



Prepared by the IAME Council 2018-2020. Date: April 20<sup>th</sup>, 2020

# Guidelines for the preparation of IAME's annual conferences

---

This document provides guidelines and some recommendations for prospective bidders when preparing an annual IAME conference (from the bid to the final preparation). The topics included and discussed are by no means exhaustive but provide guidance to submit sound proposals to the IAME Council. Primarily the document includes some information and suggested areas to be considered when compiling a conference proposal and the budgeting for a conference.

The purpose of these guidelines is not to provide a fully restrictive document but to build a “concept” of IAME Conference that can be updated/shaped over time thanks to the inputs of previous organizers as well as IAME members. Indeed, in order to create a recognizable “format” of Annual Conference (for marketing purposes), some major (“compulsory”) points indicated in the guidelines must be reasonably addressed by organizers, whereas many others could remain optional and at the discretion of organizers.

A summarized “bid proposal template” is also attached as part of these guidelines. In that way, all candidates would stand on the same level, because structure and contents would be defined in advance. This approach also allows for immediate comparisons between proposals since we target the information on the same page in all proposals.

These guidelines are divided into two parts. Part 1 is related to the bidding and awarding procedure, whereas Part 2 concerns the preparation and organization of the conference. Candidates are invited, prior to submission of a bid, to read the whole document in order to get a full understanding of the conditions to write a successful proposal and organize a successful conference.

Overall, it is warmly recommended to contact the immediate former organizers (up to 5 years earlier) both pre- and post-conference awarding and organization. Most are willing to openly share experience about the challenges and conditions for success.



# 1. Bidding and Awarding Procedure

## Preparation of the Bid

Please refer to **Annex 1** for the length of a proposal and its main structure and contents. When preparing the proposal it is required that the information provided includes at least the following elements (see **Annex 1**):

- The conference organizer
- The conference host (if different from the organizer)
- The Chairperson and composition of the Organizing Committee
- The Chairperson of the Scientific Committee
- The Conference theme
- Detailed budget (revenues and costs), based on transparent calculations, including financial support and the conference fee structure
- Proposed conference venue(s)
- Conference dates
- Delegates' accommodation and indicative pricing
- Conference proceedings
- Journal Special Issues
- Conference awards and prizes
- Conference communication
- Conference dissemination to wider audiences
- Social, technical and networking opportunities
- Conference environmental impact mitigation measures

In the case a consortium of institutions is intending to organize the conference, each participating institution needs to provide a letter of commitment, to be attached to the proposal, outlining the roles and resource commitments taken towards the organizing consortium.

## Proposal submission and overall process

Proposals should be forwarded to the IAME Secretariat according to the timeline communicated in the call for proposals (typically sent by e-mail to membership and advertised on the website and social media) from where it will be distributed to the evaluation committee - see **Annex 2**: Working Group (WG). It is suggested that the proposals are sent electronically to the IAME Secretariat. Additional material can be e-mailed to the Secretariat or distributed during oral presentations when the selected proposal(s) are presented to the IAME Council. However, proposals should be as complete as possible at the time of submission. Hosting and organizing a conference is a time consuming and demanding task and it is recommended that organizers allow 2 years for the preparation, organization and staging of the event. For further information please contact the Secretariat or WG members.



It is suggested that the proposal to host a conference be received at least one, preferably two months before the Council meeting (which typically takes place during the IAME Conference; in election years the newly elected Council awards the conference), in order to allow WG members to evaluate the proposals in a thorough manner, and make the information (compliant bids and the WG advice) available to the IAME Council members in timely fashion. Those proposed organizers who have submitted a guidelines compliant proposal will be invited to make a presentation to the Council before a decision is made.

Proposals to host an IAME conference are first assessed by the WG, after which a discussion and final decision is made by the IAME Council. The IAME Council meets annually during the conference period. It has been Council's practice in recent years to evaluate and assess proposals for no more than two years in advance.

