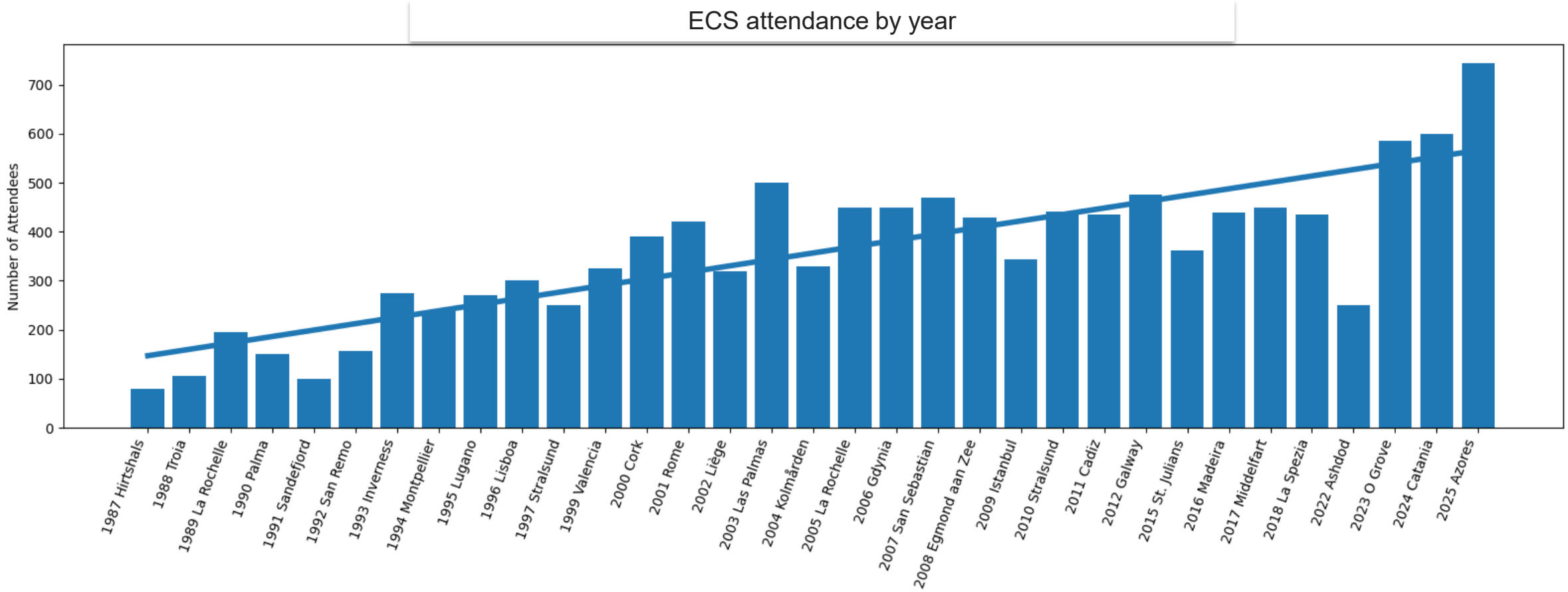
European Cetacean Society Conference

Local Organizing Committee Guidelines

ECS since 1987

- ✓ Annual european cetacean conference
- ✓ 400–700 participants
- ✓ Rotates across Europe



Role of the Host Organization

Local Organizing Committee

Venue coordination

Budget & logistics

Local support

Sponsorship

Communication

Who Can Apply

- ❑ Universities
- ❑ Research institutes
- ❑ NGOs
- ❑ Aquariuams
- ❑ Public institutions

LOC composition

LOC

- ❑ Logistics of the main venue
- ❑ Workshops organization
- ❑ LOC chair/co-chair
- ❑ Budget & finance
- ❑ Registration & attendee support
- ❑ Student volunteers
- ❑ Communication & social media
- ❑ Video session

Scientific Committee

- ❑ SC chair/co-chair
- ❑ ECS Council liaison
- ❑ Abstract submission & peer review
- ❑ Scientific programme
- ❑ Invited speakers
- ❑ Workshops selection

Conference theme

"BEHAVIOURAL ASPECTS OF CETACEAN BYCATCH"

Our Oceans, Our Future

Basics to Benefits

This year's theme is:

CONSERVATION IN THE LIGHT OF MARINE SPATIAL USE

Marine mammals and human activities: how to reach a sustainable development of coastal areas?

