, there have been doubts expressed over the intervening period as to the wisdom in undertaking such a venture, particularly in the current conditions, if they persist. Certainly, if the event is to be a success, the active support of many members is needed and the committee has gone to some lengths to outline the needs and risks involved following consultation with IAH International, commercial conference organizers, other academics and several of our own past presidents : the attached document outlines the results of those advices together with a plan for holding the congress. Our commitment to go ahead nevertheless depends upon receiving appropriate support from the membership first, which is fully understood by IAH International.

As with any conference, there are risks, particularly financial and we will need sponsorship but are nevertheless confident that that will be forthcoming. Whatever the circumstances, water, and groundwater in particular, will be of abiding national and international concern! IAH International are very encouraging and we feel that this is an opportunity that should be grasped for Irish hydrogeology.

Although we received strong support at our last AGM, to go ahead with a congress, it was felt important to solicit the views of the wider membership and to this end, we are holding an Extraordinary General Meeting (EGM) in conjunction with (following) the June TDM on the 2nd June 2009 in the Geological Survey. It is understood that many may not be able to come to that meeting so it was decided to hold an email ballot as well, for you to record your views as well as indicate the possibility of your assisting in the work of running a conference (no commitments yet!). The ballot is open until Friday 12th June 2009, 5pm and we would be delighted to receive any comments as well as the ballot.

The enclosed documentation is long but we hope, if you get past the preamble, that it will answer any immediate queries. The documentation includes an outline proposal for convening the 2011 IAH International Congress in Dublin as well as an indicative timeline developed as a proposal by a commercial Conference Provider.

We think the 2011 IAH International Congress is a great opportunity, work and risks notwithstanding!

Best regards, Paul Johnston

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Ballot to Members:

Are you in favour of IAH Ireland hosting the 2011 IAH International Congress as outlined in the attached proposal document?

If so, would you be willing, in any way, *circumstances permitting*, to provide assistance or support in any of the following areas, prior to/during the 2011 Conference: **(This does not represent a commitment)**

- a. Field Trips?
- b. Reviews of papers?
- c. Social Events?
- d. Commercial exhibition?
- e. General administration/organization?

Please reply by return email to postmaster@iah-ireland.org. The ballot is open until Friday 12th June 2009, 5pm. All replies to this ballot will be treated in the strictest confidence. Thank you !



PROPOSAL FOR AN INTERNATIONAL CONGRESS: IRISH CHAPTER

DUBLIN 2011

CONTEXT AND PREAMBLE FOR THIS PROPOSAL DOCUMENT:

The proposal to host an IAH international congress in Ireland was initiated by the Irish IAH Group committee, partly in response to a request and encouragement for 'volunteers' at IAH international level, and partly because the committee felt that the Group and Irish hydrogeology had reached a level of maturity such that we should be willing and able to undertake such an event. Events moved more swiftly than anticipated when an earlier 'slot' for an IAH International congress became available for 2011, before full IAH Irish membership were consulted. While the principle of hosting a congress for 2011 was endorsed by almost all those present at the annual AGM in November last, it was felt that an EGM should be held to seek more fully the support of the membership, particularly in view of the current economic downturn.

An IAH International Congress is perhaps more of an academic event than we might be used to at Tullamore and clearly has a much more international attendance - with the implications that it is a greater financial risk as well as considerably more work for the organisers. Nevertheless, the benefits for Irish hydrogeology are considerable in terms of international exposure and our experience at that level. Irish hydrology has long been recognized internationally - a congress will undoubtedly help the status of hydrogeology as an integral discipline. For your current IAH committee, the congress indeed offers opportunities for 'show-casing' Irish hydrogeology and enabling international dissemination of our unique hydrogeological environment as well as building on the Irish Group's success as a Chapter. It would, nevertheless, be a great deal of work.

The document that follows has already been presented to IAH International who have welcomed it as 'comprehensive'. It has also been submitted for review to four previous presidents of IAH Irish Group and their comments have been taken into account as far as possible. Key extracts of their comments are included at the end of the document.