The Association makes available a template for bidding proposals specifying compulsory and optional topics to be defined (see **Annex 1**), whereas voluntary and innovative initiatives can be taken by organizers.

In sum, the process looks as follows:

- 1) Formal communication by the IAME secretariat inviting bids through a call for proposals.
- 2) Submission of the bids (typically 2 months before the Annual Conference)
- 3) Evaluation of the bids by the WG
- 4) Submission of the evaluation and preliminary advice of the WG to the IAME Council at the latest 1 week before the Council Meeting
- 5) Oral presentation (physically or remotely/virtually) at the IAME Council Meeting, followed by Q&A, and discussion/decision by the IAME Council
- 6) Notification of the winning bid through an announcement at the IAME Annual General Meeting, followed by a formal letter by the IAME president. There is no ranking or no 'runner-up' communicated at the AGM, only the bidders are named and the eventual winner. The Council reserves the right to keep a ranking for its own records (e.g. should an appointed organizer default and alternatives to be sought).

### **Criteria for evaluating bids**

Traditionally after sending formal bids to the IAME Council the selected organizing teams are invited to present their proposal during the IAME Council meeting. After all presentations and Q&As, the Council opens a discussion for debating the strengths and weaknesses of the different proposals based on the WG advice. If a Council member is formally involved in one of the bids he/she cannot take part in the discussion nor, of course, in the subsequent vote.



The identification of the winning bidder is always a quite challenging process that needs to consider different tangible and even non-tangible criteria. However, through its structure and process, the IAME Council commits to take decisions in the most objective way possible, considering the quality of the submitted bids and the Association's strategic objectives in terms of development. Based on the IAME Council discussion and the WG advice, the IAME commits to provide formal feedback to allow non-selected bidders a clear understanding of the reasons behind the decisions taken. Non-selected bidders are thus stimulated, if they wish so, to submit adapted proposals for future conferences based on this feedback.

**Annex 2** provides the main criteria to evaluate proposals in order to rank bids in a transparent and straightforward way. The IAME Council appoints a fixed working group (WG) spanning a 2-year tenure that assists the Council in the preparation of the comparative tables and evaluations. This written evaluation by the WG helps the Council in the process, and supports it to explain the decision making process and the final choice to the bidders.

## 2. Preparation and Organization of the Conference

### The conference organizer

While the conference is an annual event and is an IAME conference organized for the benefit of the Association's members, it is not an event organized by the Association. IAME endorses and supports the conference as an official IAME meeting, providing the IAME brand, in the understanding that it is a conference organized for IAME members (with the exception of local VIPs, key-note speakers, sponsor representatives and other invited participants at the discretion of the organizer). While non-members can submit papers to the conference, they are expected to become members if they want to present their work at the conference (see *infra*).

In sum, the IAME does not assume organizational nor financial responsibility for the conference. Under force majeure circumstances, which would not allow the conference to take place, in the 2-year period preceding the conference and as soon as this becomes evident, an ad-hoc joint task force is set up to prepare contingency scenarios, and take jointly endorsed decisions on the measures to be taken. This ad-hoc task force will be composed of IAME Council members, which at least includes the President, the Vice President(s) and key members of the Conference local organizing team (e.g. the Conference Chair, Vice-Chair).

Each year the conference is held in a different location, organized and hosted by a different institution or alliance/group of institutions.

Although host institutions are generally universities, this is not a requirement of the Association – the conference can be hosted by a university, a government department, a private sector body or by an alliance/consortium of organizations operating in maritime related areas pertinent to the IAME mission.



Examples include:

- The IAME conference held in Santiago (Chile) in 2011, was jointly organized by the Economic Commission for Latin America and the Caribbean (ECLAC) (host), the Transport Research Institute (TRI) at Edinburgh Napier University, and ITMMA at the University of Antwerp.
- The IAME conference held in Mombasa (Kenya) in 2018, was hosted by the Kenya Ports Authority (KPA), and co-organized by the Vrije Universiteit Brussels (Belgium), KPA, the Port Management Association of Eastern and Southern Africa (PMAESA) and a group of local universities.

