

Organising the International Conference of Physics Students by {iaps}

In summary

ICPS is an annual conference attended by ~400 physics students from across the globe. Running since 1986, it spans about a week and includes activities from lab tours and scientific lectures, to city tours and local excursions. Each year it is hosted in a different city by different members of IAPS, and the conference hosts the Annual General Meeting of the association, where members bid to host a future ICPS. That's where you come in!

Organisation of ICPS effectively takes place over 3-4 years:

- First you prepare your team and your bid over the course of a few months to a year, and present it to the AGM, and hopefully win the bid
- Over the next year you prepare, find sponsors, sign the collaboration agreement etc., then present again to the next AGM
- Over the next year you prepare more, take registrations, ensure everything is ready etc., then host ICPS!
- Over the last year you wind up, write a report and jIAPS article, complete financial records, transfer any surplus to IAPS etc., then present your final report at the next AGM
- Then you're free!

Here's the most important things you have to consider for your bid - beware that this is **not** a complete list:

Finances

- Prepare a budget to present for your bid, including
 - A list of potential sponsors and funding sources
 - Your estimated participation fee (typically > €200)
 - The estimated total cost of the conference (typically ~ €200 000)
- Consider the costs participants might incur. For example, getting to your country, subsistence in the city for a week, travel within the country if necessary (e.g. for excursions).

Advertising

- Create and polish your website - do this **before** you contact sponsors!
- Updating with important information
- Create social media accounts, good to have ready for the bid

Programme

- Set the number of days and prospective days in your bid (~a week in August, with potential extra days)
- Consider possible activities - including the ones given in the Regulations:
 - Student talks
 - Guest lectures
 - Poster sessions
 - Scientific excursions
 - Cultural or social excursions
 - Tour of the host city
 - Lab tours
 - Sporting activities
 - Conference dinner
 - National party
 - Welcome and farewell parties
 - Costume party
 - Opening and closing ceremonies
 - ...and more!
- Present the draft timetable / programme in your bid
- Coordinate with the Alumni to host ICPA, factor Alumni participants into your plans
 - Present possibilities for ICPA in your bid, too
- Guest speakers - can be slow to respond, so contact in or before the first year and frequently

Organisation

- Include in your bid the number of organisers and the OC structure with clearly-defined roles
 - Your OC must be members of IAPS, but they don't all have to live in the host city
- Include the planned number of participants, including
 - Accommodation, based on how many you need to house
 - Lecture spaces, based on how many you'll need to fit in there
- Consider transport to/from the host country/city for participants and to all venues during the conference
- Consider if there may be problems for some countries to send participants (legal, political or more likely financial)
- and of course, it's never a bad time to start thinking of contingencies and backups for if things go wrong!

Considering your bid (or, So You Want to Host ICPS)

You may be reading this because you're considering bidding to host the next International Conference of Physics Students (ICPS), hosted yearly by the International Association of Physics Students (IAPS). If so, we welcome your ambition! Organising and hosting ICPS is a fun and rewarding experience that will both require and develop a wide range of your personal skills. Despite all the headaches, stresses, long hours and tough decisions that go into a conference of this scale, ask any past OC and they will tell you that it is an ultimately rewarding experience.

Before you start, you should be aware of a few important factors of hosting ICPS.

- The conference will take place two years after you bid to host it (and you will need to spend some time preparing the bid before that, of course). Once concluded, you will be required to present a report at the conference one year after yours. Agreeing to host ICPS is therefore a multi-year commitment, although not a large one outside of the main two years of organising.
- The total conference budget has recently ranged between €150 000 and €200 000 or more, depending on the host country. No more than half of this amount is typically covered by participation fees and support from IAPS. You will need to secure lots of extra funding; usually some amount comes from the host university and the rest is made up by other external sponsorship and grants.
- The conference is at least four and typically seven days long, with an optional eighth day at your choice, which you will need to fill with activities (modelled on the programme of previous years' conferences). You will also need to organise a Delegate Day on the day before opening, and the Annual General Meeting during the conference, for the IAPS Executive Committee (EC) on your conference budget.
- The conference currently draws 350-400 attendees yearly from across the world, and this number has been trending upwards consistently. This is not to include IAPS Alumni, who will be organising the International Conference of Physics Alumni in parallel with yours.
- Finally, you will need a large team of people to form your Organising Committee (typically between 10 and 20) of which two signatories will be responsible to IAPS if anything goes wrong. (Usually it doesn't!) Most if not all of your OC should be prepared to stay engaged for the two-three years required to work on the conference. You will also need to enlist many volunteers for the event itself, just as manpower so your OC can focus on organising.