Marine Mammal Conservation - from Local to Global

"Marine mammals as sentinels of a changing environment"

Long-Term Datasets on Marine Mammals: Learning from the Past to Manage the Future

Marine mammal research and conservation effort -
Are we on the right path?

Navigating waters of change

- **Proposed** by the Organising Committee and presented at the pre-conference meeting.
- **Reflects** the scientific focus of the Local Organising Committe.
- **Encourages** targeted presentations and workshops.
- Increases the **attractiveness** of the conference
- Final **thematic conclusions** by an expert are highly recommended.
- Conclusions should be included in the Proceedings and published on the conference website.
- **Invited speakers** (3–4) selected according to the theme.
- **Scientific Committee** structures the programme around the theme.
- Theme must be **highlighted** in all announcements from the first call.

Conference format

3-day main conference

2 days workshops before/after

Single-track sessions

Talks, short talks & posters

Timeline overview

1–2 years preparation

Pre-conference and periodical meetings

Venue requirements

Conference delivery

General Organisation Timeline

1.5 or 2 years before
- Decision to organize the ECS conference.
- Discussions with the ECS Council.
- First requests for funding (some funding bodies need proposals more than a year in advance) from local, regional, national, international sources, etc. public and possibly private.

1 year before:
- Continued requests for funding.
- Choice of conference center.
- During the annual conference, one of the organizers announces the next conference at the AGM: proposal for dates, venue, SC, etc.

6–7 months before
- Decision on the theme and logo creation.
- Call for abstracts, workshops & reviewers.
- Conference website active.
- Abstract submission opens.

5–4 months before
- Abstract submission closes.
- Workshops submission deadline.
- Abstracts assigned to editors & reviewers.

4–3 months before
- Peer review process.
- Reviewer reminders.
- Travel grant applications.

3–2 months before
- Abstract notifications.
- Draft scientific programme.
- Early registration opens.
- Call for student volunteers.

2–1 months before
- Video submission deadline.
- Early & late registration deadlines.
- Conference programme finalized.

Conference
- Scientific sessions & workshops.
- Student awards & AGM.
- Social programme.

Pre-conference meeting

Timing

- Usually 2-**3 days**, held **at the conference location.**
- Dates fixed **as early as possible** after the previous ECS annual conference.
- Meeting between **Local Organisers** and **ECS Council.**

Main Objectives

- Visit of **conference venue**, workshop and poster rooms.
- Signing MOU (*Memorandum of Understanding*)
- Definition of **key dates and timeline.**
- Agreement on the **conference theme.**
- Conference **website** setup and **communication strategy**.
- **Scientific & Local Organizing Committees** composition.
- **First budget presentation.**
- Initial proposals for **invited speakers.**
- **Abstract management** and online system.
- **Student volunteers** and **travel grants.**
- **Social events** (icebreaker, banquet, etc.).
- **Proceedings, publications and workshops.**
- **Student awards** coordination.

Venue requirements

Main auditorium:
Capacity up to 600-700 participants

Poster areas

Breakout rooms

Good transport access

Scientific presentations

Scientific Presentations – General Rules

- One presentation per presenting author (oral or poster).
- No multiple presentations via co-authorship.
- **All first authors must be registered by the EARLY deadline**

Abstract Submission & Review

- Abstract length: max. 300 words.
- Strict submission deadline (possible extensions).
- Each abstract reviewed by 2-3 reviewers.
- Most submissions arrive on the last day → allow processing time.
- Final decisions 2-3 weeks before early registration deadline

Presentation Types

- Oral talks: 15 min (incl. Q&A).
- Invited talks: 40 min (incl. discussion).
- Short talks: 5 min, no questions.
- Posters: displayed for entire conference.

Scientific presentations

Oral & Short Talks

- Presentation guidelines sent to authors.
- Files submitted 1 day before (or morning of session).
- Technical requests must be notified in advance.
- Short talks:
  - Two podiums.
  - Speakers seated in front rows.

Posters

- Main communication format.
- Clear numbering linked to abstract book.
- One poster per assigned board.
- Adequate space and lighting required.

Poster Slides (Screens)

- One slide including:
  - Poster number.
  - Title & authors.
  - Presenter photo.
  - Key conclusions (brief).
- Slides displayed in common areas.
- Format checked by Scientific Committee.

