

RULES FOR SCIENTIFIC MEETINGS

A. GENERAL

One of the essential tasks of the Union is to encourage circulation of ideas and to disseminate information on scientific results by organizing scientific meetings.

Such meetings are (a) Symposia (b) Colloquia (c) Commission Meetings and (d) Joint Discussions during General Assemblies.

Each meeting has to be proposed or sponsored by one or more Commissions. It is organized either by the Organizing Committee of a Commission (case c), or by an Organizing Committee appointed by the Executive Committee (cases a, b, d).

Symposia and Joint Discussions cover broader fields and have larger attendance. Their Proceedings are published by the IAU.

Colloquia and Commission Meetings deal with somewhat narrower topics and last a shorter time. Their Proceedings are not published by the IAU, except for short summaries of the Commission Meetings which appear in the Proceedings of the General Assemblies.

The publication of Proceedings of Colloquia is decided and arranged by their Organizing Committees.

Commission Meetings held in the course of General Assemblies are of two kinds: (a) Business Meetings, including organization of specific projects, and (b) Scientific Meetings on specific subjects. Such meetings can be organized jointly with other Commissions. Meetings of Working Groups deal, as a rule, with business.

Attendance of Symposia and Colloquia is by invitation from the President of the Scientific Organizing Committee only.

Symposia and Colloquia held in conjunction with a General Assembly should preferably take place in the same country as the General Assembly.

Proposals for Symposia and Colloquia are addressed to the Executive Committee through the Assistant General Secretary (copies should be sent to the General Secretary). Such proposals should be accompanied by letters of Presidents of Commissions sponsoring them. The proposal should contain (1) the title of the Symposium or Colloquium, (2) the date and place, (3) the contact address, (4) the suggested composition of the (Scientific) Organizing Committee, (5) the composition of the Local Organizing Committee, (6) the approximate number of participants, (7) any financial support other than from the IAU, (8) the IAU support asked for, (9) the suggested Editor(s) of the Proceedings (if there will be Proceedings) and, (10) a preliminary scientific programme, or simply the topics to be covered. The proposal should also state why the meeting is useful or necessary at the time proposed.

Proposals for Meetings of Commissions or Joint Discussions during a General Assembly are addressed to the General Secretary, according to the time-table set by him.

The agenda of scientific meetings may consist of (a) Invited Papers, (b) Contributed Papers, and (c) Discussions.

The Organizing Committee decides on the invited speakers, accepts or rejects contributed papers, decides on the subjects, programme, way of discussion, translation, recording of discussions, organization of the secretariat, etc. Invited speakers should, as a rule, review a certain topic and not restrict themselves to their own work.

It is advisable to have mimeographed summaries of papers for distribution to all participants before the Meeting.

B. TIME TABLE

Any proposal for a Symposium or Colloquium should be made at least one year before the meeting.

Presidents of related Commissions should be informed of the proposals and invited to send in their comments.

Fully documented proposals are submitted by the Assistant General Secretary to the Executive Committee. The Executive Committee either accepts or rejects the proposals. In the former case the Executive Committee decides, after consultation with the authors of the proposal and interested Presidents of Commissions, on the title, date and place, president and members of the Organizing Committee, financial support, Editor(s) of the Proceedings and topics to be covered.

Changes in the original proposals are sometimes necessary in order to ensure the international character and broad scientific coverage in the Organizing Committee or to avoid overlapping with similar meetings. The Executive Committee may ask other Unions to co-sponsor a particular Symposium.

The President of the Organizing Committee

(1) invites participants to the Symposium or Colloquium once the meeting is accepted by the Executive Committee;

(2) accepts or rejects requests for participation;

(3) invites contributions and sets a deadline for submission of abstracts of papers.

(4) informs the Assistant General Secretary as follows:

About 4 months before the meeting:

(a) detailed programme

(b) choice of participants

(c) provisions made for local organization.

About 2 months before the meeting: distribution of the IAU financial allocation.

The Assistant General Secretary should also be informed of any change in the programme of the meeting.

C. PARTICIPATION OF THE IAU IN JOINT SYMPOSIA

The IAU is willing to participate in Symposia, jointly with other Unions or Inter-Union Committees, either as a principal or a subsidiary participant.

As the principal participant, the IAU:

(a) proposes the Symposium and, either alone or in consultation with other Unions, plans the main features such as scope of subject, place and date;

(b) appoints an Organizing Committee and its President;

(c) invites the co-operation and participation of other Unions; such co-operation could include, depending on circumstances:

(i) discussions of the main features;

(ii) appointment of representatives on the Organizing Committee;

(iii) the drawing up of a list of participants, a scientific programme, methods of presentation, etc., through the representatives on the Organizing Committee;

(iv) discussion on the publication of the Proceedings, together with all associated questions of free distribution, price, payments and subsidies;

(d) would normally expect the other Unions to make some contribution to the expenses of the Symposium;

(e) would normally arrange for publication of the Proceedings as one of the IAU Symposium volumes, but would consult the other Unions as to their wish to have special copies or to contribute financially in return for the volume being included in their series.

