

GUIDELINES FOR THE EUROPEAN CONFERENCES ON EARTHQUAKE ENGINEERING AND SEISMOLOGY¹

Approved both by EAEE & ESC Executive Committees on September 4, 2016

1. European Conferences on Earthquake Engineering and Seismology (ECEES) are organised every eight years in a city selected by the EAEE Association Council and ESC Council separately four years in advance. The votes are counted in a normalized way (the EAEE votes collectively have the same weight as the ESC votes).
2. EAEE Member Associations and ESC Titular Members must jointly make a bid to organise an ECEES by filing an application with the Secretary Generals of EAEE and ESC prior to the last Executive Committee Meetings of both associations to be held before the respective conferences at least six months in advance.
3. The bid should specify the city, the venue of the conference and most probable dates, as well as the Chairperson(s) of the Local Organising Committee. The bid document is sent by the Secretary Generals to all members of the EAEE Association Council and ESC Council one month in advance of their respective meetings.
4. The Member Association and Titular Member elected by the EAEE Association Council and ESC Council will be the ECEES Organizer. They are those responsible for the organisation of the ECEES under the guidance of EAEE and ESC Executive Committees.
5. The organisation of the ECEES should include setting up at least Local Organising Committee (LOC) and International Organising Committee (IOC), as well as an International Scientific Committee. The ECEES Organizer can establish additional committees at their discretion. The EAEE and ESC Executive Committee members should be on the International Organising Committee.
6. The Chairperson(s) of the ECEES LOC make the necessary preparations and notify the EAEE and ESC Secretary Generals about the composition of the Local and International Organising Committees and International Scientific Committee, the draft technical programme, list of keynote lecturers (for plenary sessions) and theme lecturers (for parallel sessions) for the approval of the EAEE and ESC Executive Committees.
7. The LOC prepares the first announcement for the forthcoming ECEES within two years after its selection by the EAEE Association Council and ESC Council. A call for special sessions should be included in the first announcement. The second announcement with all the important dates, registration fees, list of International Organizing and Scientific Committees, and list of sessions, should be available for mail distribution and on the conference web pages 10-12 months before the conference dates.
8. Prospective authors need to submit (six to eight months before the conference) a contribution to be included in the conference proceedings (ranging from a minimum of 3 to a maximum of 10 pages), indicating the session to which their contribution should be assigned. In contributions with multiple authors, one of them should be designated as the presenting author. One person cannot be presenting author for more than two contributions.
9. Each contribution is reviewed by at least two reviewer appointed by the coordinator(s) of the pertinent session; the latter are appointed by the LOC. Authors are required to submit the revised version of the contribution by the deadline specified by the LOC.
10. For the contribution to be included in the conference programme and proceedings, full registration fee payment is required by presenting authors at least three months ahead of the Conference.
11. The conference registration fee should be the same for all participants, while student registration fee should be no more than 50% of the full fee. Significant effort should be made by the LOC to keep the registration fee as low as feasible. The registration fee should be reduced for the individual members of the EAEE. Members of the IOC, EAEE Honorary Members, and Keynote lecturers should be exempted from the registration fee.
12. During the Conference the LOC has to provide:

¹ These Guidelines were drafted by an ad hoc joint committee consisting of Atilla Ansal, Andreas Kappos and Martin Koller from the EAEE, and Stefano Parolai, Mariano Garcia-Fernandez, and Domenico Giardini from the ESC.

- Sufficient number of lecture rooms for parallel technical sessions for oral and poster presentations.
 - Sufficient number of meeting rooms for EAEE and ESC Working Groups to organise business meetings.
 - Meeting rooms during the day before the beginning of the conference and the last day of the conference to enable EAEE and ESC Executive Committees to have two separate and one joint meetings.
 - Office rooms during the conference for the EAEE and ESC Secretariats.
 - Free exhibition booths for the EAEE and ESC. The Seismological Society of America (SSA) should get, when feasible, a booth for free; otherwise at a reduced fee.
 - Accommodation of the seven elected members of the ESC Executive Committee.
 - Travel and minimum stay expenses of Keynote lecturers.
 - The ESC/SSA Travel Grant, awarded with registration-fee waiver and an amount up to 1500 USD for partially covering travel and accommodation expenses, to an SSA student member traveling from anywhere in the Americas.
13. The LOC has to organise:
- At least two pre-conference meetings (or a joint meeting) at the venue with representatives of the Executive Committees of EAEE and ESC, covering accommodation expenses of two members from each Executive Committee.
 - The joint Young Seismologists and Engineers Training Course (YSETC) before or after the conference with full accommodation and registration support of the participants during both the training seminar and the conference, including one representative from each EAEE and ESC Executive Committee attending the YSETC.
 - The EAEE Association Council Dinner, preferably in the second evening of the Conference.
 - The EAEE and ESC Council meetings, preferably in the fourth evening of the Conference.
 - A Conference Dinner, preferably in the third evening of the conference.
 - Opening and closing sessions with the presence of the Officers of the EAEE and ESC.
 - Opening and closing plenaries for ESC.
 - A General Session for the presentation of the EAEE Prof. Nicholas N. Ambraseys Keynote Lecture delivered by a lecturer selected by the EAEE Executive Committee, preferably in the first day.
 - A General Session for the presentation of the ESC Dr Inge Lehmann Lecture Keynote Lecture delivered by a lecturer selected by the ESC Executive Committee, preferably in the first day.
14. The LOC makes the necessary arrangements to have the proceedings published before the conference, preferably with keynote and theme lectures in a separate volume to be produced by the publisher of the Bulletin of Earthquake Engineering and/or the Journal of Seismology.
15. The conference programme includes regular sessions and special sessions. List of regular sessions is compiled jointly by the LOC and representatives of the Executive Committees of EAEE and ESC with an effort to maintain a balance between earthquake engineering and seismology topics.
16. Each regular session is coordinated by a member of the LOC and an international expert in the field appointed by the LOC. Special sessions are coordinated by their convenors in cooperation with the LOC.
17. The Chairperson(s) of the LOC report the progress of the ECEES to the Executive Committee of both EAEE and ESC.
18. The Organisers of the ECEES should support the budgets of the EAEE and ESC by donating 1% to EAEE and 0.5% to ESC of the registration fee of all registered participants.