



International Society for Horticultural Science

Guide and Checklist for Conveners of ISHS Symposia

I. Highlights on Symposium Organisation

1. ISHS Symposia

The organisation of an international symposium under the auspices of our Society with the full co-operation of one or more ISHS Divisions, Commissions or Working Groups, provides advantages and obligations to both the Organisers and the Society.

Approval of the meeting as an ISHS Symposium or Workshop assumes acceptance of ISHS regulations on publicity and publication. The Convener should use the ISHS logo for announcements, pamphlets, posters, and on the symposium website.

2. Formulating a Proposal

Organizers should contact the ISHS as early as possible, directly or through the Chair of the ISHS Division, Commission or Working Group to which the subject matter of the symposium is related. The ISHS Secretariat can help the Convener with initial contacts. The symposium is then included in the program of activities of an ISHS Division/Commission with a provisional subject, location and date.

The proposal for a new symposium will be discussed at a business meeting of an ISHS Division/Commission. This will allow more participation of the members in the decision making regarding content and timing.

Decisions concerning dates and places should take into consideration the possibility of similar meetings by other organizations. The ISHS accepts joint meetings. The terms of such an agreement should be agreed beforehand by ISHS, especially in regard to proceedings publication and financial matters.

3. Approval by the ISHS

New symposium proposals are submitted by the respective ISHS Division/Commission Chairs for discussion at the ISHS Executive Committee meeting. This committee, composed of all ISHS Division/Commission Chairs – see ISHS website – is meeting annually. The ISHS Executive Committee will recommend its approval to the ISHS Council. The ISHS Secretariat will keep the Convener informed of the outcome of this decision process. The advertisement of the symposium can only start after formal approval by ISHS has been received.

4. Signing the Agreement

After the first contacts between the Convener and the ISHS Secretariat, the ISHS will mail to the Convener a standard contractual agreement for co-operation. The agreement formalizes the co-operation between the Society and the Symposium Organizers. It provides the framework in which the Society will assist the Convener and the kind of support the Convener will receive from the Society. The Convener's parent organization should co-sign the agreement and your Country representatives on the ISHS Council should be consulted and kept informed. The ISHS Executive Director will sign the agreement on behalf of the Society and return it to the Convener as soon as the event has been accepted by ISHS.

5. *Acta Horticulturae*

The proceedings of the symposium will be published by the ISHS in its series *Acta Horticulturae*. This gives the organizers a wide distribution of the proceedings with automatic delivery to a number of libraries around the world. Each individual participant who registers for the symposium is to receive a paper copy of the proceedings. Furthermore, the titles of the papers published, authors, abstracts and keywords will be available freely on the ISHS website. Full articles will be retrievable as .pdf files at moderate prices; while ISHS members receive 15 free downloads.

***Acta Horticulturae*: Current Policies**

ISHS Framework

The ISHS is an independent, not-for-profit, organisation that relies on funding from membership dues and sales of its publications.

Its main mission is to maintain a global network of horticultural scientists through managing regular and relevant scientific symposia across a broad spectrum of disciplines and interests. Many of the members of the ISHS are from developing countries and the ISHS policy has always been to keep membership dues to a minimum and to include discount categories for those who are less able to pay. The membership dues primarily cover ISHS Secretariat expenses and the costs associated with publishing four issues of *Chronica Horticulturae* annually. The membership also benefits from other services, such as free online access to 15 *Acta Horticulturae* articles (valued at +200 euro if purchased separately). An overview of all ISHS membership benefits can be found at <https://www.ishs.org/ishs-membership-benefits>.

While ISHS symposia are primarily organised by and for members of the Society, non-members are welcome to attend and encouraged to actively take part in these symposia. Non-members are encouraged to apply for ISHS membership prior to registration and abstract submission for the symposium.

In order to keep the Society viable and to safeguard its commercial independence, the ISHS must apply a realistic yet moderate pricing policy for its publications.

Price Setting for *Acta Horticulturae*

Participants at an ISHS symposium are to receive a copy of the *Acta Horticulturae* volume as part of their registration fee. The cost for this volume is, therefore, paid in part by the symposium Convener and can be broken down as follows: one-third for printing, one-third for technical formatting and processing, and one-third for overheads (which includes postage and handling, marketing, and other distribution-related activities). Note that all scientific reviewing is carried out on a voluntary basis.