However, in order for Ireland to host the 2011 congress, we must mobilise the support of many members. There are time and financial implications. This document has been prepared to inform members of what might be involved so that you can express your opinions on hosting the event as well as the degree of support you may be able to offer - whether that is in joining a sub-committee, for long or short term tasks or commitments or, indeed, including no involvement at all. The members of the current committee are fully committed to contributing to the efforts required to host the 2011 congress even though the terms of some may be complete in the interim period. However, the contributions and efforts of many more IAH members are solicited and therefore, we ask that you consider the following information and, if possible, attend an Extraordinary General Meeting (EGM) that is planned for Tuesday, 2nd June 2009, at the GSI, Beggars Bush (after the June TDM). At that meeting we would welcome all views and contributions.

In short, you will see from the document, that there is an element of financial risk in undertaking an event of this magnitude (estimates are for 500 attendance even in economic stringency) which is recognized by all who have undertaken such ventures. We will certainly need sponsorship - and we are confident we will achieve that - but all recent IAH congresses to date are reported to have either 'broken even' or actually made a surplus. It will need work but we suggest, 'we are worth it'!

While IAH International clearly understand that we are in favour of hosting the 2011 congress in Dublin, they accept fully that we cannot enter into a formal arrangement until the view of the national membership has been received: and that is the purpose of the EGM. To facilitate those who cannot attend, a survey by email will allow you to vote and express your views until ten days following the EGM.

INTRODUCTION: Through discussions with the IAH executive and as announced at the General Assembly in Lisbon, the Irish Chapter of IAH has offered to host an International Congress of IAH. It has been proposed that Ireland hosts the Congress in 2011, as a proposal from another national chapter to host the Congress in that year was withdrawn. Canada is nominated to host the Congress in 2012. Given the current national drive with the National Geosciences Programme 2007 - 2013 there is potential for us to collaborate with organizations such as the Geological Survey of Ireland (GSI), the Environmental Protection Agency (EPA), the Royal Irish Academy (RIA) and related government departments such as the Department of the Environment, Heritage and Local Government and the Department of Communications, Energy & Natural Resources. The potential for further cross border collaboration also exists and the current committee already has a strong representation from Northern Ireland.

IRISH CHAPTER: As confirmed by the statistics on the IAH International website, the Irish Chapter of IAH has long been an active group and last year had approximately 140 Irish based members, drawn from a relatively small country population of 4 million, along with a number of sponsored members based abroad. Groundwater directly serves some 30% of public and private water supplies and some of the 'founding fathers' of both hydrology and hydrogeology have Irish origins. In IAH, David Burdon's name lives on in the Burdon Network. Our current activities include monthly technical discussion meetings, an annual fieldtrip and an annual 2-day conference in April, now in its 29th year, which attracts over 150 participants and exhibitors. We have long been active participants at IAH international level as well.

PROPOSAL: After several meetings of the IAH (Irish Group) committee and consultations with IAH International, we are strongly in favour of offering to be the host to the international congress in 2011. We have also provisionally agreed to base the Congress in Dublin which, itself, is committed to be the EU City of Science in 2012.

LOCATION: A good base for the congress, able to host 500-600 delegates, is Trinity College, University of Dublin. We have had several discussions with the conference centre at Trinity College and it has the capacity to accommodate parallel paper sessions in adjacent lecture theatres with good lobby space for visiting exhibitors. It can also provide good accommodation for over one third of the delegates directly on campus and with several hotels very close by to accommodate others. While Trinity College is a city centre location, there is ready access for several day field trips, traditionally held in the middle of the congress, to areas of both hydrogeological as well as historical interest. There is also strong hydrogeological interest in the west of Ireland (includes much of the karst) which, it is proposed, would be accommodated in post-congress field trips. While the country is not large, the west does require overnight accommodation for a reasonable field excursion - but

such accommodation would be relatively easily arranged. There are numerous cultural 'venues' for the social programme in Dublin.

DATES: 3 -10 September 2011 has been provisionally reserved with Trinity College.

THEME: In view of the previous congresses and their locations, a tentative theme for 2011 is suggested as 'Groundwater in an Evolving Climate' which might predominantly be aimed at climate change (as it is happening.....) and its effects on hydrogeological factors such as recharge, dependent ecosystems and hydrochemistry. However, it is felt that other aspects such as economics and hydrogeology would also be included. As with other congresses, the theme is broad enough to encompass most interests. At the same time, it is felt that the theme is topical enough to attract sponsorship from relevant government departments/agencies. The theme is not 'cast in stone' as consultation/integration with congresses before and after 2011 needs to be undertaken.

