



## ORGANISATION OF SYMPOSIA

### 1. INTRODUCTION : DEFINITION AND AIMS OF A SYMPOSIUM

- A Symposium is an event hosted by a CIGRE National Committee (NC), organised by CIGRE, with the objective of examining a particular topic within the field covered by CIGRE. Usual practice is for two Symposia to be organized in odd-number years, in a country other than France which is host country for Sessions; one Symposium is held around April/May, the other in September/October.

The initiative of a Symposium comes jointly from a NC offering to host the event on a subject of interest for the Industry in the country, and a SC which proposes a technical program.

Depending upon the nature and the limits of the subject chosen, the technical programme can either be drawn up by one SC alone or by a leading SC in collaboration with other SCs. It may also involve some International Organisations working in the adjoining fields.

The Symposium should coincide with the annual meeting of the SC(s) involved in the organisation, except for a serious impediment for any one SC. The NC will therefore be expected to also host the SC meeting(s).

- After agreement of the Chairman of the Technical Committee (TC) and the Secretary General, the proposal has to be examined at the earliest TC meeting, with a view to develop the technical programme and avoid any overlapping.

Once the broad lines of a Symposium have been drawn up (theme, programme, date and place), these must be put forward by the TC Chairman to the Executive Committee and the Administrative Council for approval. A Symposium can on no account be held without the official assent of the Council.

- The Host NC assumes part of the responsibility for the local organisation, but CIGRE shares responsibility for the overall financial result of Symposium.

Expenditure involved in the organisation of Symposia is covered by registration fees paid by the participants, and any other income on the NC side, in such a way that receipts and expenditure break even.

Tutorials and a technical exhibition can also be organised in conjunction with the Symposium. The financial management of these activities and of the SC meeting(s) is separate from that of the Symposium and responsibility is that of host NC alone.

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*The first document relating to CIGRE Symposia was adopted by the Administrative Council at the meeting of 30<sup>th</sup> May 1983. The document was issued in March 1984; it was revised in 1994, 1999 and 2002. The present version was approved on September 19<sup>th</sup> 2005*

## **2. ORGANISATION OF A SYMPOSIUM**

### **2.1 General**

The organisation of a Symposium is shared between the players as follows:

- The Technical Organising Committee (TOC), under the chairmanship of the leading SC and the co-chairmanship of a representative from the host NC, is in charge of the technical aspects of the organisation. The TOC usually comprises the Chairmen of the SCs concerned or their representatives, their local counterparts, the CIGRE Secretary General (SG) and any other Organisation involved.
- The Organizing Committee (OC), usually chaired by the NC Chairman comprises also the Chairman of the TOC and the CIGRE SG: it sees to the various tasks necessary to ensure smooth running of the Symposium
- The Central Office of CIGRE is in charge of coordination between the Committees, and with the other parties involved. It handles the secretarial tasks, especially those relevant to the TOC activities. It is responsible for the financial management of the Symposium.

### **2.2 General lay-out of Symposia**

There is no unique format for the organisation of Symposia. The usual structure is as follows:

- The Symposium starts with an Opening Ceremony, with the participation of speakers from CIGRE, the host NC and guest speakers.
- It is divided into a number of sessions, each chaired by a Chairman, and usually directed by a Rapporteur, both appointed by the OC. (The Chairman can also act as Rapporteur)  
The standard pattern for a session is a brief presentation of the papers by the authors, followed by a discussion conducted by the Rapporteur. A "Special Report" drawn up by the Rapporteur and posted on the CIGRE website serves as a guide for the discussions. The running of the discussions is to be specified in the programme of the Symposium. Variants can be proposed; for instance Panel discussions may be organised in addition to the sessions.  
*(Note: If parallel sessions are run, the presentations will be posted, after the event, on the CIGRE web, so as to allow auditors of a session to see the presentations of the other session)*
- The language used in the discussion meetings is English. There is no translation. Exceptionally, the host NC may wish to have translation facilities in which case it will handle the relevant expenditure, outside the Symposium budget.
- A welcome cocktail reception and a technical/tourist visit are usually organised as part of the Symposium.

### **2.3 Preparation of Symposium papers**

- A "Call for Papers" with preferential topics is prepared by the TOC inviting authors to send in Paper synopses. Authors are not required to be CIGRE members.
- The synopses are assessed for quality, relevance and conformity by the TOC which acts as a Selection Committee. The TOC decides on their acceptance and draws up the resulting technical programme: there is no strict limitation to the number of selected papers, quality being the criterion for choice.
- After paper selection the authors are notified and requested to prepare their paper, observing the instructions given in the guide "Instructions for the Presentation of Papers at CIGRE Symposia". As it is sometimes difficult to accurately assess the quality of a paper from a synopsis, the TOC may decide to reject a paper after reading the full text.