As a subsidiary participant, the IAU would:

(a) accept the leading role of the principal participant in all relevant matters;

(b) wish to appoint representatives in the Organizing Committee, to be consulted on all important questions, and to be kept informed of decisions on other matters;

(c) in principle, contribute towards the expenses;

(d) wish to be consulted in regard to the publication of the Proceedings, especially in regard to the distribution of free copies to participants.

The IAU would like to suggest that Symposia organized jointly by one or more Unions should always be announced in the following terms:

Organized by the IAU in co-operation with IUGG and COSPAR (e.g.)

or

Organized by IUHPS (e.g.) in co-operation with the IAU.

D. FINANCIAL PROBLEMS

The Executive Committee of the IAU allocates to each Symposium or Colloquium a limited sum which is meant as a 'catalyzer' to encourage other international or national organizations to subsidize it. Colloquia receive smaller amounts than Symposia. The IAU grant is used exclusively to cover travel expenses of the participants and to meet some of the expenses of the secretariat of the Symposium or Colloquium, if necessary. Other expenses are generally covered as follows:

Subsistence expenses of the participants: by the participants themselves or by grants from their governments or home institutions.

Travel expenses of the participants: partly by grants from the IAU funds, partly by grants from other organizations.

Expenses of the secretariat of the Symposium or Colloquium: partly from the IAU funds, partly by organizations in the host country or by home institutions of the members of the Organizing Committee.

Local organization (receptions, social events, excursions): by the host municipality, country or institute.

The president of the Organizing Committee encourages each participant to apply for financial aid from his home institute or country.

He invites applicants to specify their requests for IAU support (the form 'Application for Travel Grant' can be obtained from the Executive Secretary).

After the President of the Organizing Committee establishes the financial support available to participants from other sources, he suggests to the Assistant General Secretary how to distribute the IAU funds.

E. LOCAL ORGANIZATION

As soon as one of the members of the Organizing Committee is put in charge of the local organization, he appoints a Local Organizing Committee and informs the President of the Organizing Committee of its composition.

The Local Organizing Committee takes care of the smooth running of the Symposium or Colloquium. It does not receive any financial help from the IAU, the necessary expenses being covered by local funds or by contribution from the participants.

The requirements of local organization are generally as follows:

1. Meeting rooms suitable for the expected number of participants should be located and reserved.
2. Arrangements should be made to mimeograph and distribute papers presented by the participants, if desirable.
3. Sufficient secretarial and technical assistance should be made available for typing and duplicating, and for operating tape recorders, microphones, projection equipment, etc.
4. If the Organizing Committee decides to have the discussions recorded, arrangements should be made either (a) to have all discussions recorded on tape, or (b) to provide each speaker with a sheet of paper on which he is to write out his remarks immediately after he has delivered his contribution. In the first case it is highly desirable to have the tapes transcribed before the end of the meeting and ask the speakers to edit their remarks. This will avoid lengthy correspondence between Editor and contributor.

5. Information on accommodation (hostels, hotels, etc.) should be sent to the President of the Organizing Committee and to prospective participants as early as possible.

6. All participants should be asked to send their wishes as regards accommodation, excursions, and social events to the Local Organizing Committee.

7. Receptions and excursions can be organized during the free periods of the meeting, or just before and after the meeting. A ladies programme is a welcome courtesy.

8. Participants should be informed of the reservations made for them, and how to proceed to their hotel and to the meeting place on arrival. Arrangements to meet each participant at the airport or the railway station are welcome.

It is customary for the Local Organizing Committee to print or mimeograph the final programme, including any other useful information, to be distributed to participants on arrival.

F. PUBLICATION

The IAU believes that the Proceedings of Symposia are of such general interest that their early publication is desirable. Their publication and distribution have therefore been entrusted to a commercial publisher.

The main requirements for Proceedings volumes are:
their early publication;
their scientific value and originality.

It occurred in the past that a paper, first published in a Symposium volume was later offered to a regular journal, and *vice versa*. Thus it may happen that the paper in the Symposium volume lags behind the very same paper published in the journal.

Many Editors find it difficult to refuse publication of papers once accepted for oral presentation. This policy, however, reduces the quality of the published Proceedings, and increases their costs. Moreover, it leads to unnecessary duplication.