Typically, an Organizing Committee (OC) is set-up and chaired by either the Host or the Organizer. The OC deals foremost with the logistical, administrative and financial matters of conference organization. In some cases, the OC also takes on duties related to the scientific management of the conference. In general, organizers are left sufficient degrees of liberty to set up organizational structures; however, in the bid documents (and afterwards), responsibilities should be sufficiently clear on the various aspects of conference management (e.g. through providing an organizational chart).

As stated before, in the case of consortia, letters of commitment (LoCs) explaining the relations/roles between the organizing parties as well as the resources committed by each of the parties are a formal requirement for the validity of the bid. An indicative example of such past letter is available.

## Conference theme

As the IAME has membership not only from maritime economists but also from diverse disciplines and professions catering inter alia for researchers, policy-makers and operators from maritime and related disciplines, it is suggested that a conference theme be adopted.

While a conference theme should not limit the possibilities of IAME members to present and share their research in the broader realm of maritime economics, experience has shown that a conference theme for plenary sessions and keynote presentations may help focus and increase interest in the conference from a wider audience.

## (International) Scientific Steering Committee

For the **scientific management** of the Conference, usually the following structure is set up:

- A team consisting of academics from the organizers, headed by a renowned scholar in the field who serves as the **Chair of the Scientific Committee** (or Conference Scientific Chair). This team is responsible end-to-end for the scientific process of developing a call for submissions, evaluation/review/selections of submissions through the online conference management system (see infra), development of the conference program, management of the processes to select best papers for awards and prizes, allocation of papers to Conference Special Issues, and ex-post reporting. The Conference Scientific Chair also leads the International Scientific Steering Committee (ISSC) (see next point). The Conference Scientific Chair can opt to create “track



directors” given the multiple sub-interests in the Association, typically but not restricted to (1) shipping, (2) ports and (3) (maritime) logistics.

- The set-up of an **International Scientific Steering Committee (ISSC)**. The formation of a strong International Scientific Steering Committee (ISSC) is an important ingredient for having a successful and high quality IAME Conference. Therefore, in defining its composition, it is necessary to undertake a concerted effort to guarantee global coverage of the ISSC, its topic depth and the quality of its output. Based on past experience, some recommendations are the following:
  - The ISSC consists of at least 25 persons not counting the Chair (but there is no fixed upper limit).
  - The ISSC members must be ‘authorities’ in their own academic fields
  - There must be full geographic diversity with usually not more than two people per institution or preferably not more than four per country. All continents should be represented for making ISSC truly global.
  - A number of spaces (from three to five) should be awarded to young researchers, those with less than five years post-PhD experience.
  - There must be diversity of specialization, so that all topic areas have at least one person able to make decisions on that topic.
  - It is important that the ISSC members are formally contacted and accept their inclusion in the ISSC.

It is important, within the communication, that ISSC members are aware of their specific responsibilities within the scientific management process, such as, reviewing an above average number of submissions (mostly up to minimum 3 papers to review), serve as emergency reviewers, safeguarding the overall quality of selected submissions, promoting the conference to peers, play an ex-post role in co-editing and managing special issues, organizing special sessions, providing input for program development.

Based on previous conferences, the role of ISSCs has seen large diversity of commitments, ranging from rather ceremonial roles on paper (i.e. not taking up above average roles in the process), to more substantive involvement (e.g. emergency reviewing, suggestions of special issues, organizing special session). While at the stage of bid proposal the full ISSC does not need to be composed, some indication should be provided of how the organizer intends to comply with the above guidelines once awarded the conference. It is expected that after assignment of the conference, thus during conference preparation, a formal communication inviting ISSC members to join is sent, including providing the concrete expectations of their commitment and role. The Chair of the Scientific Committee and/or the Organizer is also expected to report on the scientific management process in line with the reporting of conference progress to the IAME Council.