Also, a disclaimer: **this guide will not explain every factor that goes into organising an ICPS and we don't guarantee that all issues which will need your attention are covered.** If you want more hands-on experience, we recommend you get in touch with a recent past OC and ask them about it! There are further documents available on the IAPS website that can help you, at [iaps.info](https://www.iaps.info); you can also contact the EC via events@iaps.info to ask for advice.

Still determined? Then let's get into the details of the task that lies ahead!

Preparing your bid

To put on an ICPS, currently you must bid to host the conference scheduled for two years in the future, at the IAPS Annual General Meeting, which will take place at the current year's ICPS. (*Exempli gratia*: at ICPS 2018 in Helsinki, applicants made bids to host the ICPS in 2020, eventually awarded to Puebla.) You will need to prepare a bid for the AGM, including planned events, scheduling and finances, where it will be presented alongside competing bids and the delegates will vote on who to award hosting to.

Before starting your bid, you will need to form an Organising Committee (OC). The members of your OC must be members of an IAPS National or Local Committee (NC or LC) or IAPS Individual Members (IMs)¹. Two of them, preferably in the leadership such as a President and Vice-President, will need to sign their names to an agreement with the IAPS Executive Committee (EC) if your bid wins; those two will be responsible for breaches of the agreement, financial propriety, and generally for the organisation of the conference. The OC should have a defined structure and all its members should have roles with clear responsibilities.

Your bid should detail a number of things, not least your event's budget and programme. The programme should include a schedule of all the events you plan to hold on each day of the event (and how long the event will be). Use your bid to highlight some of the most exciting excursions, the lab tours you've lined up, the invited and planned guest lecturers (feel free to contact them before you win your bid!), and the beautiful locations of the host city! The budget should consist of a good estimate of how much you expect everything to cost, broken down into categories like transportation, accommodation, meals², excursions and so on for expenses, and participation fees, sponsorships and grants for income. Show off a balanced budget and give examples of which companies, institutions or funds you plan to contact for money to convince the AGM that you will be financially able to host the event.

The bid should include details of how you will incorporate IAPS Alumni into your activities. ICPA, the International Conference of Physics Alumni, is a mini-ICPS that takes place at the same time and which will share a few activities with yours. More information is in an [appendix](#).

Other details you can highlight include the planned accommodation, the expected number of participants, how much it may cost to get to and live in your host city, and so on. Also include an overview of the OC's members and their roles. Even if you don't fit all these details into your presentation, find them and know them so that you are prepared for questions at the AGM. A video for your bid is not a bad idea but try to be sure it will play correctly on the day or your presentation may fall flat!

¹ You can include non-voting 'consultants' who are not IAPS members.

² Tip: the vast, vast majority of your budget will be accommodation and food costs

It's a good idea to prepare a website for your bid so that you'll be ready if you win it. Your website should have all the planned event details, pictures of everything, your OC's members and roles, *et cetera*. It is especially useful to have this polished and ready so that you can begin to contact speakers and sponsors as soon as possible, and so you have somewhere ready to send curious students to.

When your bid is complete, submit it to the EC at ec@iaps.info. If you have it ready in advance of the next AGM, that is at least a month or two before, we can respond with clarifications and advice to help your chances. (Remember, we want you to succeed in hosting ICPS!) But when it's accepted, or even beforehand, start making plans to attend the next ICPS, held in mid-August in the year you are making your bid. You will need to present it to the AGM in-person so that it can be voted upon. It's not technically necessary to be there, but it will immensely help your chances - we can virtually guarantee that a bid with presenters in the room will win out over an empty presentation. You could also consider video-calling in to the AGM and presenting your bid that way. We advise you to mention it to the EC when sending your bid if you don't think you will be able to attend the AGM in person. Fortunately, places are usually reserved during registration for ICPS for people who want to make a bid at the AGM. Usually two or three OC members will present the bid.

We should emphasise here that should you be reading this a month or a week before the AGM, it isn't too late to prepare a bid. History supports you; bids prepared *during* ICPS have been known to win at the AGM too! These tend to come from larger NCs who are confident they have the support of a university and will be able to sort out the details quickly if they do win a bid. But the important thing is, a diversity of bids will make for a better ICPS in the end, and we want to see your proposal. Figure out what your home city has to offer in sights, culture and excursions, and what physics speakers and laboratories can be found in your country. Find out if you will have the support of a university, of foundations or businesses as sponsors, and accommodation. And create a preliminary programme and budget to show you have put the thought in, and have an idea of what things will cost. All else is polish and presentation!