In view of the number of standing orders with libraries, experience has shown that it is possible for Conveners to reach a break-even point of 100 copies of *Acta Horticulturae*.

For budgeting purposes, which usually take place some 2 to 3 years before the start of a symposium, the ISHS Secretariat provides the Convener with a price estimate for the *Acta Horticulturae* volume for that symposium. This is calculated on the basis of total pages expected (i.e., the number of expected contributors times the number of pages per contribution).

Once the symposium is concluded, and the final number of pages and number of participants confirmed, the ISHS Secretariat is prepared to revisit the quotations originally provided as long as the number of participants exceeded the break-even number of 100. Where this is the case, the total cost to the Convener can be reduced. Note, however, that when the number is less than 100, the ISHS will retain the original quotation and cover any shortfall associated with a possible lower print run.

Finally, it must be understood that the price printed on the cover of each *Acta Horticulturae* volume is not the cost charged to the Convener. This cost applies only to single copy sales that booksellers and other retailers charge to their customers.

6. Organizing Committee

The organizing committee has the responsibility for the full symposium planning. The Chair of the organizing committee is normally the Convener of the symposium. The members of the organizing committee are appointed by the local institution(s) sponsoring the symposium. It is recommended that members of the organizing committee be appointed for specific responsibilities such as treasurer and secretary.

7. Scientific Committee

The event's scientific committee will advise the organizing committee about the scientific content of the symposium, e.g. topics for the sessions, invited speakers, arrangement of posters and papers in the program, and evaluation of manuscripts for publication in *Acta Horticulturae*.

The scientific committee, composed of relevant scientists, should include members from different countries. The members of the scientific committee and the invited speakers are very important. Include their names in the first and second announcements.

8. Editorial Board

The Convener in co-operation with the Chair of the ISHS Division/Commission will **nominate an Editor** (in many cases it will be the Convener) (a responsibility that can be shared by max. up to three persons) and an **Editorial Board** for *Acta Horticulturae*. The Editor(s) and Editorial Board assume responsibility of monitoring the scientific and technical standard of the publication and the correctness of the language. Each paper must be reviewed by at least two persons – the Editor and a member of the Editorial Board – for acceptability. When there is a dispute a referee is chosen. Unsuitable manuscripts should be returned for revision or rejected. The Editor(s) will be acknowledged on the cover, and the Convener(s) and members of the Editorial Board inside the *Acta Horticulturae* volume. It is important that the names, and order of names, be decided firmly by the Convener(s) when the manuscript is submitted.

9. Contacts with the ISHS

The agreement with ISHS is based on a consultation with the Chair of the ISHS Division/Commission and Working Group promoting the symposium, the ISHS Executive Director at the ISHS Secretariat, and the Convener of the symposium. The Chairperson will advise on scientific matters and the Executive Director on organizational aspects. The ISHS Secretariat will take all efforts to announce the symposium among a broad audience of potential participants. At a later stage the ISHS Secretariat will provide the Convener with Society's publicity material for distribution during the symposium.

It is very important for the Society to use the symposia as an opportunity to collaborate with national institutions in the host country, for advertising the activities of ISHS, and for increasing its membership. The symposium organizers are encouraged to financially support the attendance of one ISHS official representative. This person should be agreed between the Convener and the Chair of the ISHS Division/Commission.

Upon approval of the symposium, workshop, or meeting the Society will provide announcements in *Chronica Horticulturae* and on the ISHS website.

10. ISHS Young Minds Award

The ISHS representative, together with the Convener, will set up a special committee to select the best oral and the best poster presentation, given by a junior scientist as presenter and first author of the work. Junior scientists should be enrolled in a university or college and can be undergraduate, graduate or postgraduate (limited to 6 months after finishing the program of study), and with an age limit of 35. The ISHS representative or Convener will present the ISHS Young Minds Award certificates to the awardees during the symposium.

11. Time Schedule

Two years before the event:

- approval by ISHS of Convener, subject, date and place
- Organising Committee appointed
- Scientific Committee appointed
- general outline of the symposium

Eighteen months before the event:

- launch of symposium website
- first circular with preliminary application form
- invitation of keynote or invited speakers

Twelve months before the event:

- second circular
- preliminary scientific program
- name of invited speakers
- call for abstracts

Six months before the event:

- deadline for receipt of abstracts

Three months before the event:

- suggested date for receipt of manuscripts for *Acta Horticulturae*
- deadline for advanced registration and hotel booking
- definitive program

At the start of the symposium:

- completion of reviews for *Acta Horticulturae*, and online publication of articles

II. Preparation of *Acta Horticulturae*

1. What is *Acta Horticulturae*

Acta Horticulturae is a scientifically reviewed publication series of proceedings of ISHS symposia. It is the objective of ISHS to include in the proceedings all relevant papers from oral and poster contributions presented in order to provide an archival record of the scientific content of the symposium.

