



## **GUIDELINES FOR EXPRESSIONS OF INTEREST – Local Organising Committee and Congress Venue** **5<sup>th</sup> World Congress of Environmental and Resource Economists – June/July 2014**

Deadline for submitting expressions of interest: 15 March 2012

The Association of Environmental and Resource Economists (AERE – [www.aere.org](http://www.aere.org)) and the European Association of Environmental and Resource Economists (EAERE – [www.eaere.org](http://www.eaere.org)), in cooperation with the East Asian Association of Environmental and Resource Economics (EAAERE - <http://www.eaaere.org/>), solicit proposals for the Local Organising Committee and for the Venue for the **5<sup>th</sup> World Congress of Environmental and Resource Economists**, to be held in year 2014 tentatively between late June and early July.

These Guidelines for Expressions of Interest have the objective of offering applicants an overview of the administrative, organisational and financial responsibilities they are requested to undertake, and detailed instructions on how to forward their proposals to the Selection Committee.

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## CONGRESS OVERVIEW

The Congress will tentatively be held between the end of June and early July, 2014 and will run for 5 days. Day 1 is usually dedicated to registration and a welcome reception. The scientific activities usually occur from Day 2 to Day 5. Table 1 shows an example of a programme overview.

	Day 1	Day 2	Day 3	Day 4	Day 5
<b>8.00 – 10.00</b>		Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
<b>10.00 – 10.30</b>		<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>
<b>10.30 - 12.30</b>		Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
<b>12.30 – 14.00</b>		<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
<b>14.00 – 16.00</b>		Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
<b>16.00 – 16.30</b>		<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>
<b>16.30 – 18.30</b>	Registrations	Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
<b>20.00 – 23.00</b>	Welcome Reception		Social Event	Social Event	

**Table 1:** Example of a Programme Overview

The total number of scientific (paying and invited) participants is expected to be between 800 and 1.200. In addition to these categories of participants, a limited number of accompanying persons (approximately 20%) may register exclusively for the social events.

The Congress will be jointly organised by the Programme Committee (PC) and the Local Organising Committee (LOC), which will carry out their own and different duties in close co-operation.

The PC will be co-chaired by three persons: one person appointed by the LOC, one by AERE and one by EAERE. The PC Co-Chairs will be responsible for preparing the scientific programme. The PC Members will be appointed by the PC Co-Chairs. Definition of the call for papers, selection process mechanisms, and definition of the total number of sessions and their typology (plenary or parallel sessions) are amongst the PC's duties. More than 800 papers are expected for the final Scientific Programme.

Because of the intense interaction between the LOC and the PC, and the LOC and the Associations, it is advisable that meetings between both parties be organised to discuss facilities and procedures. A AERE and EAERE delegate in-site visit and meeting with the LOC may be tentatively organised in February-March 2012 and covered by the candidate's budget.

Additional *ad hoc* committees may be indicated by AERE and EAERE to deal with special issues. For instance, a "Committee to Promote Developing Country Participation" may be created.

The LOC will assume various administrative, organisational and financial responsibilities linked to the organisation of the event, as proposed in this document.

## ADMINISTRATIVE, ORGANISATIONAL AND FINANCIAL RESPONSIBILITIES

Universities, research organisations, or groups of organisations, that intend to present their candidature as Local Organising Committee and Venue will assume all of the administrative, organisational and financial responsibilities listed below.

### 1. The Congress Venue

The LOC is responsible for the arrangements concerning the Congress Venue. A venue suitable to the requirements from the point of view of the location, scientific sessions and facilities should be arranged.

#### 1.1. Location

The location of the Congress Venue should present the following characteristics:

- (a) access for international and national participants should be straightforward and not too costly or time-consuming;
- (b) accommodation for all participants should be straightforward and not too costly;
- (c) recreational opportunities should be present in the vicinity, e.g. sites of relevant cultural, historical or naturalistic interest.

#### 1.2. Scientific sessions

The LOC is responsible for the adequate provision of rooms for the scientific sessions<sup>1</sup>. The minimum requests that the Congress Venue should meet include:

- (a) 1 hall capable of accommodating all scientific participants for the plenary sessions (approximately 800 people);
- (b) 5 rooms capable of holding up to 150 people;<sup>2</sup>
- (c) 20 rooms capable of holding up to 50 people.

Up to 25 rooms may be required simultaneously.