## Financial support

Conference organizers are strongly encouraged to obtain financial support and sponsorship for their conference. Sources of sponsorship are likely to be influenced by the organizer's contacts but can be from the host university, from the industry (e.g., shipping companies, ports, etc.) or from government departments and local authorities.

Organizers are reminded that the conference is entirely self-funded through conference fees (see also *infra*) and sponsorships in cash and in-kind. Previous experience has shown that both its financial and organizational success is likely to depend on these levels of sponsorship. Losses incurred by the conference organizer will not be subsidized in any way by the IAME.

The conference organizer determines the type of financial support. This can be in the form of a grant to help fund the conference, sponsoring of a conference dinner or lunch; funding proceedings' publications or printing brochures. Based on past experience, sponsorships to organize scientific conferences, such as IAME, require a lot of effort from the part of the organizers, with corporate and government sponsoring each ranging between 1,000 to 10,000 EUR/USD equivalents. We recommend potential organizers to reach out to previous conference organizers or WG members to better understand the financial challenges at stake, and the potential approach towards sponsors.

While the IAME does not provide financial support for the conference or subsidize losses, it will provide support of a different nature. It will aid the organizer in providing information on membership and other contacts, intensely promote the conference in the Association's Newsletter and social media, update material on the IAME web and social networks, send out global emails on behalf of the organizer, etc. etc.

As the IAME, in spite of lending its brand name and reputation, does not provide financial support to the conference organizer, it does not expect financial contributions to be made to the Association, nor a sharing of the proceeds in the event that a profit is made. Any profit made is for those taking the risk – the conference organizer. Of course, in the case of net proceeds, the IAME appreciates that these net proceeds are re-invested in local or regional initiatives strengthening the maritime economics research community. It should be emphasized at this stage that undertaking the conference organization must not aim to make a profit for the organizers, thereby charging excessively high fees that make it difficult for academics and practitioners to follow the conference. It should be seen as providing the platform for scientific exchange of views at the international level for the academic community, and as such the conference fees should be set at reasonable levels. Where possible it would be desirable to set special rates for PhD students and other weaker financially members of the community so as to enable them to participate in the exchange of views and the international dialogue regarding Maritime Economics and Business.



## Conference fees and handling of memberships

The conference organizer determines the attendance fee for delegates. Sponsorship is one way of keeping charges to a minimum. As the organizer wants to avoid incurring a loss, the conference fee should in principle be set to cover all conference costs. This will include the cost of venue hire, catering as well as other costs including printing of brochures, logo and website development/maintenance, publication of proceedings, photographers and many incidentals such as transport hire for delegates transporting them to dinners, technical (port) visits, etc.. The gala dinner should be reasonably included in the conference fees, although a final decision on this has to be taken by organizers. Previous experience has shown that complex registration schemes with multiple options potentially lead to misunderstandings about the inclusiveness of certain events (and increase overall administrative costs). Overall, it is recommended to make both the scholarly as well as the social programme (incl. gala dinner) as inclusive as possible, as both make an integral part of the IAME conference experience. Here again, it is also suggested that prospective conference organizers contact organizers of past conferences who will be able to assist in sharing their experience.

When setting the conference fee it has been the custom to set these at a number of levels, depending on the cost-of-living of the location. However, in recent years, basic fees for IAME members have been oscillating between 300 and 500 USD/EUR. These include rates for:

- IAME members
- IAME non-members, and
- Student/retiree rates.

In some cases, early bird fees are applied, as well as more favourable rates for e.g. scholars from developing countries, or PhD Students. Overall, conference fees beyond 500 euro for paid up IAME members are considered at the higher end, and may penalize the overall participation (hence, the need for sponsorships to allow inclusiveness). Clear guidelines should be provided via the conference website and upon registration, regarding cancellation and refund policies.

In the event that attendees are non-IAME members the conference organizer is requested to add a “surcharge” (set at discretion of organizers but not less than the cost of a one-year membership – preferably the exact amount of a 1-year membership) to the conference fee. This additional amount constitutes one-year membership fee of the IAME (i.e., 12 months from the date of the conference). In the case of student and retirees this additional charge should be lower, again in line with the IAME membership fee for students and retirees. This means that all delegates attending the conference are, or become, *de facto*, IAME members.