STRATEGY FOR ORGANISATION:

Arising from consultations with those organising other conferences of this scale, both in Ireland and abroad, it has been proposed from an early stage to use professional conference organisers who have experience in organising and running academic conferences. Thus, the logistics of travel, the conference website, accommodation and the day-to-day operation of the congress will be handled by the commercial company (conference organisers) in conjunction with Trinity College itself (conference centre). Under this strategy, we have solicited quotations from and interviewed three potential companies with experience in conference organisation (Ovation Ltd, Jigsaw Ltd and Congress Partners Ltd). While the quotations received have been similar in terms of cost, the relevant experience of each varies significantly and the current IAH committee could recommend one potential candidate.

While such a strategy incorporates additional costs, the professional experience introduced should more than compensate for that cost (which equates to less than 3% of turnover). In addition, it removes a significant administration and workload commitment from those IAH members who volunteer to join the various committees that will be established to manage the hosting and running of the congress. As per normal protocol for these events, an organising committee will be established separate from a scientific committee. The duties of each would nevertheless overlap. The functions of the conference organisers, however, would remain distinct from the functions of the organising committee and the committee supporting the scientific aspects of the congress.

While the overall responsibility for hosting the congress will lie with the next Irish President of IAH (whose term will incorporate the 2011 date), a specific congress organising committee will be formed, not necessarily chaired by the president of the Irish Chapter, but probably incorporating many of the currently serving committee, who have

indicated a willingness to contribute. Initial membership of the organising committee should be determined and established during 2009, by the present IAH committee on the basis of the willing and able and reflecting the responses from IAH members following the EGM.

A potential framework for organising the congress, with associated roles and responsibilities, is outlined in Table A.

Table A - Suggested Organisational Framework

GROUP	ROLES AND RESPONSIBILITIES
IAH Irish Group Committee	<ul style="list-style-type: none"> ▪ Circulate IAH Dublin 2011 Proposal to members ▪ National membership to vote to make the decision on proposal to host congress ▪ Identify and invite IAH members, key national agency representatives, academics and consultants, to join the organising committee, scientific committee and various other sub-committees. ▪ Decision on invitation & filling of all organising committee roles.
IAH Dublin 2011 Organising Committee	<ul style="list-style-type: none"> ▪ Delegate key Organising roles to members who agree to serve on Congress Organising Committee. ▪ The Organising Committee will comprise the main individuals responsible for organising the Congress and will also include representatives of key governmental agencies such as the GSI, EPA DoE, RIA etc. It is envisaged that the Organising Committee will comprise 10-15 people, excluding representatives of key agencies. ▪ Establish overall management framework for the congress and committee structures. ▪ Seek volunteers to serve on various sub-committees ▪ Receive formal presentations from the three prospective congress organisers and make appointment. ▪ Finalise project plan and timelines. ▪ Establish budgets and manage financial aspects of Congress. ▪ Convene and monitor progress of various subcommittees e.g., fieldtrips, fundraising, publications etc (see below). ▪ Liaison with and management of professional conference organisers. ▪ Liaison with IAH international support team. ▪ The Organising Committee along with the various sub-committee members and professional conference organisers will deliver on the tasks required to host the congress.
	<p>Various subcommittees will be required. The following are suggested and perhaps more might be convened:</p>

<p>Sub-Committees</p>	<ul style="list-style-type: none"> • Fundraising: with responsibility to gain governmental and corporate sponsorship. The current national committee has some experience in fundraising from our annual conference. • Publications: oversee layout and design of conference material in conjunction with conference organisation company (website, promotional, proceedings). • Field Trips: An overall fieldtrip co-ordinator will sit on the Organisational Committee. A team of fieldtrip organisers will work together and each will take responsibility for individual field trips. ▪ Exhibitors: An exhibitor team will work with the conference organisation company to secure exhibitors and corporate sponsors. These will contribute financially to the costs of running the conference. ▪ Venue and Programme Management: A team of IAH members will be required to make sure that the IAH group is appropriately represented and assist the staff of the conference organisation company during the actual days of the congress.
<p>Scientific Committee</p>	<ul style="list-style-type: none"> ▪ Review submitted abstracts, select authors and subsequently review submitted papers (managed through the congress website). ▪ Each congress sub-theme will have a chair and team of reviewers comprised of appropriate national and international candidates. ▪ It is intended that each person on the scientific committee will review no more than 10 papers, 5 of these papers will be 'cold' reviewed and 5 will have been previously reviewed by a colleague. In order to achieve this, it is envisaged that a panel of 35 - 40 scientific reviewers, headed by and inclusive of sub-theme chairs, will be required. It is proposed that half of this number will be comprised of Irish based members, and the other half from abroad. ▪ The scientific committee's review of abstracts may run from November 2010 to February 2011. Review of scientific papers will run from March 2011 to July 2011. Each paper will be reviewed by 2 members of the scientific committee, who will send their reports to authors within 1-2 months after receiving the paper. Authors will then have 3-4 weeks to finalise their papers. Final submissions should be completed by the end of June 2011 giving 2 months for preparation and printing of the proceedings, which will be managed by the conference organisers. In terms of numbers of papers to be