Conference delivery

EXAMPLE

	DAY 1	
08:30	Registration	
08:45		
09:00		
09:15		
09:30		
09:45		
10:00	Opening session (political invited speakers)	
10:15		
10:30	Invited talk	
10:45		
11:00	*Coffee break*	
11:15		
11:30	Talk	
11:45	Talk	
12:00	Poster slides	
12:15	Talk	
12:30 to 14:00	*Lunch break*	Meeting of the student award committee (judges)
14:00	Talk	
14:15	Talk	
14:30	Poster slides	
14:45	Talk	
16:00	Talk	
16:15	Poster slides	
16:30	Talk	
16:45	*Coffee break*	
16:00		
16:15	Talk	
16:30	Talk	
16:45	POSTER SESSION	
17:00		
17:15		
17:30		
17:45		
18:00		
18:15		
18:30		
18:45		
19:00		
19:15		
19:30		
19:45		
20:00		
20:15	ICEBREAKER	
20:30		
20:45		
21:00		
21:15		
21:30		
21:45		
22:00		
22:15		
22:30		
22:45		
23:00		
23:15		
23:30		
23:45		
00:00		

	DAY 2	
09:00	Invited talk	
09:15		
09:30	Talk	
09:45	Talk	
10:00	Poster slides	
10:15	Talk	
10:30	Talk	
10:45	*Coffee break*	
11:00		
11:15	Talk	
11:30	Talk	
11:45	Poster slides	
12:00	Talk	
12:15	Talk	
12:30 to 14:00	*Lunch break*	Meeting of National Contact Persons
14:00	Talk	
14:15	Talk	
14:30	Poster slides	
14:45	Talk	
16:00	Talk	
16:15	Poster slides	
16:30	Talk	
16:45	*Coffee break*	*Annual Student Meeting*
16:00		
16:15	Talk	
16:30	Talk	
16:45	POSTER SESSION	
17:00		
17:15		
17:30		
17:45		
18:00		
18:15		
18:30		
18:45		
19:00		
19:15		
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19:45		
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20:15		
20:30	VIDEO EVENING	
20:45		
21:00		
21:15		
21:30		
21:45		
22:00		
22:15		
22:30		
22:45		
23:00		
23:15		
23:30		
23:45		
00:00		

	DAY 3	
09:00	Invited talk	
09:15		
09:30	Talk	
09:45	Talk	
10:00	Talk	
10:15	Talk	
10:30	Talk	
10:45	*Coffee break*	
11:00		
11:15	Talk	
11:30	Talk	
11:45	Talk	
12:00	Talk	
12:15	Talk	
12:30 to 14:00	*Lunch break*	ECS board meeting for preparation of AGM
14:00	Talk	
14:15	Talk	
14:30	Talk	
14:45	Talk	
16:00	Talk	
16:15	Talk	
16:30	Talk	
16:45	*Coffee break*	
16:00		
16:15	Talk	
16:30	Talk	
16:45	Talk	
17:00		*Final meeting for student awards*
17:15		
17:30	AGM	
17:45		
18:00		
18:15		
18:30		
18:45	Students awards	
19:00		
19:15		
19:30		
19:45		
20:00		
20:15		
20:30	BANQUET	
20:45		
21:00		
21:15		
21:30		
21:45		
22:00		
22:15		
22:30		
22:45		
23:00	DANCING	
23:15		
23:30		
23:45		
00:00		

Budget & Funding

Incomes

SOURCE	DESCRIPTION
Sponsorships	Private sector, municipalities, regional & national authorities
Registrations	Early, Late, and on-site registrations. Workshop registration.
Commercial stands	Exhibitors related to marine mammal research/conservation
In-kind contributions	Coffee breaks, icebreaker, materials
Merchandising (optional)	T-shirts or conference-branded items

Budget & Funding

Outcomes

CATEGORY	MAIN ITEMS INCLUDED
Venue & Technical	Conference rooms, Audio-Video equipment, poster boards, internet, insurance, cleaning
Publications & Materials	Abstract book / proceedings, printing, advertising
Administration	Secretariat support, IT, credit card & postage costs
Conference Materials	Bags, badges, lanyards, pens
Invited Speakers	Travel, accommodation
Student Support	Travel grants, student awards, 2 free student workshops.
Catering & Social Events	Coffee breaks, icebreaker, student night, banquet, Video night
Logistics & Miscellaneous	Shuttles, volunteer T-shirts, decoration, gifts
Insurance & Contingencies	Insurance for conference and unforeseen events

Support for Students

Travel grants

Free student workshops/mentorship program

Student volunteers

Student presentation awards

Student Volunteers – Role

Support before the conference:

- Mailings, badges, conference packs.

Support during the conference:

- Registration desk.
- Information point.
- Microphones.
- Distribution & sales of materials.