Acta should be planned when the scientific program is arranged, by identifying the papers that will constitute the core of the publication. Papers can be added to fill in the various chapters so that all major subject matters of the symposium are covered. The major interest of a symposium is delivering, receiving, and discussing information. The proceedings are the only tangible output that remains when the symposium is over. The *Acta* are archived, reach those who could not attend, and represent a historical record of the symposium. *Acta Horticulturae* issues, if well organised and properly edited, are excellent books on specialised horticultural subjects.

Acta should be a publication with a high scientific, technical, and editorial content. The regulations for the publication of the proceedings are mentioned in the special agreement to be signed by the organiser of a symposium, by the institution involved and by the Executive Director of ISHS.

2. Manuscript Submission

All oral and poster symposium presentations are eligible for publication in the proceedings if a suitable manuscript is prepared and submitted on time to the Editorial Board.

Invited and keynote speakers **must** submit a manuscript for *Acta*. This obligation should be stated very clearly when these authors are invited. Authors of oral presentations **must** submit a manuscript for *Acta*. If this is not agreed to by the author(s), the work should be presented as a poster. Authors of posters are welcomed to submit their manuscript for *Acta Horticulturae* but posters cannot be published as such.

All abstracts and full text articles must be submitted and reviewed using ROSA – Responsive Online System for Acta Horticulturae submission and review. The system allows the Convener, Editor-in-Chief and Reviewers to provide smooth follow up of the scientific review, and the ISHS Secretariat to minimize the timelag between the review and the final publication date. Running a quality service for submitting abstracts and reviewing papers comes at a cost; consequently an abstract submission charge applies to the submitting author, which partially covers the expenses for infrastructure overhead, hard/software maintenance, etc. Additional information can be obtained from the ISHS Secretariat or at <https://www.ishs.org/faq>.

The ISHS claims traditional copyright protection of all material published in *Acta Horticulturae*, except where copyright is held by a third party such as a governmental agency and, upon request, permits fair scientific use as long as the author and ISHS are credited.

3. Manuscript Length

Manuscripts should be as concise as possible in order to reduce to a minimum the number of pages of each *Acta*. As a general rule, the maximum number of pages is 16 for invited papers and 8 for submitted oral papers and papers resulting from poster presentations. An average page of text will contain about 800 words. Manuscript reviewers will delete unnecessary information and will advise on the number of pages each manuscript should have, taking into account its content and characteristics.

Only full manuscripts of reviews or contributed papers will be considered for publication. Papers reporting results of experiments normally include at least four sections: abstract; introduction; materials and methods; results and discussion. Other types of papers may have different formats. Abstracts or extended summaries will not be published.

4. Criteria for Acceptance of Articles for *Acta Horticulturae*

- a. English language is understandable.
- b. Format fits ISHS guidelines.
- c. Paper represents a contribution to horticulture. It is either original, confirmatory or a synthesis of information related to the theme of the *Acta*.
- d. Information of data is correct.
- e. Data should be statistically analyzed where appropriate.
- f. Literature cited and references cited in the article should be appropriate.

5. Manuscript Reviewing

It is essential that *Acta Horticulturae* be strong in content. This is the responsibility of the Editor(s) (Editor-in-Chief) and the Editorial Board and reviewers. The Convener, in co-operation with the Scientific Committee and with the agreement of the Chair of the ISHS Division/Commission and Working Group involved in the symposium, will therefore appoint the Editor(s) and Editorial Board with at least one native English scientist with a profound knowledge of the theme of the symposium. The Editorial Board members that co-ordinate the editorial work will be acknowledged as Editor.

Before acceptance all manuscripts should be evaluated by at least two reviewers for scientific and technical merit and correctness of the language. The major task of the Editorial Board will be to improve the overall quality of the publication. Members of the Editorial Board are expected to help those participants with some difficulties to bring their papers up to a satisfactory standard.

The first priority in the reviewing process is the rigour and clearness of the manuscripts. Manuscripts based on previous published articles by the author are acceptable.