The members of IAPS who attend the AGM will vote on all the bids that are presented, and the winner will be charged with making their version of ICPS happen, two years after the current one. If that's you, congratulations! It's time to move on to the real work!

Your first year of organising

In the first year, you will be required to conclude an agreement with the IAPS EC, incorporating a Data Sharing Agreement and including the Registration Guidelines. Your priority should be fundraising and continued organisation of the activities for the conference.

Immediately after winning your bid and returning from ICPS, you should begin by contacting potential sponsors and funding sources. This is the part which may take the longest, and is vital to your hosting the conference - you need lots of money! The previously-mentioned website is very important for impressing sponsors and helping to convince them to give you money. By the time of the next AGM, you should have secured at least some outside funding already, and be quite confident of getting the rest.

Your website is also a part of your advertising and promotion strategy: you need to get students interested in your conference. So, more social media accounts are in order: a Facebook page is highly recommended, a Twitter / Instagram may also be useful. You will make more use of these in your second year of organising, but it's wise to have them prepared in advance and to start gathering followers. Keep your website at least updated with any important information and changes to the details of your conference - plans, of course, can and will change.

Someone else who you need to contact right away are your potential guest speakers. ICPS typically hosts a number of plenary lectures from prominent scientists - past ICPS have had lectures from Nobel-Prize winners among them. These lecturers will be in high demand and should be contacted early (*years* ahead, if you can) to ensure you can schedule them in time for your conference. Your website and social media are important again here to convince them of the prestige and reach of your event!

During the first year you should confirm the venues and accommodation for the conference, since they are essential to your actually being able to host a conference. This includes lecture theatres in your university, other conference or event spaces you will use in the host city, and accommodation for participants in a hostel, hotel or university residence (or multiple of these). Some universities charge for the use of their lecture spaces for conferences, so if you are depending on these being available at a reduced or no cost, make sure to confirm this with your university.

While working on all of these factors, you will need to conclude a collaboration agreement with the EC. Importantly some figures are fixed in the agreement that cannot be modified later:

- dates of the conference (and extra days if applicable)
- estimated number of participants (plus OC members and volunteers)
- the participation fee - set as a *maximum*, you cannot raise it later in case of financial difficulty

- the overall estimated cost.

A budget to support the estimated cost must also be provided at the time of signing. The agreement will be signed by the IAPS President and IAPS Events Manager, and by two members of your OC, who will be responsible for breaches of the agreement. This gives us legal assurance that the conference will go ahead as you plan and someone to blame in case of fraud or criminality, although it is mostly a formality. If difficulties arise later you can make adjustments so that the conference can still go ahead, but this must be done in agreement with the EC.

The first year will end with your return to ICPS, to present a status update for the AGM. If they are not satisfied they *can* remove your hosting rights with a vote of no-confidence, but this is very rare and unlikely (especially if you've followed this guide!). It would probably only happen if you say that you won't have the funds to finish organising or your OC is falling apart. All going well, though, the AGM will approve your continued work and you can get down to the practical things!

The final year

In the year leading up to your conference, you will need to prepare the practicalities for the week. The most important, of course, being registration. You will receive the Registration Guidelines from the Events Manager which detail how you go about this process and what your selection criteria are: typically for an ICPS in August, registration will start on February 1st.

To mention first, of course, during this year any elements of the conference programme should be detailed and confirmed for certain. This incorporates your excursions, your guest lectures, your food plans, your parties, social activities, anything else that you need to coordinate for. Special mention goes to student lectures and posters which are given by attendees, an expected part of ICPS. You should plan for accepting abstract and poster submissions from participants and give space for the lectures to be given and poster sessions to take place. Of course, prizes for the best are in order too.

Since hopefully your finances are well in order and your guest lecturers are lined up, in this year your focus can turn fully to promotion. Your aim is to get students interested before registration opens. As well as regular social media posts showcasing elements of your conference and counting down to registration (and during it!), you can take this time to produce PR materials like stickers and posters. Get your contacts in IAPS around the world to help distribute these, and get the word out about ICPS! It's a good idea to leverage other IAPS events happening throughout the year, starting from the previous ICPS and even before that, to tell people about your conference and get followers on your social media. Later on in the year you will want to repeat this process to find the volunteers for your conference, too.