	<p>reviewed and the consequent scale of the Scientific Review Panel, previous congresses have had 200 oral presentations, approximately. It is therefore assumed that at least 300 abstracts will be submitted.</p> <p>Suggested timelines for all aspects of the congress are presented.</p>
<p>Professional Conference Organisers</p>	<p>WEBSITE</p> <ul style="list-style-type: none"> ▪ The Professional Conference Organisers will establish the congress website (design, maintenance & updating) in consultation with the organizing committee. This website will facilitate the following tasks: <ul style="list-style-type: none"> ▪ Abstract submission & access for reviewers; ▪ Notifications to selected authors; ▪ Full academic paper submissions; ▪ Congress Registration & Payment; travel information ▪ Accommodation recommendations & booking; ▪ Notices & updates to registered conference attendees. <p>ON-GOING ORGANISATION</p> <ul style="list-style-type: none"> ▪ Generate on-going budget and progress reports; ▪ Establish congress bank account and report regularly to organising committee; ▪ Manage collection of conference sponsorship, exhibition fees and registration fees; ▪ Manage publication of conference proceedings. <p>CONGRESS DURATION</p> <ul style="list-style-type: none"> ▪ Provide full requirement of registration staff for two days and staff for remainder of conference. ▪ Provide any necessary audiovisual equipment and technicians for lecture theatres. ▪ Organise and erect printing of posters, signage and poster boards for information and directions at conference venue. Dismantle same on conclusion of conference. ▪ Organise printing of conference proceedings and associated bags, badges and additional materials. ▪ Liaison with catering and accommodations offices for day to day conference operations. ▪ Organisation and management of evening catering and entertainment including banquet dinner and welcome reception.

	AFTER THE CONGRESS
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| | <ul style="list-style-type: none">▪ Report breakdown of fees, incomes, outstanding issues and wind-up of the congress and committees. |
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SUGGESTED CHRONOLOGY:

- JULY 2009:** Establish organising committee and subcommittees with functions.
- AUGUST 2009:** Formal presentation from Professional Conference Organisers to Congress Organising Committee. Agree and appoint professional Conference Organisers.
- AUGUST 2009:** Initiate functions of Conference Organisers including website establishment.
- September 2009:** Committee meeting to establish subthemes for the congress and appoint suitable chairs and associated scientific committee. Committee to request a representative from IAH international (*e.g.* John Chilton or other) to attend this meeting in order to provide the guidance and lessons learned from other IAH congress organising committees. Finalise & upload website.
- Presentation at Hyderabad IAH Congress.
- January 2010:** Sub-committees begin fundraising and other functions such as initiation and planning of field trips etc.
- September 2010:** Call for abstracts, Scientific Review Committee's functions commence. Announcement and presentation at Krakow, Poland IAH Congress.
- November 2010:** Deadline for abstracts.
- February 2011:** Notification of acceptance of abstracts.
- April 2011:** Deadline for receipt of academic papers. Commence review of papers by scientific committee (March-July).
- April 2011:** Active organisation of field excursions to programme established by the organising committee.

August 2011: Papers collated to Proceedings.

April-August 2011: Frequent meetings of organising committee to finalise arrangements for Congress; Production of proceedings (CD and/or paper?)