All of the rooms should be provided with computer presentations facilities<sup>3</sup>, be capable of restricting sunlight in order to facilitate computer projections, as well as not being noisy. Microphone facilities should be provided wherever necessary. If the location requires, air conditioning facilities should be provided. On-site technical assistance should be available for the various conference rooms throughout the sessions.

#### 1.3. Other facilities

In addition to the rooms for the scientific sessions, the Congress Venue should include:

- Space for the Information Desk and Registration Area, where the LOC would provide the following services: general Congress information, Congress registrations, hotel reservations, tourist information, organised tours, pre and post Congress activities. A message board should be available. AERE and EAERE each should

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<sup>1</sup> Final decisions on the number of rooms requested for the scientific sessions will be taken by the PC following the selection of papers. The number of rooms to be used for the scientific sessions may therefore be modified in a further stage.

<sup>2</sup> The rooms hosting plenary and invited sessions should be provided with fresh water at the speakers' disposal.

<sup>3</sup> Computer should be provided with a software suitable for presentations (e.g. PowerPoint) and a beamer.

be provided with one stand in the proximity of the Information Desk; each stand would have one table and two chairs and be provided at no charge;

- an area for the organisation of an exhibition for publishers, research institutes, companies, and sponsors, preferably in the catering area or in close proximity;
- a computer room, which should be at the participants' disposal throughout the Congress. A reasonable number of computers (minimum 1 computer for every 10 participants or 1 computer for 20 participants if the area is wi-fi equipped) should be provided and equipped with internet access and CD reader. Full laser printing facilities should be available. A technician should be available on-site at all times;
- a room for institutional and private meetings;
- a press room, with telephone, fax and computer facilities;
- a congress organisation room, with telephone, fax and computer facilities;
- a catering area, where coffee breaks and lunches will be served for all of the scientific participants during intervals of the scientific sessions. Alternatives for participants with dietary restrictions (vegetarian food, allergies, etc) should be provided;
- a concourse area, with informal seating sufficient for a reasonable proportion of the participants. This area should be provided in close proximity to the scientific sessions rooms;
- adequate cloakroom facilities;
- medical assistance for the duration of the Congress.

Table 2 summarises the minimum number of rooms and facilities that a suitable Congress Venue should provide. The table indicates also the rooms' utilisation and capacity.

<b>N. of rooms</b>	<b>Utilisation</b>	<b>Capacity (number of people)</b>
1	Scientific plenary sessions	800
5	Scientific parallel sessions	150
20	Scientific parallel sessions	50
1	Information Desk and Registration Area	-
1	Exhibition	10 stands
1	Computer room	-
1	Institutional and private meetings	-
1	Press room	-
1	Congress organisation room	-
1	Catering area	-
1	Concourse area	-
1	Cloakroom facilities	-
1	Public telephones	-
1	Photocopying facilities	-
1	Medical assistance	-

**Table 2:** Summary of the minimum number of rooms and facilities required in the Congress Venue

## 2. Scientific programme

The preparation of the Scientific Programme involves the co-operation of the PC and the LOC.

For consistency with previous congresses, the Webmeets.com software (see [www.webmeets.com](http://www.webmeets.com)) will be used to coordinate the online process of paper submissions and review. EAERE can assist the LOC in negotiating a good rate with Webmeets.com for the purchase of the software licence.

The launch of the call for papers is the responsibility of the LOC, with the agreement of the PC, AERE and EAERE. The contents of the call for papers should be agreed with the PC. The call for papers should be included in the brochure of announcement of the Congress, sent to the Congress e-mailing list provided by AERE and EAERE, and inserted in the Congress website.

The LOC should send an electronic deadline reminder to the Congress mailing lists at intervals of 30 days, 15 days and 7 days before the deadline for papers submissions.

The LOC should create an e-mail account dedicated to inquiries concerning the submission of papers.

The assignment of the session rooms is the responsibility of the LOC. The PC should inform the LOC about the expected number of participants in each session.

## 3. Accommodation

The LOC is responsible for organising accommodation for all of the Congress participants. Accommodation may be handled either by the LOC or delegated to a professional conference organiser (PCO).

The LOC should be prepared to book hotel rooms in all price and quality ranges for Congress participants. The LOC should announce a deadline for guaranteed accommodation in the proximity of the Congress dates. After this deadline, bookings should be confirmed according to space availability.

The accommodation offer should take into consideration the location of the Congress Venue: access should be straightforward and not too costly or time-consuming. The LOC should inform delegates of arrival procedures (e.g., how to reach the hotel from the airport, how to reach the Congress Venue from the hotel, etc.) before time.

