

**Regulation of SIRGAS Symposia and Workshop and  
support for Geodetic Events in the Americas  
30<sup>th</sup> of July 2021**

## **SIRGAS Symposia**

Article 2 para. 1 of the SIRGAS Bylaws states that one of its specific objectives is to “organize biannual Symposia covering the activities developed at national and continental levels related to SIRGAS work and its objectives”.

The venue for the SIRGAS Symposia will be defined biannually during the ordinary meeting of the Directing Council and selected from the options for different host cities proposed by the Board’s members. The SIRGAS Symposium Organizing Committee includes the Executive Committee as well as a Local Committee appointed by the institution offering to host the event (see Articles 15 and 16 of the SIRGAS Bylaws).

### **Application to host a SIRGAS Symposium**

1. Institutions interested in hosting a SIRGAS Symposium must apply in accordance with the following:
  - a. The application must be made two years in advance (for example, for the SIRGAS Symposium 2022 applications must be submitted during the 2020 Board of Directors meeting).
  - b. The institution interested in holding the Symposium must have the support of at least three full members of the SIRGAS Directing Council. If the proposal is made by an Institution from a SIRGAS member country, one of the required votes must come from that country’s National Representative.
  - c. The proposing institution must present a letter containing the key details of the Symposium (city, venue, tentative event dates, maximum number of attendees, approximate registration fee -if any-, advantages of holding the Symposium at this location, options for complementary social and tourist activities, possible sources of funding, etc.).
  - d. This letter must be directed to the president of SIRGAS two months prior to the SIRGAS Directing Council Meeting held to define the venue for the event, so that the Directing Council members have enough time to evaluate it beforehand.
  - e. If more than one proposal is presented, the SIRGAS Directing Council must study all the proposals that were submitted and hold a vote to decide the venue for the Symposium. The decision must consider two key aspects: first, the geographical location, to achieve the best possible balance between South America, Central America, North America and the Caribbean, and second, ensuring that the proposing Institution belongs to a SIRGAS member country.

### **Organization of the Symposium**

2. The organization of the SIRGAS Symposia is the responsibility of two committees: a Scientific Committee and a Local Organizing Committee.
3. The Scientific Committee is composed of the SIRGAS Executive Committee and at least one member of the SIRGAS Scientific Council.

4. The responsibilities of the Scientific Committee are to:
  - a. Identify the topics that will be discussed during the Symposium;
  - b. Evaluate the abstracts submitted to the Symposium for their acceptance or rejection;
  - c. Organize the Symposium program according to the accepted abstracts;
  - d. Allocate the available financial resources in order to promote the attendance of participants residing outside the country where the Symposium is to be held; and
  - e. Prepare a report on the main conclusions of the Symposium to be published on the event website and in the SIRGAS Newsletter.
5. The members of the Local Organizing Committee are designated by the institution hosting the Symposium.
6. The responsibilities of the Local Organizing Committee are to:
  - a. Carry out all of the activities necessary to promote and hold the Symposium, and in particular to:
    - Manage matters pertaining to the selection of the venue for the Symposium following the guidelines of the SIRGAS Executive Committee;
    - Coordinate the registration of participants;
    - Create a webpage and maintain it updated with the information relevant for the Symposium, both in Spanish and English;
    - Print out and distribute outreach information such as posters, brochures, stickers, etc.; and
    - Carry out local public and press relations to promote and advertise the symposium in the country where it is being held.
  - b. Assume all the costs required to carry out the Symposium, either by securing institutional funds, financial support from national entities or by charging a registration fee. SIRGAS cannot provide the financial resources required to organize and hold the Symposium.
  - c. If a registration fee is set, the Local Organizing Committee must:
    - Agree with the SIRGAS Executive Committee on the amount to be charged;
    - Exempt beneficiaries of financial support and the members of any SIRGAS Bodies (Art. 2 of the SIRGAS Bylaws) from paying the registration fee;
    - Reduce the registration fee for members of the International Association of Geodesy and the authorities of the Pan American Institute of Geography and History by 10%; and
    - Pay 15% of the income from the registration fee to the SIRGAS Executive Committee, as these economic resources are intended to support the participation of attendees in accordance with the provisions described in point 4.d. of this regulation.
  - d. Ensure the proper development of the Symposium by providing everything required to this effect, namely:
    - Selecting a venue with the necessary capacity to accommodate the expected number of attendees;
    - Audiovisual media and resources needed for oral presentations;
    - Rooms equipped with panels for presentations in poster format (if the Scientific Committee of the Symposium decides to opt for this presentation mode);
    - Office equipment (telephone, photocopier, etc.) during the course of the event;
    - Rooms for meetings to be held in parallel with the Symposium (for example, meeting of the Directing Council or of the Working Groups), including the audiovisual equipment needed for videoconferencing in order to allow the members of the Working Groups and the Directing Council to participate remotely;
    - Preparation and printing of badges and attendance certificates according to the design provided