FUNDING:

The running of a congress of this scale is a significant undertaking in terms of finance. Each of three potential companies with experience in conference organisation (Ovation Ltd, Jigsaw Ltd and Congress Partners Ltd) has, in consultation with the current committee, submitted a detailed breakdown of projected congress costs and incomes. Each company has predicted that turnover expenditure is likely to be of the order of €300,000. While there are fixed costs, in terms of the hire of lecture halls, food, welcome reception, proceedings and the single day field trips, much of the cost is also dependent upon the number of delegates. In terms of the venue, as some IAH members work at Trinity College, we can avail of some (small) discounting (10%). The Congress banquet would be held outside College (and suggested at the Mansion House) but would be included in the congress fee as currently budgeted. The following costs are deliberately conservative but are the result of detailing the full expenses in running a conference at estimated 2011 levels:

Table B Summary of estimated budget projections

Number of registered delegates	350	400	500
Income @ €500 Registration fee to include gala dinner and reception	175,000	200,000	250,000
Fixed Costs (€)	175,000	175,000	175,000
Variable Costs (€)	93,000	105,000	132,000
Cost Total	268,000	280,000	307,000
Financial Outcome (€) (i.e. Additional exhibition income, fundraising & sponsorship target)	-93,000	-80,000	-57,000

Fixed costs: These include lecture halls, equipment rental, signage, communications, proceedings, bank charges, congress organizer cost etc. and amount to €175,000.

Note that the costs include an amount for insurance against unforeseeable events (e.g. public health hazards, riots etc.), which might cause cancellation of the event. In this case, the Irish Chapter would be insured against the costs of the works completed by the conference organisation company and cancellation costs incurred with the proposed venue.

Variable costs: These costs are dependent upon the number of delegates and include bank charges associated with on-line registration, catering, gala dinner and congress materials. The payment to the congress organising company is also partly dependent upon delegate numbers and in part on a commission on room hire from the College. Net cost for the congress organisers, included in the budget above, is approximately €10,000.

While these are estimated figures for 3 years hence, clearly we cannot rely on delegates as the only source of income. Additional sponsorship is clearly fundamental to the success of the event. Exhibition space is available both for posters and for commercial organisations. We have already had expressions of interest from companies interested in having a stand (as some do at the annual national conference in Tullamore). The use of exhibition space should be a strong financial support for the congress. The national committee has managed to generate ~€10k per annum from exhibitors at the national conference, so we expect that a multiple of this can be accrued for the International Congress.

In spite of current economic conditions we have had indications of positive responses from Bord Failte (tourist board), Dept of the Environment, Geological Survey of Ireland and the Environmental Protection Agency to provide financial support. At this early stage, these are only possibilities in terms of financial support, but from previous experience, it will be forthcoming albeit somewhat uncertain as to magnitude, in the current circumstances. Moreover, we expect to garner commercial company support (engineering consultancies, environmental consultants, and bottled and commercial water companies) nearer the time, again depending on circumstances. There will be a dedicated fundraising sub-committee.

In short, the uncertainty in the financial liabilities represents a risk that is inevitable in a project of this magnitude - and is normal in running a congress. While in some circumstances a single government organisation will 'back' a project of this sort, this is not likely to be the case here. While obtaining commitments at this stage is difficult, it is felt that this risk of holding the congress is worth taking. However, the proposed topic is of great interest to a number of government agencies and this will aid in seeking the spread of support that will be required. The final item of support arises from the choice of Dublin as the International City of Science in 2012 which we will only be preceding by 3 months.

SUMMARY:

In summary, the IAH Irish Group, since its founding nearly 30 years ago, has had an enthusiastic and growing membership and welcomes the opportunity, to host an IAH congress. We already have experience individually and collectively of running conferences and, although the scale of this one is much greater, and the workload more intense, we welcome the chance to do it and to show that as an IAH chapter we have 'come of age'!

Paul Johnston
President Irish Group

May 2009

APPENDIX

Since February, some past presidents of the IAH have reviewed this document. Many contributions were made and in light of their submissions, the membership may find the following extracts useful:

Incorporation of the contributions (with appropriate responses) of former Presidents of the Irish Chapter of the IAH

GENERAL:

Be clear that organising the Congress is not about vanity, about showing off, but about making an Irish contribution to the work of IAH, about learning from others, about emphasising some distinctive themes – WFD, GWDTes, fractured rocks, high recharge, peat, geothermy, etc. Bringing an international congress of hydrogeologists to Ireland will expose our membership to a wide variety of opinion, practice and experience that they would otherwise not encounter. Very few of our members have been to international congresses. It would be important, if we go ahead, that we find a mechanism of getting all the membership to attend. To encourage this, the 2011 congress committee should consider a methodology for facilitating scientific attendance at a significantly subsidised cost (perhaps from our national chapter's financial reserve that has built up over the years), while attendance at dinners and other social events should be at the normal cost. Membership will not get exposure to new ideas just at the congress. They will need to appreciate what others are doing around the world if they are on the scientific sub-committee assessing the papers. The congress will give the bulk of our membership the opportunity to make contacts and gain ideas from around the world that will help them in their future careers.