The LOC should design the Congress website in order to provide a mechanism that enables on-line reservations and payments. Credit card and bank transfer payments should be accepted. In addition to the reservation in advance, the LOC should offer participants the possibility of arranging accommodation on-site, through the Information Desk.

## 4. Registrations

The LOC is responsible for the Congress registrations. Registrations may either be handled by the LOC or delegated to a PCO. Efficient storage of the data is essential for the success of the Congress.

The LOC will be asked to supply all data stored in electronic databases after the Congress, and to present accounts for all moneys handled.

Registrations are entirely on-line. The LOC should design the Congress website in order to provide a mechanism that enables on-line registrations and payments. Credit card and bank transfer payments should be accepted. The LOC should create an e-mail account solely for questions and queries concerning registrations.

In addition to the registration before time, the LOC should offer the participants the possibility to register on-site, through the Information Desk and Registration Area. It is important that on the first day there be an

adequate staff of helpers (between 8 and 10, depending on the number of outstanding queries and the complexity of accommodation) to deal with the paperwork of registering arrival.

The LOC and the PC should agree on the deadline for registration and inclusion of papers in the final programme: the authors of accepted papers will only be included in the final programme if presenting authors have registered by this date.

Registered participants are to be included in the list of participants and to receive a personal name badge. Participants are required to wear their personal name badge at all times. This will automatically provide access to the Congress Venue facilities, to the scientific sessions, lunches, coffee breaks and all social events.

## 5. Communication and Congress documentation

The LOC is responsible for the publicity of the Congress and for the preparation of the Congress documentation. For consistency with previous congresses, the following logo should be used:



### a. Promotion activity

The LOC should prepare and circulate the Announcement of the Congress brochure, which should include the call for papers, essential logistical information about the Congress Venue and the Congress, and the launching of the Congress website.

The LOC should agree with the AERE and EAERE on the timing and format of the inclusion of the call for papers and further Congress announcements in the Associations' publications (Newsletters, journals, etc.). Copies of these brochures should also be included in the conference packages distributed to the participants in AERE and EAERE annual conferences, at the AEA meetings and other meetings in the U.S. beyond the AERE-specific meetings, as well as conferences of other disciplines.

Reminders of deadlines for the paper submissions, for registrations and for guaranteed accommodation should be sent at intervals of 30 days, 15 days and 7 days before the respective deadlines.

The LOC team should create specific e-mail accounts dedicated to inquiries concerning:

- submission of papers;
- registrations;
- accommodation;
- the website;
- general information about the Congress.

All of the messages sent to these accounts should be dealt within a maximum of 48 hours.

### b. Information before the Congress

In addition to the promotional activities and reminders, the LOC should carry out an intensive informative programme prior to the Congress, aiming to offer the participants information on scientific activities and on the logistical aspects of the Congress before their arrival in the Congress Venue. The detailed Congress programme will be online 1 month before the start of the conference.

### c. *Information during the Congress*

As far as the Congress Documentation is concerned, the LOC should provide all of the participants with a printed Programme Book, a Book of Abstracts and a Conference CD-rom or pen-drive on their arrival at the Congress Venue.

The Programme Book should be designed as a guide to the Congress, and will include the Scientific Programme, the list of presenters and participants, the social programme, maps and general logistical details related to the Congress. The Congress CD-rom or pen-drive should contain the full versions of the papers presented at the conference.

The LOC should also provide participants with a badge, containing their title, name, surname, affiliation and country of origin. It is recommended that a bag, a pen and a block notes be included in the conference package.

AERE and EAERE's institutional members must be listed in the material produced within the Congress and distributed *in loco*.

### d. *The Congress website*

The LOC is responsible for the preparation and maintenance of a user-friendly Congress website. This tool is the core of Congress information and should be designed to remain as a reference point for the participants throughout the Congress and after the conclusion of the event. The following url is suggested: [www.wcere2014.org](http://www.wcere2014.org).

In organising the Congress, it is important to remain environmentally conscious and reduce the amount of paper normally produced for such events. Therefore, the Congress website should be used:

- for the Congress registrations;
- for hotel reservations;
- for submitting papers to be considered by the PC;
- to download papers and abstracts included in the programme;
- to obtain information on the programme and related activities, including the social programme;
- to obtain travel information and information on the Congress Venue area – web page links to tourism sites should be provided;
- to obtain information about scholarships;
- to access the list of participants;
- to obtain information on the participants in the exhibition and on the congress sponsors and committees.

Updated versions of the presented papers should be put on the Congress website, which will remain active for at least 12 months after the end of the conference.