For that purpose, the conference organizer is requested to obtain the necessary personal and professional data from non-members registering for the conference through the conference online registration module, in view of transmitting the information to the IAME Secretariat in order to activate their memberships. The conference organizer is expected to consult with the IAME Secretariat on this





process. In turn, the Secretariat will provide a list with paid up members to the conference organizers, at the opening of conference registration. The information regarding the new IAME members are forwarded by the conference organizer to the IAME Secretariat. New member information through Conference registration is preferably communicated on a weekly basis, in order to allow the IAME Secretariat to activate the membership. A shared online file is a good practices to follow, as well as the appointment of Single Points of Contacts (SPOCs) from both sides. Not later than two (2) months after the conference, the Conference Organizer does a unique financial transfer of the full sum of collected membership fees to the IAME Secretariat (this transfer should be arranged free of local taxes i.e. without deductions on the obtained membership fees or any other form of transaction fee or tax).

Important: Recent past experience has shown that for several IAME members it is preferable to pay their annual IAME membership as part of the conference registration fee, because their employer (e.g. university) may be willing to cover the financial costs of the conference registration, but not necessarily the individual IAME membership fee. It is for this reason that IAME requests conference organizers to include the IAME membership fee in the conference fee for non-members, thus ensuring that the IAME conference remains a members-only conference, but also to facilitate the acquisition and extension of memberships. Some flexibility might be asked in terms of processes of invoices or receipts towards that end, which in turn might also depend on internal procedures of the conference organizer. It is important to acknowledge the need for flexibility and agility in this process. Conference organizers are also invited to consult previous organizers to get their experiences and views on the particular matter.

### **Conference website and communication**

In these days, marketing and “image”, especially on the internet, are more and more important for growing the reputation of the Association and its recognition. Therefore, conference organizers are encouraged to continue the use of the common template (either provided by the Association, or the previous organizers) for building their own Conference website. The structure in use by the immediate former organizers mostly represents a frame of reference for organizers, which of course are also invited to add to the basic compulsory (e.g., introduction to the conference, venue, key dates, etc.) contents a number of voluntary items and information. The website structure and appearance should however remain similar, in order to improve IAME visibility and make the event more recognizable year by year by practitioners (who are not necessarily familiar with conferences and academic institutions) and the academics working outside our association. Conference websites and locations change over time whereas the IAME association is always the same.

With the rise of social media, the use of social media (Facebook, Twitter, LinkedIn) in complement to direct marketing (e-mailings) and conference websites seems a growing necessity, and appears to be the quickest and most direct way to reach larger parts of the membership, as well as promoting the conference. An example includes the IAME 2018 conference in Mombasa which reached more than 700 followers on Facebook and high levels of engagement. While social media might not be available to all



members, and could not become the unique way of communication, they have shown to support successful organization of the conference.

## Conference Online Management System (COMS)

The use of an efficient Conference Online Management System (COMS) is of fundamental importance for managing submission and the review processes and making the conference successful. In this regard, since 2013, IAME conference organizers have been using an open-source, externally developed COMS service. The current solution in use has an annual cost of about 1,000 to 2,000 EUR/USD depending on the options selected. It allows for automated transfer for reviewers' databases, and has been positively evaluated in terms of cost/value by previous organizers. While the IAME does not require the continuation of the relationship with the current supplier, it is strongly suggested that an online system is used.

## Paper format and quality standards

The organizers are invited to use the same template each year (just a different logo is needed).

