

**ICES Symposia  
Guidelines for Conveners**  
Revised March 2019

## **Organization**

Symposia are an important part of the ICES work programme, not least because they broaden the diversity of scientists who participate in ICES activities. Therefore, ICES welcomes proposals for symposia on topics that are relevant to the science priorities of the ICES Strategic Plan.

Proposals for ICES symposia are endorsed by SCICOM resolution. An example of a draft SCICOM resolution for an ICES symposium is attached as an annex.

Normally, ICES approves up to three symposia for publication in *ICES Journal of Marine Science* per year, but symposia to be published elsewhere are also endorsed. Please note that *ICES Journal of Marine Science* does not accept requests for symposia issues when conveners intend to publish in multiple outlets.

## **Timing and location**

Please inform the Secretariat of any changes to the dates and location for the symposium as soon as these changes are known.

## **Scientific steering group**

The conveners are responsible for establishing the Scientific Steering Group, prospective members of which should be included in the Council resolution. The co-organizers and co-sponsors may be invited to nominate a representative to this group.

## **Event coordinating group**

A member of the ICES Secretariat will be appointed to support the conveners, if it's deemed necessary and if resources are available, and may attend the symposium to ensure that registration, distribution of meeting documents, agenda, programmes, and other practical aspects of handling the symposium run according to plan.

## **Opening address**

Generally, an ICES official appointed to act on behalf of the Council opens ICES symposia with an address.

## **Announcements and call for papers**

The ICES Secretariat may be requested to host the symposium website on the ICES webpage. If this is the case, the symposium website will follow the ICES template, and the graphic and text material for the site must be provided by the symposium organizers. In addition, the ICES Secretariat may be requested to provide and maintain the registration and abstract submission facilities. These requests must be specified in the resolution under "Secretariat Facilities" and made upon submission of the proposal. Conveners may set up their own website; the Secretariat will create a link to it from the ICES website.

Announcements and the Call for Papers should be consulted with the ICES Secretariat, ensuring that the text and key matters of content are suitably covered. Conveners are responsible for preparing the first draft of any flyers or the Call for Papers.

If *ICES Journal of Marine Science* is to be used as the publication outlet, then the text in the flyer should read, "Selected manuscripts will be considered for publication in *ICES Journal of Marine Science*, and can be submitted at any time until the deadline"

The flyer/Call for Papers may be printed by ICES, if requested by the conveners, and a suitable number of copies will be sent to them and the Steering Group for distribution. ICES will distribute the flyer/Call for Papers within its own contact network (including other international organizations and relevant bodies). Distribution by the conveners and Steering Group will be at their own expense.

Please consult the ICES symposia website (<http://www.ices.dk/publications/our-publications/Pages/Marine-Science-Symposia.aspx>) to see examples of material prepared for recent ICES symposia. Draft flyers should be submitted to the Secretariat no later than two years prior to the symposium.

The flyer and any other promotional material and information about the symposium will be posted on the ICES website. Conveners may set up their own website; the Secretariat will create a link to it from the ICES website.

### **Excursions, receptions, and dinners**

These are activities that can be arranged for with the assistance of a professional booking agent (a service offered by many travel agencies). The booking agent will collect payment for excursions, and some will also provide bilingual conference hostesses, etc. Conveners may wish to reserve an afternoon for excursions when planning the programme. This is optional and will depend on the number of presentations and scientific sessions. Conveners will decide if admission to the symposium dinner is included in the registration fee.

### **Financial and budgetary matters**

ICES symposia must meet their own costs. Conveners are responsible for preparing a budget to this end. The symposium will normally earn most of its income from a conference fee, which is set by the conveners in consultation with the Secretariat. The business model for the conference is expected to specify the expected sources of income and nature and coverage of expenses. The information should be briefly presented in the resolution under "Resource Requirements".

The maximum amount of funds that can be requested from ICES is EUR 10,000.

## Registration fee

The most important consideration when calculating the budget is the registration fee. Normally, the fee will cover the cost of the symposium proceedings, a complimentary bag including a Book of Abstracts, symposium sessions and workshops, welcome reception, symposium dinner, refreshments at poster sessions, refreshments during coffee breaks, and a copy of the symposium proceedings.

When establishing the registration fee, it is important to remember that fees for invited speakers, the local organizing committee, and theme session conveners will be waived. Students normally pay a reduced fee. Cancellations should also be taken into consideration. It is recommended that conveners fix a date after which no refunds can be made. In addition to cancellations, inevitably there will be some registered participants who fail to turn up. It is also recommended to set an "early bird" fee, and a "late registration" fee. This will encourage early registration, and clarify expected participant numbers, to facilitate practical planning.