An annex to the collaboration agreement your OC signed in the first year is a data sharing agreement. This will lay out for legal purposes of data and privacy protection under what conditions IAPS will share information with your OC and with third parties such as accommodation providers or excursions for your conference. In it you must list what data you intend to collect, who it will be shared with and for what reasons. Under the collaboration agreement and more importantly under European Union law IAPS cannot allow your OC to view the registration data without having this agreement made. (IAPS collects the registration data via events.iaps.info, and shares it with your OC.) Obviously, it's important that you finalise this agreement with IAPS and get it signed this year, shortly before you open registration.

Speaking of registration! Signups for your conference will be opened in this year, normally at least six months out from the conference date. When planning when to open registration, account for how much it may cost participants to get to the host city and if opening earlier or later may benefit them. This should be discussed with the IAPS EC. In any case, you should ask the EC for a copy of the Registration Guidelines; these will detail how registration will be done, what your

criteria for acceptance are recommended to be, our reserved places for the AGM, and registration stages.

In general, registration is done by entering details on an online IAPS system - currently at events.iaps.info. This means that IAPS collects and stores the personal data of participants. Registration will be opened for a short period (a month) early in this year, then closed for a while to give your OC time to review participants. You will select people to attend from the registrants according to the guidelines given, ask their IAPS NC or LC to confirm that they are a member of IAPS (or work with the EC to help them become a member, if they are not), and then invoice them. If they don't respond in a timely fashion, you can replace them. Later registration is opened again for another round and this process is repeated, and then if necessary a final stage is opened and kept open until the conference, with participants accepted on a rolling basis while places remain unfilled. Of course, all of this can be adapted for your needs in discussion with the EC.

The process of registration will take overall a few months, and likely will continue right up to the week of your conference. You should be aware that accepting, confirming and getting money from people can take longer than you expect, since you have to wait firstly on each NC or LC to confirm participants' membership, and then on the participant to reply and pay their fee. There may also be significant delays caused by payment issues (particularly for registrants from outside of Europe) and the need for visas for travel. This means that you should not rely too heavily on getting your participation fees in a timely fashion.

As the conference approaches and you are finalising all details, you must keep in contact with participants to give them information and updates. Mostly this can be done by email. Provide them with all the information they need to get to and navigate the host city during the conference. A large part of this is the traditional conference programme booklet, delivered in digital form via email before the event and physical copies given at ICPS. The handbook should include such matters as what to bring, practical information about the area (currency, weather, culture), means and costs of communications, map(s) of the area, information on accommodation, your OC's names, faces and roles, and the number of participants from each country! And, of course, the conference programme.

ICPS week

Finally you will reach the week of your conference, though it may seem unbelievable. At this your work reaches the beginning of the end, but your OC will need to coordinate all the events of the conference from the before-opening Delegate Day to the closing ceremony and beyond.

There are a great many small details and eventualities which you will have to think of and have a team member ready for throughout the conference - depending on what events and activities you have, exactly. For examples of the considerations that previous OCs have found they had to take, look at the organisation reports from ICPS 2007 London and ICPS 2014 Heidelberg. Here, we'll try to cover some general recommendations you can apply to your iteration of ICPS.

Before the conference actually begins, the IAPS Delegate Day must take place, on the day prior to the conference start. You will therefore need to arrange accommodation for the Delegates of the IAPS NCs and LCs, and the members of the IAPS EC, and pre-register them. This may serve as a good test run for the actual conference sign-ins, which will take up several hours on your first day and be a lot more hectic. You will also need to arrange space in a lecture hall, conference room or other similar venue for the Delegate Day's activities, and provide food and drinks during the day. You will also have to provide the EC with the contact information of delegates who have signed up for your conference, in advance, so they can be contacted. The EC will handle everything else, including setting the agenda and communicating it to all the delegates.

The first part of the conference will be signing everyone in on the first day - including all the delegates, again. This will likely take more time than you expect, definitely most of the morning and afternoon! Be ready to ask participants for their ID (passport most likely) so you can quickly identify who they are, give them any forms they have to sign while you locate their items (goodie bag, conference badge/bracelet, room key, programme etc.), and be organised so you can provide them with items quickly. Also note that *most* people will sign in at this time, but not *everyone*; participants will appear at random times and places later on and need someone to help them register.