One of the aims of the conference organizers is to ensure that the best papers presented at the conference are published in top scholarly journals. This strategy will increase the attractiveness of IAME and enhance membership experience. Conference organizers should be committed to providing a quality program, following some (minimum) quality standards that need to be set for papers accepted. The establishment of a well-functioning and committed ISSC and credible Chairpersonship of the Scientific Committee is a key element. At least two reviewers should be appointed both for full paper review (while for the abstracts in a 2-stage approach, see infra, abstract review is recommended, but not necessary). Since 2013, an articulated 5 point scoring system has been defined in the COMS, where 5 indicates the highest quality and 1 the lowest on the scale. Abstracts and full papers above an average score of 3 can be reasonably accepted, whereas academic works below this threshold (1) can be accepted only under the condition of a major (and substantial) revision or (2) should be rejected.

It is strongly suggested to conference organizers to explicitly provide guidelines to reviewers in terms of what constitutes a good paper review in terms of length, style, format and tone. A good basis is provided by the AOM: <http://aom.org/annualmeeting/reviewerguidelines/> . Communication between organizers, submitters and reviewers should at all times be respectful, and any unethical or foul behavior, in particular by IAME members, that cannot be dealt locally, should be reported to the IAME Council, who can take matters according to Constitution guidelines.

## Management of deadlines

In the tradition of IAME Conferences, there are two deadlines, one for submitting abstracts and one for full papers. An advantage of this two staged approach of abstracts followed by full papers is that it helps authors to avoid surprises in case their topic is considered outside the scope of the conference. However, organizers are free to adopt a 1-stage process with direct submission of full papers / extended abstracts.



It is the conference organizer's prerogative to set and adapt deadlines as seems fit.

One of the advantages of the double deadline system (abstracts and then full papers) is that it allows to commit people and, above all, make organizers (roughly) aware of the number of potential delegates registering to the conference. However, in practice the number of full papers has been much lower than the number of abstracts.

In previous years, since 2016, the format of an extended abstract has been allowed making a distinction between double blind peer reviewed full papers and extended abstracts for presentation only. In such a way, people missing the full paper deadline still could stay "onboard" and participate to the conference with a presentation only, and extended abstract included in the proceedings.

### **Proposed conference venue and accommodation**

The conference location can be at either a hotel with conference facilities, a stand-alone conference facility, or at a university, or indeed a mix of several of the above. Various successful IAME conferences have utilized a mix of hotel and campus locations, although it is advised to avoid many complex logistical movements of delegates.

When preparing a proposal to host a conference it is recommended that an appropriate venue is selected. This means that the venue chosen must have suitable conference facilities capable of catering for different size groups. It will be found that the opening and closing ceremonies might require a conference hall with a theatre style seating capacity of 250 – 300 delegates. A number of smaller rooms will also be required to accommodate the different conference streams. Depending on the number of delegates registered, up to 6 or even 8 smaller rooms, capable of seating up to 30 delegates each, preferably with classroom style seating arrangement, will also be required. Recent conferences have seen about 120 to 180 presentation slots needed, excluding plenary sessions, thus needing up to 6 to 8 parallel tracks.

In addition, the selected hotel venue must also be able to cater for delegates' accommodation needs, at a competitive price. Furthermore, it is suggested that the conference organizer also provides information on alternative, less expensive, but conveniently located accommodation in close proximity to the conference venue. This is particularly relevant for students, for example, or others likely to be on a tight budget. It is recommended to provide a list of hotels on the conference website, including a wide price range as well as dedicated, direct contact information for delegates. Furthermore, distances and connections between locations are advised to be shared with potential delegates to make informed decisions.

### **Conference dates**

The timing of the conference may be important in order to capture maximum attendance numbers. Most times IAME conferences have been held in the June and July months, but later dates, in particular end of August or the first half of September have also been successfully accommodated. In general, the period between the second half of July to the first part of August is best avoided, as well as May to the



beginning of June due to maritime industry conferences. The organizer ultimately determines the timing of the conference. Conference dates have varied although they generally have favored the start or the end of northern hemisphere summers.

## Conference communication

Before the conference, it is important to establish efficient communication channels (by e-mail, website, social media) with the authors submitting abstracts and papers. It is relevant to provide accurate and timely diverse mass communication for various types of information, e.g. approaching deadlines, themes of special issues associated to the conference, organization of special sessions, data regarding the number of submitted papers, etc.. The currently used COMS system allows for automated, accurate and standardized e-mail communication at the various stages in the scientific process.