## Costs

Some of which will be covered by the registration fee:

- Rent of conference centre and facilities (hardware, poster panels, assistance of bilingual hostess, technical support, etc.);
- Editing and production of the Book of Abstracts (optional/ available online, however if it is online, resources still need to be allocated to it to compile the abstracts);
- Complimentary bags (optional in an effort to reduce paper and plastic at the conferences);
- Decorations (plants, flowers, banners);
- Refreshments at coffee breaks;
- Wine/snacks at poster sessions;
- Welcome reception (completely or partially covered by the registration fee);
- Conference dinner;
- Buses to the welcome reception and other shuttle arrangements;
- Copy of proceedings (incl. shipping and handling of participants copies) (available online to reduce the burden of paper and plastic. Online will also require time resources).

## Publication of the proceedings

Arrangements for publication of the proceedings should follow the guidelines indicated in the Council resolution. Usually, proceedings of ICES symposia are to be submitted for publication in *ICES Journal of Marine Science* before alternative publication arrangements are made. Publication should occur as soon as possible after the symposium in question (typically 14-18 months).

Requests for symposium issues to be published in *ICES Journal of Marine Science* will be decided upon by the *Journal's* Editor-in-Chief. Conveners who intend to publish their symposium in the *Journal* are encouraged to contact the Editor-in-Chief before preparing their resolution.

The *Journal* does not engage guest editors. Rather, all submissions are screened by the Editor-in-Chief in consultation with members of the editorial board. To ensure consistency and quality control in manuscript processing and in editorial decisions, symposium manuscripts are handled in the same manner as regular-issue *Journal* manuscripts. Conveners are advised to read – and circulate to symposium delegates – the document, "[How to get published in ICES JMS](#)".

If pursued, each manuscript is assigned to a member of the *Journal's* editorial board whose

expertise is close to the manuscript's content. That editor is responsible for selecting referees and deciding upon the acceptability of the manuscript. The conveners, and symposium delegates, are often asked to serve as reviewers themselves.

Manuscripts are submitted online through the *Journal's* [website](#). During the submission process, authors will be asked to identify the symposium with which their manuscript is associated from a pull-down menu. They should also identify the symposium in their cover letter.

Conveners are expected to solicit high quality/broadly relevant manuscripts from their presenters, particularly from keynote and other invited speakers.

Conveners should prepare a spreadsheet listing the presentations delivered at the Symposium (names and affiliations of the authors and titles of their presentations), clearly indicating which are expected to submit manuscripts. This should then be sent to the Editorial Office Manager, **Naomi Conneely** ([ices.editorialoffice@oup.com](mailto:ices.editorialoffice@oup.com)) and Editor-in-Chief, along with a cover letter stating the deadline that has been set for submissions. The Editorial Office will inform the conveners of the manuscripts that have been received shortly after the deadline. Thereafter, monthly updates on the status of submitted manuscripts will be sent to the conveners.

When the content of the symposium issue is finalized, the conveners will receive the manuscripts that have been accepted. The conveners will be asked to write an introductory article providing the background and rationale for the symposium and a summary of the contributions and their significance. They will also decide upon the order in which the articles should appear in the print issue. The conveners are acknowledged with bylines in the symposium issue and will also receive a publication credit for their introductory article.

Symposium issues contain up to 200 pages. If it is anticipated that an issue will be larger than the agreed page allocation, contact the *Journal's* Editor-in-Chief. If more pages than agreed upon are required, the cost of the extra pages (£44.00 per page in 2018) must be paid from the symposium budget or by the authors concerned. Therefore, it is imperative that a system be put in place before the symposium to handle any such cost overruns. Online colour and conversion to grayscale print is free of charge but Authors will be charged £350/US\$600/EUR525 for print reproduction of each colour figure in their article. These extra costs may have to be covered by the symposium budget or by the authors.

In addition to the proceedings published as an integral part of each volume of *ICES Journal of Marine Science*, it is possible to publish additional proceedings as Supplements or Special Issues. In each such case, mutual agreement between the organizers of the symposium, the *Journal's* Editor-in-Chief, ICES Secretariat, and Oxford University Press must be reached beforehand about the precise conditions for publication, stipulated in writing. Additional symposium or supplement issues can be arranged at a cost of £44.00 per page in 2018. If the conveners would like to consider bearing the entire cost of an additional symposium issue, they should contact the *Journal's* Editor-in-Chief **Howard Browman** ([howard.browman@imr.no](mailto:howard.browman@imr.no)), the OUP publishing editor **Cailin Deery** ([cailin.deery@oup.com](mailto:cailin.deery@oup.com)), and the OUP Supplements Development Manager **Andrew Elias** ([Andrew.elias@oup.com](mailto:Andrew.elias@oup.com)).

