

Rules for IAG Scientific Meetings

1. IAG scientific meetings are organized by IAG components (Commissions, Inter-commission Committee on Theory, Services, and the Global Geodetic Observing System) or IAG Sub-components (Sub-commissions, other Inter-commission Committees, Projects, Study Groups, Working Groups). They may take place:
 - a) during IAG General Assemblies, held in conjunction with the IUGG General Assemblies,
 - b) during IAG Scientific Assemblies, held in-between successive General Assemblies, or
 - c) at any time and place apart from the General or Scientific Assemblies.
2. During the General or Scientific Assemblies symposia and other meetings are in general organized by IAG components or sub-components. For specific topics there may be joint symposia of several components or sub-components under a convener appointed by the IAG Executive Committee. The inclusion of scientific papers for presentation at a General or Scientific Assembly is decided by a Scientific Committee established by the IAG Executive Committee.
3. At General Assemblies joint symposia covering topics of two or more Associations within the Union and/or other international scientific organizations may be organized. Though the IAG may act as convener or co-convener, these symposia follow the IUGG rules.
4. The IAG may participate also in joint symposia with other Associations at any other time outside of the General Assemblies, following the same procedures.
5. The IAG may sponsor symposia covering appropriate topics of Geodesy at any time outside of the General or Scientific Assemblies. It shall be called IAG sponsored Symposium if the following conditions are fulfilled:
 - The symposium has to be organized by at least one component or two sub-components of the IAG.
 - The host organization of the symposium must accept a representative in the Scientific Organizing Committee (SOC) appointed by the IAG Executive Committee.
 - The symposium must be open to all bonafide scientists in accordance with the ICSU rules.
 - The proceedings of the symposium shall be published.
 - If there is a registration fee, it must be reduced for IAG members by at least 10%.
 - Immediately after the end of the Symposium the chairperson of the Scientific Committee shall prepare a summary to be published in the IAG Newsletter.
6. Applications for approval to be designated IAG Symposium should be submitted to the Secretary General of the IAG at least twelve months before the proposed date of the Symposium. The following information must be provided in the application for approval:
 - a) Title,
 - b) Date and duration,
 - c) Location,
 - d) Sponsoring IAG (Sub-) components,
 - e) Other co-sponsoring scientific organizations with letters enclosed,
 - f) Suggested composition of the Scientific Organizing Committee,
 - g) Local Organizing Committee, host organization, name and address of contact, etc.
 - h) Estimated number of participants,