Besides the COMS, a unique SPOC e-mail address e.g. [iame20XX@\(nameinstitution\).\(extension\)](mailto:iame20XX@(nameinstitution).(extension)) allowing constant monitoring and responding to all stakeholders is an absolute necessity.

## Advertising

Once organizers ‘win’ the bid they have to start advertising the event, with an increasing degree of commitment month by month. Organizers are invited to identify effective communication channels in order to disseminate the “call for papers” also in adjacent to maritime economics academic disciplines (e.g., logistics, supply chain management, operations research, management, etc.). Organizers could also target the main transport/logistics associations at continental (North America, EU, Asia, etc.) and country-level.

Specific emphasis should be placed on the relationships with the industry. Organizers might establish more privileged relationships with some local / global companies in order to gain their support during the Conference organization (e.g., finance, industry sessions, etc.) as well as helping in advertising our academic research and main events (Annual Conference).

## Conference program structure

Conference organizers should have the ability to adjust the conference schedule to accommodate industry activities, technical program, etc. after the bid as they are absorbing the financial risk. Traditionally, the IAME Conference program is spread out across two and a half to three full days. It includes plenary sessions at the beginning (welcome speech, keynote speeches and panelists) and at the end (concluding remarks, prizes, venue presentation of the next IAME conference) of the conference, and parallel sessions in between. Furthermore, Council Meeting(s) and the Annual General Meeting (AGM) have to be positioned in the overall program, and the conference organizer needs to cater for them in the program (including provision of rooms). In recent years, the AGM has taken place just before the official closing of the conference and the handover to the next organizer, in order to have maximum IAME member participation.

Besides, the annual Conference traditionally includes the Port Performance Research Network (PPRN) meeting, which has become a relevant academic event inside the program. Traditionally it takes place



the day before the conference opening ceremony, ensuring no overlapping with the other events. Other special interest seminars with industry and policy have also been organized as pre-conference events.

Given the success in previous conferences, organizers are encouraged to include special academic sessions (thematic), industry sessions and more open special interest symposia with mixed academic/industry/policy participation. The former might stimulate the debate around topics of common interests, which could foster the preparation of special issues in academic journals. The latter might facilitate the interaction between practitioners and the academia as well as provide a source of financing for covering the conference budget.

Finally, as happened in a few previous conferences, it is worthy to organize a “Meet the editors” session for enhancing the interaction between the main academic journals related to IAME Association and our members. Other interesting activities could be to offer to young researchers a session for their education, like the “How to Review a Paper”, “How to submit a paper”, “How to deal with rejection”, and so on, as has been applied during the IAME 2018 Conference in Mombasa.

Other points of attention include:

- Technical tours typically take place after the conference, but examples from IAME 2016 and IAME 2018 prove they may lighten up the often dense and intense scholarly program by integrating them fully in the 3 day program. Also, higher participation is achieved, and a ‘break’ in the program is often valued;
- Award ceremonies (e.g. for best paper) have been organized recently either during the gala dinner, or during the closing ceremony.

## Conference proceedings

The conference organizers will determine the format of conference proceedings. In the past, conference proceedings were printed copies sometimes in more than one volume whereas in recent years proceedings are placed on a USB-memory key or even better uploaded on the password protected conference website. This certainly helps in keeping printing costs down. It is also convenient and easier to carry around or access anytime from anywhere in the world – this is particularly relevant when considering that the majority of delegates travel from overseas, and stimulates dissemination. It is possible that organizers add an ISBN number to conference proceedings. This has its pros and cons. However, in case an ISBN number is given to the conference proceedings, many authors prefer not to include their papers in the proceedings as they intend to publish them in international journals instead.

On the other hand, some people, especially young PhD researchers, may be required by their institution to have their paper included in ISBN proceedings. It is therefore important that from the outset, clear information is available on the status and availability of conference proceedings.