#### Checklist for application for a symposia issue to ICES Journal of Marine Science:

If applying for a symposia issue to the *ICES Journal of Marine Science* it should be ensured that:

- all sub-topics covered by the symposium are represented by one or more articles

- the keynote speakers deliver synthetic reviews that reflect what they were invited to achieve with their talks;
- delegates are motivated to submit manuscripts;
- only high quality/broad interest articles are submitted (see the document "How to get published in *ICES Journal of Marine Science*", [HERE](#));

The application should include a detailed publication plan, which includes the following information:

- the anticipated contents
- if the symposium is expected to produce articles in excess of 200 pages, provide a statement confirming that the funding to support that will be available;
- state explicitly that the conveners agree to the 15-month turn-around schedule for publication (only if you are requesting *ICES Journal of Marine Science*);
- state whether you wish the Editor-in-Chief, and/or other members of the *Journal's* editorial board, to be present at the symposium to explain the manuscript review process, assess the quality of the presentations for possible publication, and to answer questions from potential authors.

### **Ordering printed copies of the symposium proceedings**

Printed copies of the symposium proceedings can be ordered for participants at the reduced rate of £30.00 in 2018, including postage, for a standard size issue (ordinarily, this cost is included in the participant registration fee). **Conveners must send the publishers an estimate of the number of participant copies and a geographical breakdown for distribution purposes three months before hard-copy publication.**

One month before publication, conveners must send either address slips or a comprehensive address list of all registered participants. The publisher will invoice the convener(s) for participants' copies once they have been sent; this must be settled directly with Oxford University Press. Note that if the proceedings issue exceeds the established standard size and if the copies must be sent to individual addresses rather than to one address, the cost will be adjusted accordingly.

## ***Annex 1 to Guidelines for conveners of ICES symposia***

### **Example of a draft resolution to hold an ICES symposium**

Please use the template below to formulate your draft resolutions.

A **Symposium on “Full title of the symposium”** will be held during [dates], at [place name and country] with [names and nationalities] as conveners. A Scientific Steering Committee and an organizing committee will be established with members nominated by relevant Working Groups or other relevant ICES bodies from among the ICES network of research institutes in order to assist the conveners in planning and executing the symposium.

### **Supporting information**

#### Priority

Specify why the symposium is of high priority for ICES.

#### Scientific justification

Specify the relevance of the topic for the ICES Strategic and/or Science Plans, especially for the science and advisory goals here. Outline if the topic has potential to open a new field of marine science, or if it accentuates current science activities in ICES. Indicate if and how the topic will reinforce existing relationships with other organizations and institutions. Should not exceed half a page of text.

#### Resource requirements

Organizing a symposium entails significant resource requirements, all of which must be met by the imposition of a conference fee. Indicate where and why additional funding requirements will be expected.

#### Participants

Indicate the range of participants from ICES member and other countries that can be anticipated.

#### Secretariat facilities

The ICES Secretariat may be involved in general professional and secretarial support, and the Secretariat may provide direct assistance during the symposium. Indicate where Secretariat involvement will be expected. *See Annex 2 for symposium website guidelines.*

### Financial

Specify the amount of funding that conveners expect from ICES. Note that ICES typically contributes to travel and subsistence of keynote speakers and/or ICES representatives, and to support for selected early career scientists.

### Linkages to advisory committees

Specify here if the symposium topic is directly related to the remit of the ICES Advisory Committee which may support the symposium.

### Linkages to other committees or groups

Specify here if the symposium topic is directly related to the remit of one or several ICES expert groups which may support the symposium.

### Linkages to other organizations

Mention here the organizations in question and the contact person(s), if applicable.

### Publication of proceedings

If there is a plan to publish the proceedings of the symposium, state whether *ICES Journal of Marine Science* (or a different journal) will be requested.

## ***Annex 2: Symposium website guidelines***

The terms and conditions for ICES symposium websites created and hosted by ICES Secretariat.

### **Symposium resolution**

Requests for Secretariat hosted websites should be indicated in the "Secretariat facilities" section of the original symposium resolution.

### **Website location**

Symposium websites are created as sub sites of the [ICES website](#).

### **Website design**

The symposium website will be created with the same design as the ICES website. It is not possible to change the colour or the format of the website template. ICES website design is defined in the [ICES design guide](#).

### **Website url**

It is recommended to create a short url for the website. This will be in the format: [www.ices.dk/name](http://www.ices.dk/name) or acronym of the symposium

### **Website content**

Symposium conveners will provide the website content: text, photos, including copyright information, etc. The Secretariat will dedicate a staff member, who will be responsible for updating the website accordingly. ICES communications staff may edit text content and make suggestions on how to display content on the website.

### **Registration and abstract submission**

If the website is to have online registration and abstract submission features, the timing of these going online should be indicated in the original symposium resolution. The Secretariat staff will need to include this in their yearly workplan, which are finalized in the end of each year.

### **How to write for the web**

Users read websites differently than newspapers or scientific articles. For guidelines and inspiration for your content, see [Writing for the Web Checklist](#).

### **Sample symposium websites**

[The 5<sup>th</sup> International Otolith Symposium](#)  
[MSEAS 2016](#)