This can be avoided if Editors adhere to the following rules:

- (1) Normally only invited papers should be included in Symposium volumes.
- (2) Contributed papers should not be accepted for publication unless they are of high quality and contain new material (relevant to the subject of the Symposium) not to be published elsewhere. In general, authors should be advised to send their contributed papers to regular journals, and only publish summaries in the Proceedings, with reference to the original papers.
- (3) It may sometimes be advisable to have a number of contributions critically summarized by an eminent scientist into a single short paper.

Editors should not hesitate to discard, or reduce the length of, contributed papers in order to add to the scientific value of the Proceedings. Detailed theoretical derivations, lists of observations and tabular data should be avoided.

The Editor of Symposium Proceedings is appointed by the Executive Committee, as a rule from among the members of the Organizing Committee, on the proposal of its President. It is desirable that the Editor, or one of the Editors, should be from an English-speaking country.

The Editor is responsible both for the scientific value and the appearance of the Proceedings.

His main tasks are:

(a) To inform the participants in ample time before the meeting in what general form their contributions should be submitted and what is the deadline for submitting the final version of the manuscripts. This deadline should never be longer than a few days after the meeting.

(b) To inform the participants about the IAU rules (see the IAU Style Book, pp. 254–264.) for publication of the IAU Proceedings, and to emphasize that all contributed papers should be refereed before publication.

(c) To discuss with the Organizing Committee and Local Organizing Committee the method of recording the discussions. In some Proceedings, discussions have a most prominent place, in others only some of the most important discussions are included, and emphasis lies on speedy publication.

(d) To arrange the refereeing of contributed papers. This may be done by the Editor himself

or by another member of the Organizing Committee. For the sake of early publication prospective referees should be asked how many papers they can referee within a given time. The Editor should either accept a paper, or reject it. No time should be allowed for revising a paper.

(e) To reduce the length of papers and discussions, to avoid duplication, and to improve the language whenever necessary.

(f) To check whether the IAU rules have been applied in each paper. For instance a paper should have an abstract, good figures with captions, references in correct form, correct abbreviations and transliterations, clear mathematical symbols, numbered sections, etc. The same applies to the Discussions. The Editor should try to make all necessary corrections himself. In some cases he may have to ask the authors to provide missing abstracts, better figures, etc. This should be done at the earliest possible date and a deadline should be fixed, usually after previous consultation with the publisher. If the material requested does not arrive within the deadline, the whole paper should be omitted. The Proceedings should not be delayed because of a few incomplete papers.

(g) To write an Introduction, Table of Contents, etc. In order to secure uniformity the Editor may consult recent IAU Symposium Proceedings. However, the new IAU Style Book (p. 254-264) supersedes any previous practice by authors, or Editors.

(h) To send copies of the edited manuscripts to the authors in cases of substantial changes by the Editor and to inform them that excessive author's corrections will not be acceptable.

(i) To send the edited manuscript to the publisher not later than two months after the Symposium. Copies of the Introduction, Table of Contents, and abstracts of the papers should be sent to the Assistant General Secretary.

(j) To be in close contact with the Assistant General Secretary of the IAU and the publisher, especially as regards deadlines and doubtful cases.

In order to obtain a presentation that will indicate that the volumes of IAU Symposia form a series, the Union requests that the Scientific Editors adhere to the following recommendations:

Title page. The title page should include explicitly, above the title of the Symposium and the date on which it was held, the words 'IAU Symposium No...', followed, where appropriate, by the words 'Organized by the IAU in co-operation with...' in which the list of organizations is limited to the Scientific Unions, the Scientific Committees (such as COSPAR), and Inter-Union Commissions of the ICSU (such as IUCSTP). The participation of UNESCO will be acknowledged by the following wording: 'Published for the International Council of Scientific Unions with the financial assistance of UNESCO'.

Table of Contents

Introduction. The introduction by the Editor should mention the various aspects of the organization of the Symposium, the members of the Scientific Organizing Committee and of the Local Organizing Committee, and express appreciation of their work.

The support of the IAU and of other Unions, of the UNESCO, of international, national, or local organizations should also be recognized.

Proceedings of the Symposium

Alphabetical Index of names and subjects, if practicable.

About two months after receipt of the manuscript the first proofs will be sent to the authors, and copies to the Editors.

The Editors should set a deadline for receiving the corrected first proofs back. Proofs not returned in time should be corrected by the Editor; in this case belated author's corrections are ignored. About one month after the corrected first proofs are in, the second proofs are sent to the Editors. Second proofs are not sent to the authors.

Printing and binding will take another two months.

Thus, Symposium volumes may be on the market 8 months after the Symposium.

Symposium participants shall obtain, free of charge, 25 copies of their contributions. Further copies can be ordered when the first proofs are returned. All IAU members can purchase Symposium volumes at reduced prices.