- The Rapporteurs receive the papers intended for their session and prepare their reports using the "Guide for Rapporteurs at CIGRE Symposia". These reports are made available on the CIGRE website, before the Symposium, so as to allow a better preparation of the discussions. (Session Chairmen also receive these papers)

- The Symposium papers are published as a CD and sent to the delegates. This CD is also made available for purchase after the Symposium.

## 2.4 Copyright

For the technical contributions CIGRE publishes, it is the policy of CIGRE to own the copyright, to protect the interests of CIGRE as well as their authors, and to facilitate the appropriate reuse of this material by others. Therefore when a paper is submitted for a CIGRE Symposium, CIGRE understands that its acceptance of the paper implies that the author(s) agrees to assign to CIGRE the copyright in the paper.

## 2.5 Preparation countdown

Organisers are concerned to present the most up-to-date information and results, so time schedule for the paper selection process must be tight, though realistic. Generally, the time steps are as follows :

Call for papers:	13 months ahead of the Symposium
Receipt of synopses:	10 months ahead of the Symposium
Selection/information to authors:	9 months ahead of the Symposium
Receipt of full papers:	4 months ahead of the Symposium
Editing of papers:	2 months ahead of the Symposium

## 2.6 General Report

After the Symposium, under the coordination of the TOC Chairman, the Rapporteurs draw up a General Report which brings out the particularly significant technical information emerging from the papers and the contributions to the discussions. This will be printed in ELECTRA and posted on the CIGRE website.

## 3. RESPONSIBILITIES

Organisation tasks can be divided as follows:

### 3.1 Responsibility of the leading SC Chairman

- Initial proposal and preliminary definition of the subject dealt with
- In cooperation with the Host NC and Central Office, setting of tentative dates
- Putting forward of this proposal to the TC
- Management of the TOC
- Responsibility of the General Report after the event.

### 3.2 Responsibility of the TOC

- Preparation of the "Call for Papers"
- Decision on the general structure: programme, associated events
- Selection of papers
- Adoption of the final programme taking into account the list of papers selected: breakdown of the programme into sessions and setting of schedule
- Appointment of the session Chairmen / Rapporteurs/ and Guest Speakers for the Opening Ceremony.

### 3.3 Responsibility of the Host National Committee

The host NC chairs the Organizing Committee which is responsible for the following:

- Proposing location of the Symposium, keeping in mind the coordination with associated events (SC meetings, tutorials)
- Organizing the formal part of the Opening Ceremony, the social event: (welcome cocktail reception), technical/tourist visit

- Choosing the premises. Requirements for premises are as follows:
  - One or two meeting rooms, depending on the technical programme, with standard equipment (computer, video projector, audio equipment...)
  - A desk for late registrations
  - Rooms for the following: pre-session Rapporteur-Speakers meetings, administrative functions.
  - Coffee break facilities to be provided (usually no lunch).
- Selecting post-Symposium tours, visits for accompanying visitors. These are optional and charged for outside the registration fee
- Suggest accommodation options for the participants: several categories of hotels to be proposed, or one only if special package rate. If the NC calls on the services of a specialised agency for this, the cost of this agency's services will be handled outside the registration fees
- Guaranteeing attendance of a minimum number of National delegates
- Finding sponsors or other financing sources (technical exhibition..)
- Providing staff for reception desk and for Technical Secretariat
- Handling of registrations for Nationals and late registrants
- Handling of on the spot distribution of documentation to delegates

### **3.4 Responsibility of the Central Office**

- Assisting the Chairman of the leading SC with preparation of the preliminary programme to be presented to the TC
- Issuing and dispatch of the "Call for Papers"
- Handling of secretarial tasks
- Drawing up of budget forecasts, setting of registration fees, receipts and expenditure follow up
- Issuing of the final Symposium programme (general programme, technical programme, registration form, hotel details, Symposium venue...)
- Editing of the papers, usually a CD
- Early registration of participants and dispatch of Symposium material (to non Nationals)
- See to availability of the General Report
- Drawing up of Symposium financial accounts.

## **4. FINANCIAL MANAGEMENT OF SYMPOSIA**

### **4.1 The different steps**

- As soon as possible following Ad Co decision, contacts to be organised between Central Office, Chairman of the TOC and Host NC for concerted action as follows:
  - Drawing up the list of tasks to be performed, setting responsibility
  - Drawing up an overall plan for the event including all associated activities : SC meetings, tutorials (if any)...
  - Working out of the relevant time-table.
- Attribution of responsibility and cost for each service provided by NC and CIGRE
- Once the costs, revenues from sponsorship and other sources and attendance have been assessed, CIGRE and the host NC agree on the registration fees (lunches are out of the budget, unless there is no other alternative)
- The resulting budget is contractual for the 2 parties, NC and CIGRE. The latter can claim only the contractual expenditure
- Agreement is signed between the two parties on the contractual budget and the allocation of the results

### **4.2 Results of the Symposium - Allocation**

- The result is computed taking into account the actual income and the contracted figures.
- The final result is shared according to the agreement settled.