AERE and EAERE's institutional members must be listed in the Congress website.

## 6. **Exhibition**

The LOC, in co-operation with AERE and EAERE, is responsible for the organisation of the Exhibition. Most of the major environmental and resource economic publishers should be invited by the LOC to exhibit books and computer software during the Congress in a prominent position - preferably in the catering area or in its

proximity, giving maximum visibility to the Exhibition. In addition to publishers, companies, research institutes and sponsors may have interest in participating in the Exhibition.

All participants in the Exhibition should be required to register for the Congress and pay for exhibition space and facilities.

A complete list of participants taking part in the Exhibition with direct links to their websites should be available on the Congress website. The complete list should be also included in the Congress CD-Rom or pen-drive and in the Programme book.

Alternative promotion opportunities should be offered to those publishing houses unable to participate in the Exhibition or in addition to the Exhibition itself, such as the inclusion of leaflets in the conference package, etc.

## **7. Transportation**

The LOC will inform participants about the transportation to reach the Congress venue and, if possible, will make special arrangements allowing registered participants to use the public transportation system (bus or underground) free of charge for the duration of the Congress.

## **8. Social Programme**

The LOC is responsible for the preparation of the Social Programme scheduled within the Congress activities. It is usual to hold a welcoming reception for all scientific participants and registered accompanying persons on Day 1, and two more formal receptions, dinners, concerts or theatre performances later on during the Congress.

The LOC is also responsible for the arrangement of recreational opportunities in the venue area, including arranging reservations, where necessary, and negotiating prices. Recreational opportunities will be organised both for the scientific and the accompanying participants, during, before and after the Congress.

## **9. Institutional Programme**

The LOC is responsible for the organisation of the institutional events requested by AERE or EAERE, which should be organised at no cost for the Associations. Information on these events will be given to the LOC by the Associations in due time.

## **10. Finance**

The LOC is responsible for all of the financial aspects linked with the administration and organisation of the Congress. The Congress should be strictly self-financing and meet the administrative and organisational obligations agreed to with AERE and EAERE and those specified in these Guidelines. The financial risk of the event is to be incurred exclusively by the LOC, and will not be a burden neither to AERE nor to EAERE. This means that any liabilities arising from the Congress accountings will fall on the Congress budget, which is the responsibility of the LOC. It also means that if financial guarantees need to be provided, they are to be provided by the LOC.

### Registration fees

The LOC is responsible for the determination of the registration fees, in agreement with AERE and EAERE. The registration fees should be high enough to cover all of the expenses incurred within the Congress and should be kept at comparable level to those adopted in preceding Congresses.

The structure of the registration fees must be approved by AERE and EAERE. Table 3 proposes an example of structure and categories of fees, where:

- n = amount sufficient to cover all of the LOC fixed and variable costs
- f = the higher amount between the AERE and EAERE full membership fee
- r = the higher amount between the AERE and EAERE reduced membership fee
- l = levy

	Early registrations	Late registrations
Full registration fee for AERE or EAERE members	$n + l$	$(1.2 n) + l$
Reduced registration fee for AERE or EAERE members	$(0.7 n) + l$	$1.2 \times (0.7 n) + l$
Full registration fee for AERE and EAERE non members	$3 f + n + l$	$3 f + (1.2 n) + l$
Reduced registration fee for AERE and EAERE non members	$3 r + (0.7 n) + l$	$3 r + 1.2 \times (0.7 n) + l$
Accompanying person	$(0.2 n) + l$	$1.2 \times (0.2 n) + l$

**Table 3:** Example of structure and categories of fees

AERE or EAERE members are entitled to a lower registration fee. The LOC is responsible for checking the membership information provided by the participants, and will accept the payment only once the membership status of the participant has been confirmed. A membership status check system will be implemented in co-operation with AERE and EAERE.

Non members will be informed that they have two registration fee options:

- to become member of AERE and EAERE prior to the payment of the Congress registration fee; for this purpose, registrants will be automatically redirected to the Association's webpage that caters for their preference in order to pay the membership dues;
- to register as non members paying the higher non members Congress registration fee, which includes the registration fee for members plus three times the higher amount between the AERE and EAERE full membership fee.

### Levy

A levy equal to € 65.00 or US\$ 92.00 will be imposed for each participant.

The levy imposed on participants based in the following countries will accrue to EAERE: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, UK, and Eastern European countries.

The levy imposed on participants based in the following countries will accrue to AERE: Canada, Mexico, USA.