Conference proceedings have to be made available on-line to IAME members only, as one of the benefits of the IAME membership payment.



## Journal special issues

Traditionally, besides proceedings, conference organizers, following proposals from Journals and well established colleagues arrange special issues in a number of journals. First, the two official journals of IAME association, Maritime Policy & Management and Maritime Economics & Logistics, but also other international journals are involved and a number of good papers is selected by the appointed guest editors. However, this is not automatic and needs to be negotiated with the editors-in-chief.

In order to enlarge the IAME audience and to involve people from neighboring communities, organizers are also invited to contact other leading academic journals to arrange for special volume publications in them. In recent years, there has been a clear trend in this direction as a number of additional journals was involved, e.g. Research in Transportation Business and Management, International Journal of Shipping and Transport Logistics, International Journal of Transport Economics, Transportation Research – Part E, etc.

When negotiating with the journal, the following principles are to be agreed by the publishers. Publication of IAME papers in the selected journals may take the form of special issues or occur as individual papers in normal issues. Journals must accept that mention is made, in the cover of special issues and at the beginning of all papers, of the fact that an earlier version of those papers have been presented at the “IAME 20xx conference”.

With regard to special issues, it has to be mentioned that in recent years, realizing the objective for Special Issues has been hard as most of the high-quality rated submissions through the peer-review process have been submitted elsewhere before the start of the conference. Inviting lower rated submissions to Special Issues places significant burdens to organizers and guest editors as in those cases longer review processes to achieve quality (if any) lead to substantial publication delays, or inclusion within the regular publishing scheme. It is very difficult to take position as preventing authors to submit or present papers under review at journals might lower participation to the conference. One solution could be to ask submitters upon revised full paper submission to tick a button on whether the paper is already under review at a journal, or to capture upfront interest in one of the special issues, but asking for ‘moral’ commitment to essentially stick to this plan. Furthermore, recent experience has shown that organizers have delayed informing submitters about potential inclusion in conference related Special Issues. Here, we advise the organizers to communicate to selected authors at the latest within one month after the conference conclusion.

## Conference prizes

It is custom for the IAME conference organizers to arrange prizes for the best and runner up papers. The number of prizes varies from year to year depending on sponsorship. The publisher of Maritime Economics & Logistics has in previous years provided prize money for the best conference paper presented. In the past, additional sponsorship based prizes have been provided by other organizations such as shipping companies. Other awards can be provided at the discretion of organizers (best





reviewer, best young research paper, etc.). A recognition award for the “best reviewers” is particularly encouraged.

In general, it is the Chair of the Scientific Committee who is fully in charge of handling the processes related to the awards, as instructed by the award providers after taking into account their guidelines.

## Reporting to Council

The conference organizers at the end of the conference are invited to provide a short report summarizing the main outcomes of the event both from an academic and organizational perspective. In the recent past, IAME 2014 organizers elaborated for the first time a detailed (interim and final) report(s) compiled by the Chairperson of the “International Scientific Steering Committee” (ISSC), which provided some guidance and recommendations for future organizers and hosts.

The organizers are to submit a final report to Council, into which they are expected to refer to the paper management process and on the number of sessions offered, numbers of conference attendees (members and non-members), papers submitted and presented, and papers submitted for presentation where the presenter failed to show.

The Chair of the International Scientific Steering Committee is expected to maintain and enhance the reviewer database already established and return it to the IAME Secretariat at the end of the conference, to be of use for future conference organizers. In the case of the use of COMS, it is recommended that the database is extracted at the end of the process, in case the following organizer does not continue the use of the same system.

It is recommended that organizers, following completion of the conference, provide their feedback to Council, in order to facilitate update and improve these guidelines over time.

## Annexes to these Guidelines:

Annex 1- Summary table of contents for bidding proposals (length of the bid, compulsory topics to be defined, space for voluntary additional points, etc.)

Annex 2 = Summary of the “evaluation framework” and process.

\*\*\*\*\*