- by the SIRGAS Executive Committee; and
- Simultaneous translation from English to Spanish and vice versa at all sessions during the Symposium, meetings of the Directing Council and Working Groups.
- e. Develop a database with the name, organization, city, country and contact information (email and postal address) of all attendees to be delivered to the SIRGAS Executive Committee within the two weeks following the end of the Symposium.
- f. Recommend accommodation options during the Symposium (list of hotels and price range). The approval of the SIRGAS Executive Committee must be obtained before publishing or distributing this list.
- g. Offer a welcome cocktail.
- h. Provide two daily coffee breaks (one in the morning and one in the afternoon) with drinks, some snacks or sandwiches.
- i. Organize social events (informal dinner, etc.) or tourist events (sightseeing excursions, tours, etc.) for the free periods during the symposium, or immediately before it starts or after it ends. The cost of these activities does not have to be borne by the Local Organizing Committee.

## **Workshops for the SIRGAS Working Groups or Specific Project Groups**

In accordance with Article 28, para. k, the Working Group presidents may convene technical meetings or workshops of the Working Groups, to be organized by the presidents themselves, in close cooperation with the SIRGAS president and vice president.

### **Organization of Workshops**

1. The workshops are convened by the Working Group presidents or the corresponding Project Coordinator in agreement with the SIRGAS president and vice president.
2. They are mainly held for the members of the corresponding Working Group or Project.
3. The issue of whether to charge a registration fee or not depends on the number of attendees and the budget of the Institution hosting the event, and will be defined by common agreement with the SIRGAS president and vice president.
4. The host Institution undertakes to provide the logistical support required to hold the Workshop (meeting room, audiovisual support, computer equipment, attendance certificates, etc.).
5. The president of the Working Group or the corresponding Project Coordinator undertakes to draw up the report of the Workshop for publication on the SIRGAS website within four weeks following the end of the workshop.

## **Geodetic Events supported by SIRGAS**

SIRGAS may support technical-scientific events other than the SIRGAS Symposia and the Workshops held by its Working Groups or Projects, as long as the topics discussed during these events are related to the SIRGAS objectives, including, in particular (see Articles 1 and 2 of the SIRGAS Bylaws):

- Definition of a three-dimensional geocentric reference system;

- Establishment and maintenance of a continental geocentric reference frame;
- Densification of the continental reference frame in the countries of the SIRGAS region, as well as the promotion and support required for its practical and scientific use;
- Definition and materialization of a unified vertical reference system with globally consistent physical and geometric heights and the determination of the changes of the reference frame with respect to time;
- Develop a continental gravimetric geoid model and keep it updated;
- Establish and maintain a continental absolute gravity network;
- Promotion and dissemination of the progress, results and scope of SIRGAS, to achieve maximum use by the countries of the region;
- Permanent participation in the International Association of Geodesy (IAG) and in the Pan American Institute of Geography and History (PAIGH), in order to exchange information and updated know-how on technical and scientific matters related to SIRGAS objectives;
- Promotion of a uniform approach to the scientific and technical knowledge involved in the SIRGAS fields among the member countries, including continuing professional development and human resources training through educational campaigns aimed at socializing the use of SIRGAS and the national reference frames that densify it;
- Promotion and coordination of any activity contributing to the fulfillment of the objectives proposed, including the connection between SIRGAS and pre-existing geodetic systems; and
- Planning, promotion and coordination of the scientific and technical activities required to achieve the aforementioned objectives.