The Editorial Board should be in contact before the symposium to distribute tasks and to set deadlines for manuscript reviewing.

6. Instructions to Authors

Manuscripts for publication in *Acta Horticulturae* must be prepared as indicated in the ISHS authors guide, which can be obtained from the ISHS website at <https://www.ishs.org/authors> or from ROSA – Responsive Online System for *Acta Horticulturae* submission and review. All manuscripts must be submitted in electronic format through ROSA. Manuscripts should be written in English. However manuscripts in Spanish and French are acceptable, in bilingual symposia, provided they include a one page extended abstract in English. An abstract in French or Spanish can be added to manuscripts in English.

7. Preparation of the Book

The words *Acta Horticulturae*, the number allocated to the proceedings, the year of publication, the abbreviated title of the symposium, the name of the Editor(s), and the DOI of the article will be included on the first page of each manuscript at the ISHS Secretariat. A serial number for an issue of *Acta Horticulturae* will only be provided just before printing.

The ISHS Secretariat assumes responsibility for publication and printing.

Each volume of *Acta* must contain:

- table of contents
- preface mentioning that the articles have been revised by the Editorial Board
- name(s) of Convener(s)
- name(s) of Editor(s) (maximum 3 persons)
- members of the Editorial Board
- members of the Scientific and Organizing Committee
- alphabetical list of authors
- list of participants
 - it is imperative to provide the ISHS Secretariat with the list of persons entitled to receive the *Acta* volume. This list will be used for mailing the *Acta* volume and should therefore include detailed and complete street addresses (note that PO Box addresses cannot be used for this purpose).
- articles based on invited presentations and on oral or poster presentations

The number of pages of a volume of *Acta Horticulturae* can be estimated following the calculation given in Annex 1, but normally one volume has a maximum of 600 pages.

The Editor will provide the ISHS Secretariat with a high resolution colour image, to be used for the coloured paperfold front cover of *Acta*. The image should reflect the subject of the symposium.

Note: for information on financing of the proceedings refer to the special information for Conveners and to paragraph 11.2.

III. Practical Organisation of a Symposium

1. Date

Factors to be considered are:

- off-season hotel rates
- public holidays
- best time for visiting laboratories or field experiments
- possible co-ordination with other symposia, ISHS business meetings or other gatherings in which participants could be involved.

Coordination with other meetings means less costs for those who also have to attend one or more of the other meetings.

2. Place

It is recommended to hold the symposium at a university, research institute or any other centre where:

- the meeting rooms are freely available to the organizer or with low hire charges
- personnel are available for the secretarial work of the symposium
- lodging is inexpensive

Transportation between hotels and the venue of the symposium may involve additional costs. Sometimes it proves more convenient to organize the symposium at a hotel where most of the participants can be accommodated.

3. General Subject, Content and Title

The general subject of the symposium – its aims and objectives – must be clearly defined. It should be discussed between the Convener, the Scientific Committee and ISHS through its Divisions/Commissions.

The symposium could be linked up with an important international event such as an International Horticultural Congress, an important flower exposition, a botanical event, or fruit and vegetable fairs. The number of specialists from abroad who have the opportunity to attend such a Congress or event is limited and it is therefore recommended to hold **regional meetings** on subjects to be dealt with at Congresses.

4. Registration Fee

The registration fee paid by the participants and the additional subsidies provided by sponsoring institutions should be enough to cover all expenses of the symposium.

The fee should be calculated considering the following costs:

- one volume of *Acta Horticulturae* for each participant (cf. *Acta* preparation);
- the obligatory expenses for the organization e.g. meeting rooms, translation, invited speakers, secretariat, printed material, mailings, website. Note that these expenses are relatively independent of the number of participants and so will be very high per person in the case of smaller numbers;
- the expenses related with each individual participant e.g. excursions, transportation, meals.

There will be two registration fees:

- regular registration fee for NON-ISHS members covering the costs listed above;
- discounted registration fee for ISHS members, which should be at least 80 euro lower, and covering the costs listed above;

Higher fees should be considered for participants registering after a certain date. In such case the fee paid by non-members will also be higher than that paid by ISHS members.

Provision for reduced fees for students and for one-day registrations should be considered.