Hosting a congress in Ireland will give us the opportunity to do something innovative. Hydrogeology in Ireland is not exactly the same as elsewhere. We work in a hydrogeological setting that is unusual to others. We ought to show case this, and we could use a congress make contact with others around the world that also work in a predominantly fracture, karst, boulder clay, young groundwater setting with animal manures.

FUNDING:

Considering that we are going to have a professional organisation organising most things like the website, on-line conference registration and payment of fees, on-line submission of abstracts and accepted academic papers, venue organisation, set-up and registration... the question arises: When we have to pay for what? e.g. When do we pay for the web site? How much money do the conference organisers require up front? When and how much do we pay for insurance to cover ourselves against say only 200 delegates? What cost for postage? etc.

In Response: As previously mentioned, the current committee has negotiated and received quotations from three different professional conference organisers over the past number of months and when the question on financial implications was posed one of the companies responded formally as follows:

"The proposed budget with no VAT is based on IAH booking Trinity College (as a venue) directly. In this case the following are the cost that IAH would need to pay this conference organiser:

- Website design, maintenance and development: €2,000 of the total cost
- Secure online registration and online expression of interest: €500.00 of the total cost
- Any deposits for the social events and hotel
- Deposit to Trinity College to be paid directly to Trinity College: €2,300 approx

The proposed budget with VAT is based on the conference organiser booking Trinity College on your behalf and we would be delighted to provide the following financial support;

- We can provide advance financing to you, at no cost to you. In other words, we will not charge interest. We pay all venue and hotel deposits in advance which would include Trinity College. As a result of an excellent working relationship with our suppliers, we can negotiate staged and reduced payments.
- We pre-fund all promotional print materials, web site development, postage, stationary etc.
- We do not charge for our fees until the income has been collected from delegates. We require 90% pre payment of the pro forma invoice two weeks prior to the congress. The income we would have received from delegate registrations, sponsorship and exhibition is normally sufficient to cover this. The remaining 10% is due one week after receipt of the final invoice, again the income we would have already received is normally sufficient to cover this.
- As Ireland's market leader in association congress management, we have excellent purchasing power with all our suppliers, a cost advantage we pass onto the IAH.
- We believe there are three key areas to focus on to deliver a financially successful congress
 1. Promote with the aim of increasing attendance from previous years
 2. Focus on maximising income from sponsorship and exhibition
 3. Careful and regular monitoring of budgets

Financial Procedures:

Bank Account: A dedicated congress bank account will be set up (entitled "IAH congress") and all payments will be lodged to this account for transparency.

Budgets Management: The budgets we have supplied to you outline the fixed and variable costs, projected income and therefore provides you with the facility to set your registration fee. The budget will be a safe one and the breakeven is based on a lower number of delegates than expected. The budget will constantly be updated with regular reports to the LOC.

Credit Control: Credit control is key to managing a financially successful congress. In the month prior to the congress, we focus on collecting all outstanding monies due from registration, membership, sponsorship and exhibition fees. Our aim is to collect 98% prior to the congress and the remaining 2% on site.

Financial Reports: Our web based software providing username and password to the client allows you to log in at any time prior to the Congress to check the financial status, payments received and outstanding. Within

two weeks after the congress, the conference organisers will supply the LOC with a financial report outlining the breakdown of income into registration fees (if applicable), accommodation, social functions, income paid, outstanding balance and method of payment for each delegate. The most recent bank statement and credit card batch reports will accompany this report. The conference organisers will be available for all financial meetings after the congress."

COMMITMENTS:

It is important to secure firm commitments from the full Organising Committee and supporting organisations. In the absence of these firm commitments, a withdrawal of the offer to host the 2011 Congress should be considered.

The current IAH Irish Group committee has informed the IAH International Executive that without the support of the national membership, success of the congress would be jeopardised and they accept that no formal agreement to host the congress will be engaged without the support of the national membership.

Some of the membership may feel that in the current economic climate, taking on an international congress is more risky.