- i) Financial support expected from sources other than the IAG,
 - j) Names of the proposed editors of proceedings,
 - k) Draft scientific program,
 - l) A detailed account of why the proposed symposium is useful and necessary at the time proposed, and its relationship with other meetings.
7. Guidelines for the organization of the symposium:
- a) The Scientific Organizing Committee is responsible for ensuring a high standard of scientific value of the symposium. The chair of the Committee:
 - invites participants after the symposium is approved by the IAG Executive Committee,
 - invites contributions and sets a deadline for submissions of abstracts, and
 - informs the IAG Secretary General of all important matters pertaining to the symposium.
 - b) The Local Organizing Committee is responsible for the smooth running of the symposium. It does not receive financial assistance from the IAG, with all the necessary expenses being met by local funds or by contributions from the participants. The requirements of local organizations are generally as follows:
 - providing meeting rooms suitable for the expected number of participants,
 - providing the facilities for oral and visual presentations,
 - provide adequate space and logistical support for poster sessions (if any),
 - reproduction of participants' document (if necessary), organize publication of proceedings or production of CD version,
 - sufficient secretarial and technical assistance,
 - undertake full responsibility for registration of participants, maintaining a web page, printing of brochures and programmes, etc.
 - information on accommodation (hostels, hotels, etc...), sent to the IAG Executive Committee for acceptance, and to prospective participants,
 - organizing receptions and excursions during a free period within the meeting, or just before or after the meeting.
8. The IAG Executive Committee shall recognize scientific meetings other than symposia (workshops, etc.) organized by IAG (Sub-) Components, alone or jointly with other international and national groups and bodies, at any time outside of the General Assemblies, if they have been approved by the Executive Committee. The Meeting may be announced as "International Meeting, organized by the of IAG". It is not permitted to use the term "IAG Symposium".
9. The IAG may recognize scientific meetings, organized by national bodies as important scientific events with benefit for the international geodetic community, and sponsor them if the meeting is open to all scientists according to the ICSU Rules, and will be sponsored by at least one IAG (Sub-) Component, and if the organizer undertakes to maintain the expected standard for IAG-Symposia.
- These Meetings may be announced as "International Meeting, organized by, sponsored by IAG". It is not permitted to use the term "IAG Symposium". Sponsorship by the IAG means only official recognition and does not imply financial support by the IAG. The IAG may appoint an official representative to that meeting. The IAG expects that, in the event that proceedings are published, the Proceedings will be prepared by the local organizers and published within 6-8 months after the end of the meeting.
- Applications for sponsorship should be submitted to the IAG Secretary General not later than 12 months before the intended date of the meeting.
10. In its decision whether to approve and/or sponsor a scientific meeting, the IAG Executive Committee takes into account the need for a balanced selection of meetings, a representative coverage of subjects, and a good geographical distribution. The IAG wishes to avoid duplication of symposia or meetings, and to discourage symposia or meetings with overlapping themes that are held with too high a frequency.
- The IAG Secretary General shall publish a calendar of IAG Symposia and other scientific meetings organized or sponsored by IAG components or sub-components in the IAG Newsletter, in the Journal of Geodesy, and on the IAG Website.

Rules for the IAG Levallois Medal

Purpose

The Levallois Medal was established by the International Association of Geodesy in 1979 to honour Jean-Jacques Levallois, and to recognize his outstanding contribution to the IAG, particularly his long service as Secretary General, 1960-1975.

The award of the Medal will be made in recognition of distinguished service to the Association, and/or to the science of geodesy in general.

The Medal is normally awarded at four year intervals, on the occasion of the General Assemblies of the International

Association of Geodesy and International Union of Geodesy and Geophysics; but the award may be omitted if it is considered that there is no candidature of sufficient merit, and an additional award may be made at any time if justified by exceptional circumstances.

Nomination and Election

A nomination for the award shall be made by an ad hoc committee consisting of the Honorary Presidents and must be confirmed by the IAG Executive Committee. The ad hoc committee shall prepare a citation, suitable for publication, setting out the grounds for the proposed award before the General Assembly.

Rules for the IAG Guy Bomford Prize

Purpose

The Guy Bomford Prize is awarded by the International Association of Geodesy for outstanding contribution to Geodesy. It was established by the British National Committee for Geodesy and Geophysics to mark the contributions to geodesy of Brigadier G. Bomford, formerly of the University of Oxford and a Past President of the International Association of Geodesy. It has been inaugurated by the IAG in 1975. The Prize is normally awarded at intervals of four years on the occasion of the General Assembly of the IAG held concurrently with the General Assembly of the International Union for Geodesy and Geophysics. The following rules for the award of the Guy Bomford Prize may be altered by the IAG Executive Committee if a majority of its voting members sees a necessity to do so.

Eligibility

The Guy Bomford Prize is awarded to a young scientist or to a team of young scientists for outstanding theoretical or applied contributions to geodetic studies particularly in the four year period preceding the General Assembly at which the award is made. Scientists who are under 40 years of age on December, 31, of the year preceding the Assembly at which the award is made, are eligible for the award.

Nominations

Nominations will be invited by the IAG Bureau from all National Committees of IUGG member countries at least one year ahead of the General Assembly. Each committee can make one nomination which has not necessarily to be from its own country. The deadline for nominations will normally be six months before the next General Assembly and will be explicitly stated in the letter of invitation.