5. Preparations

Eighteen months before the symposium the organizers should have discussed and reached an agreement in outline on:

- specific subjects for lectures on invitation
- contributed papers and posters
- time schedule for the sessions and specialists to be invited for lectures on specific subjects
- persons to be invited as chairmen of the sessions

Twelve months before the symposium, invitations are sent out for participation, invited speakers and contributed papers and posters, if these are planned, together with relevant instructions. All speakers should have instructions concerning:

- the deadline by which abstracts have to be submitted online
- the deadline by which papers have to be submitted online

- the language to be used
- the maximum length of a paper
- the ISHS instructions for authors as available at <https://www.ishs.org/authors>

6. Length of the Symposium

The length of the symposium depends on the number of speakers and the time needed for each presentation, poster sessions and excursions.

The time per speaker will be about 15-20 minutes for contributed papers and around 20-40 minutes for invited speakers. There should be enough time available for discussion, immediately after each presentation or at the end of the session.

A symposium without discussion is not a true symposium. At least 5 minutes of discussion should be planned for each speaker. It is against the spirit of a symposium when the chairman of a session has to announce that due to lack of time, questions should be dealt with in the corridors.

The sessions should not be too long. Sufficient time should be left for breaks, informal discussion, and poster sessions. It is better to have more posters than having the oral sessions overloaded with papers. The Convener in co-operation with the Scientific Committee should decide whether a submitted contribution is to be presented orally or as a poster.

7. Oral Sessions and Posters

It is much better to have less oral sessions with fewer oral presentations and more time allocated for each one than to have oral sessions overloaded with too many speakers with a short time for paper presentation. It is important to have several keynote speakers that will address the main topics of the various oral sessions. The presentations in each of the oral sessions should relate to a common topic. Offered presentations that do not fit in any of the oral sessions should be presented as posters.

Poster sessions are as important as oral sessions and should be treated accordingly. A special attention should be put on poster display facilities and on the need of enough space for circulation during poster viewing. Posters should be sufficient time on display and have special sessions for discussion. Poster abstracts are to be published in the book of abstracts and numbered for easy identification. It is recommended that nominal prizes be offered for superior posters, especially by students.

8. Excursions

Excursions should be carefully planned well in advance. It is recommended to organize such trips not only before or after the symposium but also during the symposium. They provide an appreciated break from the formal proceedings, and also a good opportunity for discussion.

Sessions day after day without a break are too tiring, with the result that interest drops. Moreover in many cases sponsored participants are not allowed to participate in excursions after the closing session of a symposium.

As a rule professional excursions are arranged such as visits to research institutes, laboratories and horticultural centres. The opportunity may also be taken to acquaint participants with cultural aspects of the area e.g. history, art and scenery.

9. Social Events

Frequently a government, one of its agencies or another body, is willing to invite the participants to some social events. Experience has shown that in general a more-or-less informal closing dinner will be highly appreciated by participants.

10. Program for Accompanying Persons

A program for accompanying persons should be considered. It is recommended that staff members be asked to act as guides, and if necessary as interpreters. Pamphlets from the local tourist office or travel agencies could be included in the information sent to the participants.

11. Finances

11.1. Budget (Annex 1)

A symposium must be self-supporting. All expenses have to be met by the participants and the host institute or an agency of the host country sponsoring the event. If no other funds, for example from subventions, are available, the costs of the symposium must be paid by the participants themselves. Consequently these costs must be kept at a reasonable level.

To ensure that the expenses resulting from a symposium are covered by the income, it is necessary to draw up a realistic budget. This means that the various items have to be separately estimated while further inquiries on prices, wages, etc. are to be made. An example of such a budget is included in Annex 1.

The budget, endorsed by the Convener and the Institution involved, should be submitted to the ISHS Secretariat

on the budget form sent to the Convener and is part of the agreement. The ISHS Executive Director is authorized on behalf of the ISHS Board, to discuss the details of the final budget with the Convener.

The host institute may help to lower the overall cost by:

- having personnel available for secretarial work
- putting meeting rooms at the disposal of the participants
- making arrangements for inexpensive lodging.

11.2. Cost of Proceedings

With the budget form the Convener is able to calculate the estimated number of pages of the *Acta Horticulturae*. **Together with the price per page, which the ISHS determines every year, the Convener is able to estimate the price of a copy of *Acta Horticulturae* that has to be included in the symposium fee.**

The Executive Director of the Society is authorized on behalf of the ISHS Board, to agree on the contribution towards these costs taking into consideration:

- a) the number of pages,
- b) the number of copies to be published and the total cost of publishing,
- c) the price for which this *Acta* will be sold one or two years later.