In fact, this is true of participants generally. You will have a conference office on-site (in the accommodation or university, maybe both) and you should know where to direct anyone who comes up with a question and who to; have someone ready to sort sign-ins and accommodation, to help people find friends or where they're meant to be going, to link up with an excursion that's maybe already set off that morning, that sort of thing. Expect the unexpected from your participants!

It's also important that participants can find people when they need help. Your OC and volunteers should be distinguishable; most teams use conference t-shirts for that (and they'll need a week's worth of t-shirts in that case!). They should also stand out from the public. Consider also how

participants can contact you electronically if they can't find your team in person; are you distinguished in a group chat you're using for communication? Do they have an email address, or phone numbers they can text or call? Beware if venue / city officials, emergency services or police show up, invited or not; who will speak to them and how can they find you?

You will probably use a group chat for your team to communicate with participants (probably one with an announcements channel, like Telegram or Discord) and give them updates throughout the conference. Things will change and people will need (gentle) reminders, so, ensure you have a way to update everyone. Reserve some time around events like your plenary lectures for your team to give updates in person, too. You will give a lot of general information at the opening ceremony, but you'll need to give more immediate updates from day to day as well (e.g. where to meet for excursions later, where to go for the party tonight, where they will get some food) and this takes time to do.

Speaking of excursions, some general points on activities! Where some activities are selected for participants (e.g. half get to visit one lab, while the other half must visit another) have a way to let them know in advance which activity they are doing, this will save you some questions later. A past strategy is to print this on their conference badge. Also it's a good idea to schedule important events, like the plenary lectures or scientific tours, in the afternoon and student lectures in the morning – because some of your participants will get up late! *Don't* put excursions and things where everyone must get up early, on the day following the big parties like Nations Evening or the Costume Party, or there will be many more missed buses and grumpy students. Instead, put these after more leisurely evening activities, so students will get to bed early. Be flexible when scheduling as you will have time overruns in many places. Make detailed plans for your organisers; you may have volunteers who are supervising an excursion which they didn't plan and have never seen before, for instance. And of course, consider that you will have to prepare before each activity and wrap-up afterwards, so everything takes more time for your OC than the participants!

Another event that it is mandatory for you to host is the IAPS AGM. The EC will handle the meeting itself, but you must facilitate it. Arrange a venue (e.g. lecture hall) that you can hold for a very long time; the AGM starts early and often goes on for 10+ hours! If business is not finished it may have to resume on a second day and go for another 7 or 8 hours after that! So provide food / drinks / coffee for the delegates, somewhere to break out into every few hours, materials (projector, wifi, etc.) to make sure everything goes smoothly.

Note that while you can probably trust the delegates to make it to the AGM themselves, it must be open to all members of IAPS. So you must be able to facilitate any participant who wants to go; make sure the venue is accessible and well-marked and that other activities aren't mandatory. Most people however will not want to join a meeting for the entire day, so think about what you will schedule in parallel to the AGM.

It was mentioned that you must be ready for questions from your participants at any time, but more serious issues may crop up as well. Activities, from simple lectures to your big excursions, carry risks and emergencies can happen; try to plan for contingencies, and know what to do if things go wrong. Do you have designated team members at the conference office? What if it happens miles out of the city on an excursion, and you have only one or two volunteers? What if the misbehaviour is due to your participants? They may break rules while on a lab tour, or break *laws* while in the city; there may be some other unwanted behaviour. Do you have a way to stop this, can you kick them out³? What if one participant harasses or assaults another? What if there is academic dishonesty? Who should a victim contact in confidence? Make sure, of course, that all of your participants are aware of the event Terms and Conditions, and the Code of Conduct.

The last events of your conference will be the closing ceremony - probably preceded by a plenary lecture so you get everyone there on time! You can use this time to give out prizes, deliver news from the AGM, show trivia and photographs from the past weeks, and of course, thank and congratulate everyone for a job well done. Then there is the farewell party, and ICPS is closed for another year... but your team's work continues, starting the next morning with checking everyone out!

³ The Charter says that you can, in consultation with the IAPS EC - see article 10.3.4

After the conference

Once you've collectively shaken off the post-ICPS blues, your OC will have to maintain a low level of activity for the next year in winding down your conference and preparing a report. You have plenty of time to handle this, so your priority after the conference should be settling all financial and legal matters and getting everything cleaned up. You can update participants with your official photos and happy stories about how everything went - of course, place all this on your website as well, where it can serve as a record of your success!