Student Volunteers – Role

Identification & Numbers

- Volunteers must be **easily identifiable:**
  - Bright T-shirts / sweatshirts.
- Recommended number: **~depending on number of registrations (or attendees)**

- Free conference registration.
- Free **dance ticket.**

Recruitment

- ~50% **local students** (by organizers).
- ~50% **ECS student members** (via Student Representative).
- Priority to:
  - First-time volunteers.
  - Students from economically disadvantaged countries.
- Some experienced volunteers helpful.

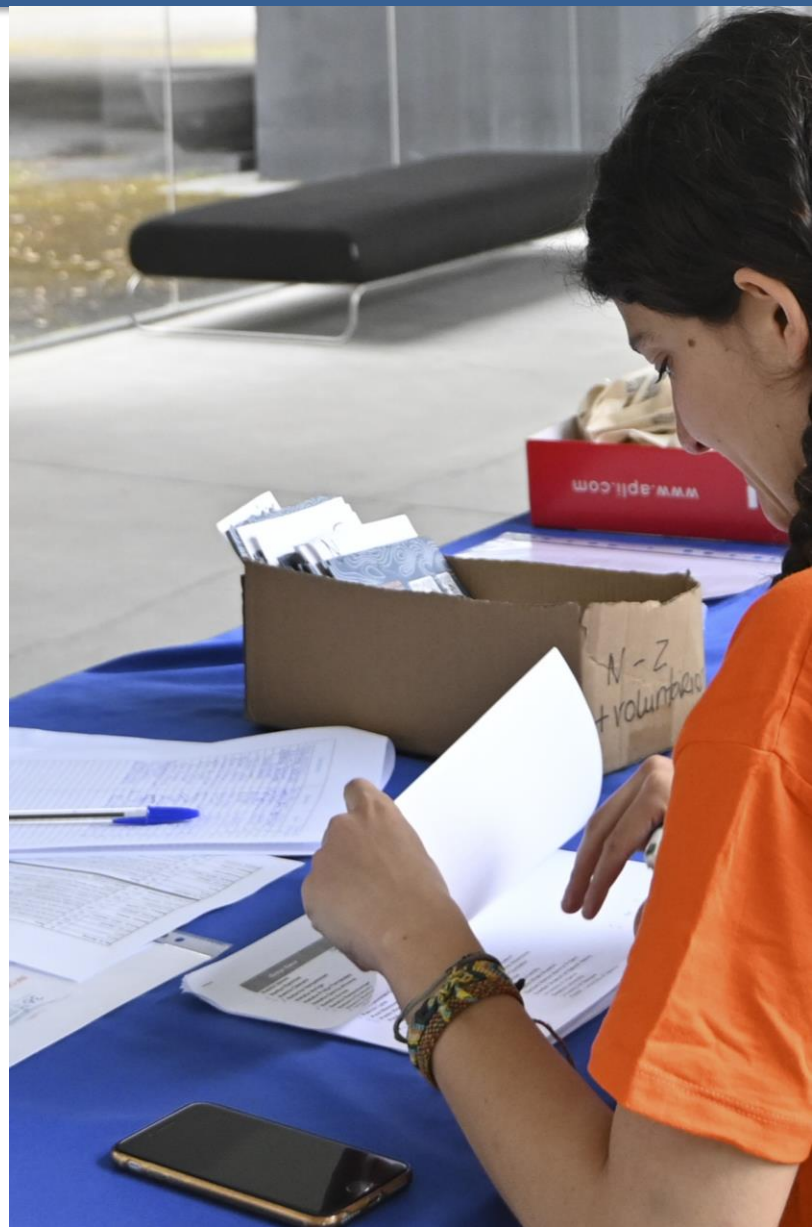
Student Volunteers – Role

Work Organization

- Clear list of duties prepared in advance
- Pre-conference meeting with:
  - Volunteers
  - Local supervisor
  - Student Representative
- Shift system :
  - Max **1/3 of conference duration** per volunteer

Registration Desk

- Volunteers meet with **ECS Treasurer** before registration opens
- Registration desk open **throughout the conference**



Student Volunteers – Role

Conditions for Student Volunteers

- Must be **ECS members** (membership paid).
- Pay own **accommodation & meals.**
- Free conference registration.
- Free dance ticket.
- Limited access to sessions due to duties.

Call for Volunteers

- Official call posted on ECS website.
- Conditions clearly stated in advance.

Conference Bags

Distribution

- Collected at the **registration desk.**
- For all participants:
    - Pre-registered.
    - On-site registered.