In case the number of pages received for publishing is higher than foreseen, the contribution to the publishing costs will be revised by the Secretariat in consultation with the organizers.

The Convener is expected to order at least 100 copies of *Acta Horticulturae*.

It is necessary to make good arrangements with the ISHS Secretariat regarding the contribution to the proceedings well in advance and in any case before the symposium fee is determined.

11.3. Fee

The participant's fee should include the following cost-elements:

- meetings (cost of rooms, refreshment breaks, audiovisual expenses)
- proceedings (*each participant will receive a free copy of the proceedings, only if the symposium fee has been paid*).

Optional

- excursions
- transport
- lodging, only if arranged through the host institute
- social events
- cultural programs

The fee will be determined by the Convener as follows:

- a) Non-ISHS members pay the regular registration fee.
- b) ISHS members pay a discounted registration fee, with the discount equalling a current one year subscription figure (80 euro).

11.4. Final Account

After the symposium the Convener will receive an invoice from the ISHS Secretariat for the cost for the proceedings.

12. Accommodation

If the host organisation is not able to accommodate the participants, the organizers of the symposium should indicate the price categories and type of **rooms at local hotels, motels or boarding houses**, as well as the approximate cost of meals. Furthermore they have to be sure that sufficient accommodation is available for the period of the symposium.

13. Secretariat of the Symposium

The separate activities to be considered are:

- scientific and technical program
- excursions
- transportation
- housing/accommodation
- social events
- cultural program
- administration, finances and bookkeeping
- printing and translation

- refreshment breaks...

It must be made clear which member of the secretariat will be in charge of each of the above. Separate administration and bookkeeping of the symposium should be set up. A member of the staff can be designated by the Convener for the preparation and execution of the scientific and technical program.

14. Announcements

Interested persons, institutions and participants will receive a first, second and final announcement with information on:

- the organization of the symposium
- the financial aspects
- the more general information

In these documents the Convener mentions the relation with the ISHS and its Divisions/Commissions.

To reach a broader audience and to provide participants with up-to-date information on the symposium it is essential to set up a symposium website. The URL of the symposium website will be listed in the ISHS Calendar of events.

The ISHS logo must be used on all circulars, website(s) and other documents

A copy of the ISHS logo in electronic format is available at <https://www.ishs.org/logo>.

Information for ISHS

A copy of each announcement should be sent to:

- the ISHS Secretariat
- the Chair of the ISHS Division, Commission or Working Group involved

14.1. Organization of the Symposium with:

- time schedule of sessions
- the subjects to be covered
- planned excursions, social events and cultural program

14.2. Financial information on:

- participant's fee, **including a free copy of *Acta Horticulturae***
- fees for excursions, social events and cultural program
- price of single and double rooms in different categories

14.3. General information such as:

- location of the registration desk
- symposium contact information
- means of transport
- national currency value
- application forms for registration and room reservation

15. Translation

It is of great importance that all participants are familiar with the language of the symposium. If not, simultaneous translation will be necessary. Do not use consecutive translation which is very confusing at a symposium.

Simultaneous translation means that the translation is given at the same time as the presentation. This is only possible if the appropriate equipment is available. If undertaken by professional interpreters, the costs will be high.

16. Publicity

16.1. Questionnaire for the Symposium (Annex 2)

An updated ISHS Calendar of events mentioning the symposia that will be held in the coming years is available on the ISHS website as well as in every number of *Chronica Horticulturae*. The questionnaire must be completed and returned to the ISHS Secretariat. The information will then be published in the ISHS Calendar of Events.

An ISHS symposium will only be publicised if the agreement is signed in time.

Publicity before the symposium could stimulate the attendance. It is recommended that editors of scientific or technical journals, specializing in the discipline concerned, be informed of symposia.

16.2. Promoting ISHS at the symposium

The Convener should promote membership of the ISHS both before and during the symposium. Therefore the

ISHS Secretariat will send the Convener pamphlets on ISHS and application forms, to be distributed among interested participants.

A representative of the ISHS Division/Commission and/or the Society should attend the symposium and make a brief (about 5 minutes) talk of welcome and introduction. Usually a business meeting of the ISHS Division/Commission is included as part of the symposium program.

In some cases a staff member of the ISHS will attend the symposium and have a small ISHS booth on the spot.