The report on your event must be made at most six months after the event. It should include a general overview of how the conference went, if all aims were achieved, where the successes and failures were, notable events to the AGM and so on. It must then include an account of the final finances of the event with all income and expenditure accounted for, participant statistics, some photographs, and an article for jIAPS. Your report is an important resource for those who will follow you in organising an ICPS, so make sure it's good! Send it to the EC once it is complete.

In order to be discharged from your legal and financial responsibility of the conference, your report must be presented at the AGM at the next ICPS after yours. If the AGM finds it sufficient and all finances are in order, they will vote to discharge your OC of these responsibilities. Thus ends your work with IAPS, for you have succeeded in making ICPS happen for another year.

Do you want this to be you, after reading everything that needs to be done? Then gather your team, head back to the top and start preparing your bid! We look forward to seeing you at ICPS!

Appendix: The International Conference of Physics Alumni

Since a few years ago, the former members of IAPS have been recognised as IAPS Alumni. No longer able to attend ICPS, they instead began to organise their own parallel conference, ICPA. Traditionally ICPA takes place at the same time and in the same place as ICPS, with the ICPS OC helping out the Alumni organisers and sharing some tasks - because if you have two parallel conferences, naturally a lot of your work will coincide.

ICPA attracts around 50 participants and is held for 3 - 4 days, so will fit within the schedule of the wider ICPS. The Alumni usually spend about 50% of their time joining the students in ICPS activities, and the other half in their own self-organised activities.

When planning your conference, including in your bid, you should consider the possibilities you can offer to the Alumni and how the two conferences will be organised together. They will specifically want to know that:

- you can handle the registration for ICPA
- you can handle the collection of participation fees and payment of ICPA's expenses from that money
- you can guarantee about 50 extra places of accommodation for the ICPA participants

As far as activities go, you will need to organise:

- alumni lectures alongside the student lectures, and that alumni and students can attend both of these;
- three alumni workshops each of two hours length alongside the other IAPS workshops;
- and that the alumni can join in on your guest lectures, cultural trips and parties.

Incorporating these elements into your bid is sure to help it succeed in being awarded hosting rights, and thinking about these in advance will help your OC greatly when time comes to accommodate ICPA. The Alumni organisers will certainly contact you if your OC is chosen to host ICPS, but you can contact them beforehand by emailing alumni@iaps.info.

Appendix: The Charter and Regulations

IAPS is governed by its [Charter and Regulations](#), which are agreed by its members at the AGM. The Charter is changed only seldomly, as under French association law it must be translated into French and transmitted to the *tribunal d'instance* in the region where IAPS is headquartered each time this is done. The Regulations have no such restrictions, and are much longer.

In the Charter and Regulations, there are articles that govern the organisation of IAPS major events, of which ICPS is one. These articles apply to your bid and, if it wins, your event. From the September 2019 versions of both documents, they are reproduced here for your reference.

Charter

17.1.10

[The AGM should] Elect the National or Local Committees that will host IAPS major events, as specified in Article 19.

17.7.11

Elected organising committees of IAPS major events are required to briefly update the AGM on their progress at the GM following their election.

18.11

The election of the Executive Committee, Auditors and IAPS major event hosts must be by secret ballot.

18.12

In elections for the specific posts of President, Treasurer, Secretary and major event hosts, if there are more than two candidates the voting shall proceed in stages, with the candidate having the least votes eliminated at each stage until a majority of votes for one candidate is reached.

19.3

All major events of IAPS are in locations that are chosen by the AGM through an annual bidding process. All IAPS major events have a rotating-host system.

19.9

A GM may pass a vote of no confidence in the organisers of a major event at any time before the event takes place. If such vote of no confidence is passed (see Article 18.14), an alternative host may be rapidly selected or the event may be cancelled for the current year.

Other clauses in Article 19 referring to IAPS events also apply to major events.

Regulations

3.1.1

[It is recommended to allow the OC of an IAPS major event to use a different currency for their internal financial affairs if useful.](#)

4.2.6

Organising committee (OC) candidates of IAPS major events, defined in Article 19 of the Charter, should send their bids to the EC, preferably a month before the AGM, which must be made available to all members.

10.1.2

Only individuals who are members of IAPS or of any of its member committees may take part in IAPS major events, as defined in Article 19 of the Charter. IAPS membership may be required for other IAPS events, as agreed by the OC and the IAPS EC.