Nominations must be accompanied by:

- The full name, address, age, academic and/or professional qualifications and position of the candidates and the name of the National Committee making the nomination.
- An outline of the reasons for the nomination including a general summary of the career and scientific achievement of the candidate.
- A review of recent achievements of the candidates which would merit the award, including references to key papers, published, alone or jointly, during the preceding four-year period.
- A curriculum vitae, publication list, and copies of up to two key papers which are considered to justify candidature.
- The name and address of two referees who can be consulted.

Selection procedure

A selection committee will be appointed consisting of the presidents of the IAG commissions and two other members to be appointed by the IAG Bureau. Based on the material submitted by the National committees each member of the selection committee will rank the nominations and select the candidate to be awarded the Guy Bomford prize. The decision (not the detailed ranking) will be communicated to all National Committees and to the selected candidate. The prize may be withheld if, in the opinion of the selection committee, there is no sufficiently qualified candidate available.

Presentation of award

The Prize shall be presented to the successful candidate at the opening Plenary Session of the IAG Assembly. He or she shall be invited to deliver a lecture during the course of the IAG Assembly.

Rules for the IAG Young Authors Award

Purpose

The award is to draw attention to important contributions by young scientists in the Journal of Geodesy and to foster excellence in scientific writing.

Eligibility

The applicant must be 35 years of age or younger when submitting the paper for the competition. The paper must present his or her own research, and must have been published in the two annual volumes of the Journal of Geodesy preceding either the IAG General Assembly or the Scientific Assembly. Although multiple author papers will be considered, single author papers will be given more weight in the selection process.

Award

The award consists of a certificate and a cheque of US \$ 1000. Presentation of the awards will be made at each IAG General Assembly and each Scientific Assembly. Up to two awards will be presented on each occasion for the two-year period corresponding to the annual volumes specified above.

Nomination and Selection

For each two-year period the Editor-in-Chief of the Journal of Geodesy will propose a minimum of three candidates for the award. In addition, proposals made by at least three Fellows or Associates will be considered for the competition. The voting members of the IAG Executive Committee will make the final selection. It will be based on the importance of the scientific contribution, which may be either theoretical or practical, and on the quality of the presentation. The name and picture of the award winner and a short biography will be published in Journal of Geodesy.

Procedure

Each year the conditions for the award will be announced in the Journal of Geodesy. Nominations should be sent to the Secretary General of the IAG, giving name, address, and age of the author (at date of submission), the title of the paper on which nomination is based, and a brief justification. Nominations must be received by March 1 of the year in which either an IAG General Assembly or an IAG Scientific Assembly takes place.

Rules for the IAG Travel Awards

Purpose

The award is established to assist young scientists from member countries to present results of their research at IAG meetings (assemblies, symposia, workshops, etc.).

Eligibility

The applicant must present results of his or her research at the meeting and must be 35 years of age or less at the date of the application. The application must be supported by at least one IAG Fellow or two Associates.

Type of awards

There are two awards, one for meetings in the applicant's own country, and the other for meetings outside the applicant's country. The first is called *IAG National Travel Award* and has a maximum financial value of US \$ 500. It is available for meetings in developing countries. The second is called *IAG International Travel Award* and has a maximum financial support of US \$ 1000. The amounts can occasionally be adjusted by the IAG Executive Committee. It was adjusted last in 2011.

Application procedure

Applicants are asked to send their application at least three months before the meeting to the IAG Secretary General. As a minimum, the application should contain: title, authors, and abstract of the paper to be presented, acceptance by the organising committee (if available), travel budget and sources of additional funding. The letter(s) of support (one IAG Fellow or two Associates) should be sent separately. An application form may be found at the IAG Website.

Selection procedure and criteria

Selection of applicants will be done by the IAG Bureau. It will be based on the paper to be presented, the letter(s) of support, and the applicant's ability to actually attend the meeting. Priority will be given to candidates from developing countries.

Additional benefits

The IAG will encourage the organizers of the meetings to waive the registration fees for all IAG Travel award winners.