For the purposes of this document, “Event” is used as a general term to refer to any type of scheduled meeting, workshop, course, training session, school, congress, Symposium, seminar, conference or colloquium, whether in-person or virtual.

### **Request for SIRGAS support in organizing an Event**

1. The Event Organizing Committee should be made up of at least one person who is active in SIRGAS; meaning one or more members from the following: the Directing Council, the Executive Committee, the Scientific Council, the Working Groups, or the SIRGAS Projects. At all events, the president of one of the SIRGAS Working Groups, the SIRGAS president or vice president, must be on the Committee so that they can help to define the scientific and technical content of the event.
2. The Organizing Committee must draw up a general description of the event both in Spanish and English to advertise the event for circulation to the SIRGAS mailing lists, both on <https://sirgas.ipgh.org> and social media. The final version of this description should be delivered to the vice presidency of SIRGAS no less than three months in advance.
3. In all cases, the Organizing Committee is responsible for promoting participation in the event through a web page, flyers, posters and any other form of publicity deemed appropriate. Likewise, it should provide all the information, material and resources required for the development of the event itself, including details about the venue, access to the meeting location, accommodation options, audiovisual aids for presentations, etc.
4. The presentations given by the speakers during the event must be made available to the SIRGAS authorities in digital format so they can be stored in the SIRGAS data archives and on the SIRGAS official website. If reports are published, the full reference for each published article must be provided for

inclusion in the lists available on the SIRGAS official website.

5. The cost of organizing the event must be covered by the entities proposing it, or by charging a registration fee.
6. If a registration fee is charged, a discount of at least 10% must be applied to the people who are active within SIRGAS (see item 1), as well as the members of the International Association of Geodesy and the authorities of the Pan-American Institute of Geography and History (PAIGH).
7. Once the event is over, the Organizing Committee must send to the SIRGAS authorities a summary (in Spanish and English) of the main aspects of the event (number of attendees, countries participating, topics discussed, conclusions, group photo, etc.).
8. Any request for support must be sent to the SIRGAS president at least six months before the proposed date for the event. Each request must include the following information:
  - Name of the event;
  - Objectives;
  - Place, date and duration;
  - Entities involved in the organization;
  - Members of the Organizing Committee and their relationship with SIRGAS;
  - Estimated number of attendees or maximum capacity (if this is a limitation);
  - Minimum requirements to be met by attendees in the case of training activities;
  - Proposed technical and scientific program; and
  - Reasons why SIRGAS support is considered appropriate.
9. The Executive Committee of SIRGAS will decide whether SIRGAS support is appropriate on the basis of the documentation provided according to the previous item. Key acceptance criteria include: subject matter related to SIRGAS activities, quality standards commensurate with those of SIRGAS Symposia, schools and workshops, current geodetic topics, and balanced geographical distribution of the events.
10. If the event is approved by the SIRGAS Executive Committee, it should be announced as follows: using the name of the event followed by the complement "organized by xxxxx with the support of SIRGAS". The use of the name "SIRGAS Event" is not allowed.
11. All digital or printed material must include the SIRGAS logo provided by the Executive Committee at the time of communicating the approval of the SIRGAS endorsement.
12. The words "with the support of SIRGAS" indicate that the event has been officially recognized by SIRGAS, but do not imply that SIRGAS will provide financial support for the organization of the event, nor that the opinions of the participants (presenters, exhibitors, speakers or organizers) represent the official SIRGAS position.

If a member of any SIRGAS Body (Article 7 of the SIRGAS Bylaws) or a collaborating country or entity (Article 6 of the SIRGAS Bylaws), such as the SIRGAS Analysis Centers for instance, wish to hold an event, they must follow the procedures described in this document in order to secure SIRGAS support. Otherwise, they can announce their status as a member of the corresponding SIRGAS Body, or their status as a SIRGAS collaborating entity, but cannot say that the event is being supported by SIRGAS. This means that they cannot use the official SIRGAS logos on documentation and materials produced to promote the event or during the event itself.