10.4.1

IAPS major events occur annually and aim at reaching a wider audience within the IAPS community. They constitute opportunities for IAPS members and individuals from IAPS member committees to experience a wealth of scientific and social activities, as well as to take part in the life of the Association through assemblies and workshops.

10.4.2

The OC of any IAPS major event must consist solely of IAPS members or individuals who are part of an IAPS member committee.

[The committee may include non-students as consultants, but they must have no right to vote within the committee, if an internal vote is called by any member of the OC.](#)

10.4.3

Prospective organisers of IAPS major events must usually submit a bid to the IAPS AGM two years ahead of the event taking place.

10.4.4

Bids to host IAPS major events must include the expected duration of the event, the expected number of participants and a preliminary timetable. They must give details on the location, activities and accommodation. Furthermore, a provisional budget, including the estimated participation fee and a list of potential sponsors must be presented.

10.4.5

Following the selection of the OC of an IAPS major event, a representative of the latter is required to sign an agreement with the IAPS EC. Such agreement, to be originally drafted by the IAPS EC, must ensure complete observance of the IAPS Charter and Regulations over the course of the event organisation, as well as support effective communication between the OC and the IAPS EC. It must also include the amount of the financial guarantee granted by IAPS, see article 10.4.13.

[This agreement exists so that some details of the event and its regulations are agreed upon to start with. The agreement may contain upper/lower limits on budget and participation fees.](#)

10.4.6

OCs of IAPS major events must update the IAPS EC on a time basis and through appropriate means that must be agreed between the two committees.

If the OC is understood to be unacceptably behind on preparation for their event, the EC may convene a GM to call for a vote of no confidence on the OC and thus obtain a replacement from any country that may wish to undertake the required organising tasks.

10.4.7

OCs of any IAPS major event must present an update on their work to the IAPS AGM one year before the event is planned to take place. Such update must provide details on the OC composition, location, activities and accommodation. It must include a presentation of the event website, a list of potential guest speakers, a list of sponsors and a detailed budget, including participation fees. Contracts for accommodation and venues should also be presented.

10.4.8

The website and all publicity materials of any IAPS major event must contain links and explicit references to IAPS, including all materials that the EC wishes to be included.

10.4.9

The OC of an IAPS major event must produce a report within six months of concluding the event, incorporating final accounts together with any information that may be useful to subsequent OCs. Such report must be sent to the IAPS EC, filed in the IAPS archive and be presented by a representative of the OC at the following AGM.

In case no one from the past OC is able to attend the following AGM, the report may, under exceptional circumstances, be presented by the IAPS EC, although this should not be encouraged.

10.4.10

The IAPS EC may accept sponsorship on behalf of the OC of an IAPS major event. This funding should be included into the OC budget when confirmed by the IAPS EC.

Additional sponsorship for an IAPS major event through IAPS is possible upon an agreement between the organisers and the IAPS EC.

10.4.11

IAPS additionally maintains a separate fund for each IAPS major event in order to compensate for possible financial losses of an OC.

10.4.12

The amount in each major event fund is limited. If this maximum amount is exceeded, the surplus will go into IAPS' regular budget.

These funds correspond each to a reserved amount of money on the IAPS bank account. Of course, in the case that the maximum amount in the fund for a particular major IAPS event is exceeded, the IAPS EC may decide to use the surplus to fill the fund of another IAPS major event.

10.4.13

The IAPS EC must give a financial guarantee of one third of the maximum amount of the

corresponding fund to the OC of a particular IAPS major event, conditional on the availability of this amount in the corresponding fund. Whenever this amount cannot be guaranteed immediately after the selection of the OC of an IAPS major event, this must be done as soon as the corresponding fund contains enough resources to do so.

This article relates the amount of financial guarantee to the maximum amount that the fund of the corresponding event is allowed to contain. Moreover, when granting the financial guarantee, the IAPS EC has to consider all IAPS major events of a particular kind, which have already been accepted by a GM.

10.4.14

In the case of a loss from organising an IAPS major event, the OC will automatically obtain a compensation from the respective IAPS fund in order to break even, unless the OC has violated its agreement with the IAPS EC, see article 10.4.5, when a compensation requires the approval of the IAPS EC. However, any compensation paid by IAPS is limited by the amount of the financial guarantee, see article 10.4.13.

In case of financial loss from organising an IAPS major event, the organiser should automatically receive the promised compensation unless they did not abide the agreement with IAPS.