Conference Bag – Contents

- Abstract book (paper and/or electronic).
- Name badge (name & affiliation).
- Certificates & payment receipts.
- Banquet / dance tickets (if booked).

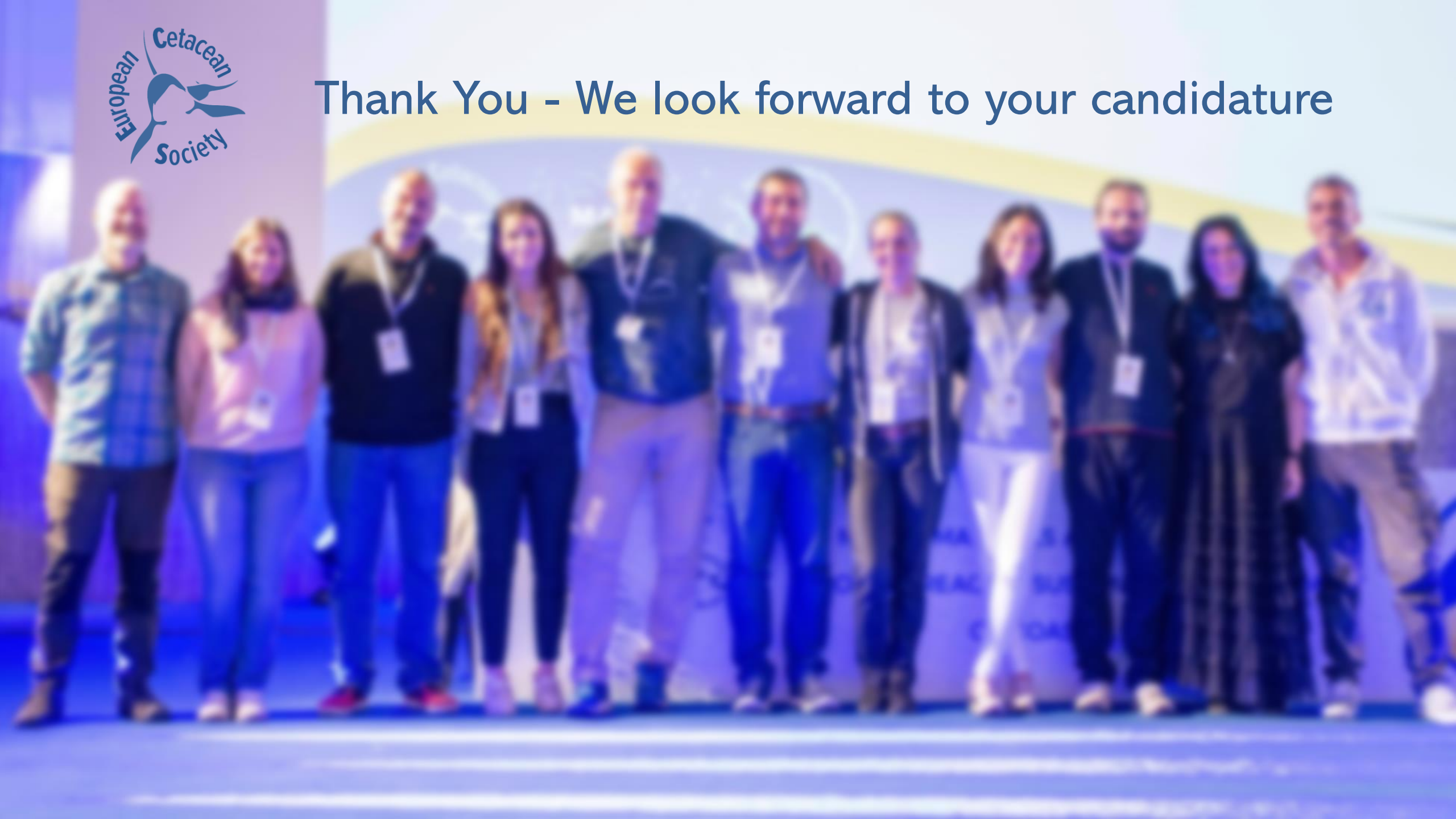
Additional Materials

- City/area maps.
- Tourism leaflet or brochure.
- Free tickets to local attractions.
- Sponsor gifts & publicity materials.

Stationery

- Notepad.
- Pen or pencil.

Social & Outreach Activities

- Icebreaker
- Banquet
- Local cultural activities
- Media engagement
- Video night
- Student night

Thank You - We look forward to your candidature