The levy imposed on participants based in any other countries will accrue to the LOC.

A lower fee for doctoral students, and residents in Eastern European Countries and less developed countries should be considered. The LOC should collect proof of the doctoral student status.

The following countries are to be considered as "Eastern European Countries": Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Former Yugoslav Republic of Macedonia, Georgia, Hungary, Latvia, Lithuania, Republic of Moldova, Poland, Romania, Russian Federation, Serbia-Montenegro, Slovakia, Slovenia.

The following cancellation policy is recommended: Registration can be cancelled upon written notification of the local organisers, preferably by e-mail to xxx. A full refund of the conference fees will be given if the cancellation is received until the 6th of May 2014. A refund of 80 percent, 50 percent and 20 percent will be given if the cancellation is received before the 13th May, 27th May, 10th June respectively. For cancellations received after the 10th of June no refund will be given.

If the conference will generate a profit, it will be equally divided between AERE, EAERE, and the LOC.

Those whose papers have been accepted by the PC should be informed that their papers will only be included in the final scientific programme if they register before the deadline defined by the LOC and the PC.

Registration fees should, as far as possible, be paid before the start of the Congress and a discount offered for early registrations.

Invited speakers are exempt from the payment of the registration fee; their participation costs (travel and accommodation) should be arranged and covered by the Congress budget.

The LOC should remit the levy and the portions of net income going to AERE and EAERE not later than two months after the conclusion of the Congress.

It is advisable that the LOC be prepared to organise fund raising activities: financial, scholarships, and in-kind contributions towards the Congress are welcome.

## 11. Reports

The LOC is required to keep AERE and EAERE up-to-date with the progress of its organisational efforts through the presentation of preliminary written reports upon request.

The LOC is also required to send the final report on the Congress not later than two months after its conclusion. This should include:

- the Congress final budget;
- comments on the flows of funds experienced;
- number and contact details of registered participants by category and nationality (this information should be supplied in electronic databases);
- any lessons likely to prove useful to the successor LOC.

Any amount received by the LOC on behalf of AERE and EAERE as levy should be transferred no later than two months after the conclusion of the Congress.

## HOW TO SUBMIT

Universities, research organisations, or groups of organisations, that intend to propose their candidature for the Local Organising Committee and Venue are kindly requested to send their expressions of interest to the Chair of the Selection Committee by 15 March 2012.

### Expressions of interest

Expressions of interest consist of (1) a formal letter stating that the candidate will assume all of the administrative, organisational and financial responsibilities listed in the “Guidelines for Expressions of Interest” available in the AERE and EAERE websites ([www.aere.org](http://www.aere.org) and [www.eaere.org](http://www.eaere.org), respectively); (2) a presentation of the candidate including the candidate’s relevant experience in organising and hosting conferences; (3) a preliminary conference budget; and (4) a presentation of the conference venue. Expressions of interest may be accompanied by any other documentation that the candidates judge useful for the evaluation process. The Selection Committee may ask candidates to present additional documents at a later date.

Expressions of interest should be sent by e-mail to the Chair of the Selection Committee at the address below by 15 March 2012. Any material that cannot be sent electronically should reach the Chair of the Selection Committee by mail or fax by 15 March 2012.

### Selection Committee

Carlo Carraro, *Fondazione Eni Enrico Mattei and University of Venice, Italy - Chair*

Anna Alberini, *University of Maryland, USA*

Trudy Ann Cameron, *University of Oregon, USA*

Thomas Sterner, *Göteborg University, Sweden*

Anastasios Xepapadeas, *Athens University of Economics and Business, Greece*

Members of the Selection Committee were jointly appointed by AERE and EAERE.

### Selection criteria

Proposals will be evaluated according to the following criteria: (a) location (including consideration of travel cost and time for participants, amenities, on-site transportation, etc.); (b) accommodation (cost, quality, capacity); (c) session facilities (quality of plenary rooms, quality and number of meeting rooms, equipment, meals, social programme, etc.); (d) communications plan (evaluation of the plan for advertising the congress, registrations, availability of papers, etc.); (e) administration (budget, qualifications of Local Organising Committee and local supporting agencies); and (f) funding (grants for students, grants for participants from developing countries, other sponsorships).

A final decision is expected to be taken by June 2012.

### Deadline for submitting expressions of interest: 15 March 2012

*Expressions of interest should be sent to:*

Prof. Carlo Carraro

Fondazione Eni Enrico Mattei - Isola di San Giorgio Maggiore, 8 - I-30124 Venice, Italy

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