In the early days (pre-Christmas 2008) of organising this year's annual conference similar sentiments were expressed in relation to the potential success of Tullamore 2009. However, we persisted and this year's conference had the largest delegate attendance yet and the largest number of exhibitors committed to the corporate rates and exposure guaranteed by conference attendance. Therefore, in such circumstances, and with a fair wind there is potential for Ireland to facilitate an international forum similar to the success of our national conferences, which are beyond the experiences of many national chapters in larger EU states.

RISKS:

Are there any other costs overlooked, e.g. any other insurances, taxes? For example, the field trip costs and risks?

The committee that is established to oversee Ireland's hosting of the 2011 congress will have to re-visit this issue with the selected conference organisers. However, in the interest of having a fully informed position from the start, the current committee has consulted with academics in other national universities that have recently hosted international conferences. The outcome of these consultations and further contributions from the professional conference organisers on the issues of insurances available and potential liabilities has further strengthened the confidence in hosting an event of this nature. Insurance against unforeseen circumstances which may force cancellation is included in our costs although the interpretation of such conditions is complex. In the case of field trips, good management is the insurance – cancellation in good time if circumstances warrant, is the modus operandi. Public liability insurance is a part of the included conference costs.

IAH 2011 - International Groundwater Congress

	Q2 2009	Q3 2009	Q4 2009	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011
CP to action														
LOC to action														
CP & LOC to action														
Task	Q2 2009	Q3 2009	Q4 2009	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011
Organising Committee:														
Establishment of LOC														
Presentation from PCOs to LOC														
First client meeting: agree roles & areas of responsibility														
Agree meeting schedule														
Agree contract														
Committee meeting with IAH International Representative														
Meetings of IAH LOC														
Finance:														
Budget finalised														
Cash flow / payment schedule tbc														
Agree registration fees: early, late, non-member etc														
Regular budget updates														
Publicity and Promotion:														
Agree promotional plan														
Presentation at Hyderabad IAH Congress - September 2009														
Presentation at Poland IAH Congress - September 2010														
Ongoing promotions														
Website & Print:														
Agree conference logo / brand design / text for 1st announcement														
Design 1st announcement and apply brand image and text														
Agree conference website content														
Design conference website														
Updates to conference website														
Design final announcement and apply brand image and text														
Delegate badges														
Final programme, book of abstracts, delegate lists, evaluation forms,														
Conference Venue:														
Confirm conference dates														
Confirm venue														
Site visit to venue														
Book & agree third party suppliers (AV, caterers, display etc)														
Sponsorship:														
CP to present draft packages														
Agree target lists & sponsor benefits														
Secure sponsors														
CP to manage sponsors when confirmed														
Exhibition:														
Compile list of potential exhibitors														
Email potential exhibitors to gauge interest														
Secure exhibitors														
CP to manage exhibitors once confirmed														

IAH 2011 - International Groundwater Congress

Task	Q2 2009	Q3 2009	Q4 2009	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Apr 2011	May 2011	Jun 2011	Jul 2011	Aug 2011	Sep 2011
CP to action														
LOC to action														
CP & LOC to action														
Scientific Programme:														
Appoint chair and scientific committee, establish subthemes														
Abstracts: tbc ideas to target new audience to increase abstract submissions														
Agree scientific expenses														
Agree any bursaries														
Call for abstracts - Sept 2010														
Abstract online submission deadline - November 2010														
Notification of acceptance of abstracts - January 2011														
Deadline for receipt of academic papers														
Review of academic papers														
Confirm scientific programme and speakers														
Papers collated to proceedings - Aug 2011														
Social Programme:														
Agree social programme and secure venue/suppliers														
Agree pre & post tours														
Organisation of the technical tours														
Confirm entertainment welcome reception / state reception / conference dinner														
Agree menus														
Transport:														
Agree transfer schedule														
Reserve coaching as per schedule														
Registration:														
Online expression of interest form														
Develop URL to link online registration to website														
Processing of registrations, taking payments, dealing with delegate enquiries														
Miscellaneous:														
Confirm and purchase conference materials, bags notepads, pens, name badges, helper t-shirts														
Confirm photographer														
Confirm floral decorations														
Confirm speaker gifts														
Confirm poster prizes														
Confirm on site security														
Confirm on site staffing														
Suppliers:														
Final meeting with all suppliers														
On-site:														
Packing of delegate bags														
Supplier briefings														
Staff briefings														

