IASC WORKSHOP REQUIREMENTS

Reporting Requirements:

- Submit Workshop Form at least 6 weeks prior to the workshop
- Within 2 month following the workshop provide:
  - A 1-2 paragraph description of the workshop for the IASC website:
    - Start the text with a hook/strong message that catches your readers attention (rather than date/time/place, this information will be included in the header).
    - Avoid jargon and use shorter sentences. Be specific if possible and try to make the text accessible to all IASC community.
    - Remember your audience is all Arctic researchers, so make sure to provide motivation and takeaways. Restate important points/goals.
    - Make the text referable. Use links rather than including copied information.
  - 3 scientific highlights in bullets – appropriate for an interdisciplinary audience
  - Any other material, such as slides, documents, articles, agenda, and <u>pictures.</u>
- All early career scientists must fill out a short survey: https://goo.gl/forms/ZPZxJkoVLRsBzDmf1

Recognizing IASC:

Please be sure to recognize IASC by including IASC and the IASC logo in meeting material / acknowledgement sections on any websites, presentations or publications.

The full IASC logo set is available here: https://iasc.info/images/media/print/logo-forms/IASC_logo.zip

If the activity results in a publication, please inform the IASC Secretariat (info@iasc.info) by submitting the publication's a) Title, 2) Authors, 3) Abstract, 4) Link (if available). The IASC Secretariat will add the publication on to the "IASC Publications" webpage: https://iasc.info/iasc/publications

Please also encourage all attendees to join the…

- IASC email list: http://eepurl.com/cBLUFn
- and IASC Facebook Group: https://www.facebook.com/groups/343786799008379/

Further information is available on the IASC website: https://iasc.info/

Funding Requirements:

IASC workshop funds can be sent directly to an account dedicated for their use at an institution which can accept foreign funds. Or, IASC can manage the funds for the recipient of the award.

- IASC funds are generally allocated at ASSW. Funds must be allocated by the end of the calendar year and used by the end of ASSW the following year. Final claims should be resolved shortly after ASSW.

If you chose to have the funds transferred to another account certain requirements apply:

- All funds must be transferred at one time to the account by wire transfer.
- All funds must be spent only on workshop-related needs. These include:
  - Travel expenses for participants.
    - IASC funds may only be used to fund workshop participants from IASC member countries.
    - IASC funds should be distributed equally among IASC member countries
    - Approximately 1/3 of IASC funds should be used to support early career scientists.

- Meeting participants may fly any airline, but IASC will only reimburse for an economy class ticket.
- IASC will pay up to a pre-designated hotel rate and a preset per diem rate to be provided by the secretariat at the time of the award.
  - o Renting meeting space.
  - o Expenses related to facilitating remote meeting participation and access (speakers, microphones, devices, phone expenses, etc.). If any hardware is purchased, it should be discussed on a case-by-case basis if the host retains it or it is sent to the IASC Secretariat; be sure to budget for additional VAT expenses case of the latter.
  - o Food and beverages directly related to the meeting (coffee breaks, lunches, dinners, icebreakers).
  - o Office materials expenses (nametags, note paper, etc.).
  - o Expenses related to writing of a workshop report or journal article.
  - o Other expenses related to the meeting as approved in advance by the secretariat.
- An expenditure/accounting report must be submitted to IASC within 6 weeks of the meeting.
- A second expenditure/accounting report must be submitted to IASC within 6 months of the workshop.
- Any funds still remaining unspent within the 6 months period following the workshop must be returned to IASC via wire transfer.
- IASC reserves the right to deny expenditures if they are not deemed to be directly related to the workshop.

If workshop organizers chose to have IASC manage their workshop funds the following rules apply:
- All funds must be spent only on workshop-related needs. These include:
  - o Travel expenses for participants.
    - IASC funds may only be used to fund workshop participants from IASC member countries.
    - IASC funds should be distributed equally among IASC member countries
    - Approximately 1/3 of the IASC funds should be used to support early career scientists.
    - Meeting participants may fly any airline, but IASC will only reimburse for an economy class ticket.
    - IASC will pay up to a pre-designated hotel rate and a preset per diem rate to be provided by the secretariat at the time of the award.
    - Meeting organizers must make travel award recipients aware of their reporting requirements and travel rules as defined below.
    - Meeting organizers must provide travel award recipients with the IASC travel forms.
    - Meeting organizers must set a maximum limit on the amount that can be spent on each individual and notify the recipient and the IASC secretariat of that amount in advance of the meeting. If the recipient exceeds that amount, IASC will not pay for any expenses above the stated amount.
  - o Renting meeting space.
  - o Food & beverages directly related to the meeting (coffee breaks, lunches, dinners, icebreakers)
  - o Office expenses (nametags, note paper, etc.)
  - o Other expenses as approved by the secretariat in advance of the meeting.

Other Recommendations:

- [This event organization guide](#) may be helpful in scoping and planning your workshop.
- IASC encourages event organizers to implement measures to make their meetings as inclusive as possible. IASC and many other organizations [provide guidelines with this aim of inclusivity](#).