10.4.15

The OC of any IAPS major event should not plan on making a substantial profit under any circumstances. In case of a profit, this must be divided between IAPS and the OC as follows. First, all sponsorship received through IAPS according to article 10.4.10 must be transferred back to IAPS. Second, the remaining profit should be split equally between IAPS and the OC. IAPS must deposit its share in the fund of the corresponding IAPS major event.

This is to prevent excessive profit from IAPS support. However, IAPS will not demand the full amount of money. Note that an organising NC/ LC will typically receive less sponsorship in the year after collecting a large sum for an IAPS major event.

10.4.16

Any payment into the IAPS bank account must be made no later than three months after all contracts have been fulfilled. An extension may be granted by the IAPS EC.

This is to account for extended times that may be taken by sponsors to fulfil agreements.

10.4.17

Whenever a particular fund does not contain sufficient resources, the IAPS EC may choose to transfer money to the fund, but is not obliged to do so.

11.1.1

The International Conference of Physics Students (ICPS) is an IAPS major event organised annually in August and constitutes the central part of IAPS' associative life. It lasts at least four days.

11.2.1

The organisers of ICPS must inform all IAPS members of the essential details of the conference (including dates, locations, costs and all other information available for early dissemination) at least nine months in advance.

11.2.2

The registration and payment process for ICPS must open at least six months in advance of the event.

11.2.3

The program of ICPS must be presented to the IAPS EC at the latest four months in advance of the conference. This program should be presented alongside a finalised, detailed budget.

11.3.1

Before the official start of the ICPS, a Delegate Day should take place. During this, Delegates of IAPS member committees should meet and work on topics of relevance to IAPS.

11.3.2

Upon registration, the ICPS OC must collect contacts of participants who are in charge of representing their NC or LC as Delegates. A list of such contacts must be shared with the IAPS EC at the same time as data is collected by the ICPS OC.

[It is suggested that contact details are shared in an online spreadsheet.](#)

11.3.3

The IAPS EC is in charge of setting the agenda for the Delegate Day.

11.3.4

The ICPS OC must provide accommodation, meeting facilities, food and drinks that are required by the IAPS EC in order to carry out the Delegate Day program. The IAPS EC may request that additional materials that are not strictly necessary are made available, but these may be provided at the ICPS OC discretion.

11.4.1

It is the duty of the organisers to fit the IAPS AGM into the program of the ICPS and to make the necessary technical arrangements, as agreed with the convener of the meeting.

[This includes the possibility of streaming and electronic voting as specified in Articles 4 and 5 of these Regulations. Care should be taken with ICPS scheduling conflicts as not to discourage members from attending the GM.](#)

11.4.2

ICPS organisers must make sure that any IAPS member who wants to physically attend the AGM, even if not attending the conference, obtains the necessary information and access to the meeting.

[Physical disabilities of any IAPS member must be considered when setting the time and location of the AGM.](#)

11.5.1

ICPS activities should include:

- A. Student talks
- B. Guest lectures
- C. Poster sessions
- D. Scientific excursions
- E. Cultural or social excursions
- F. Tour of the host city
- G. Lab tours
- H. Sporting activities
- I. Conference dinner
- J. National party
- K. Welcome and farewell parties
- L. Costume party
- M. Opening and closing ceremonies

The conference may also include other types of activities.

At the National Party, a long time IAPS tradition, ICPS participants have the opportunity to share samples of their national foods and drinks. National groups may also put on short “shows” in turn, often consisting of song, dance or drama/comedy sketches.

11.6.1

The amount of the registration fee must be the minimum required to break even after all costs and sponsorship has been taken into account. It must be discussed and agreed with the IAPS EC before registration opens. If the IAPS EC considers participation fees to be unreasonably high, the OC should suggest options to reduce costs, until an agreement is reached.

The costs may be reduced by avoiding excessively expensive activities, cutting down the number of gadgets (e.g. t-shirts, notebooks, etc.) or even reducing the duration of the conference or the number of places. ICPS organisers can, of course, apply for an IAPS sponsorship, but they should expect to raise the needed funds themselves.

11.6.2

The ICPS budget must cover both the ICPS and the Delegate Day.

11.6.3

ICPS participants may apply for financial support for the registration fee and/or travel costs. They must apply to the IAPS EC at least four months prior to the event. The EC decides on the award of such support and informs applicants of its decision at least three months prior to the conference.

11.6.4

The ICPS-fund of IAPS is limited to 15,000 €.

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International Association of Physics Students
July 2020