



## 2014 IUFRO World Congress Policies and Procedures

### 1. Name Badge Policy

Everyone who is 12 years of age or older who wishes to be inside the Salt Palace Convention Center to participate in IUFRO Congress activities or activities of the Society of American Foresters (SAF)/ Canadian Institute of Forestry (CIF) need a badge indicating their registration status. This policy is necessary to manage public safety and security inside the convention center.

### 2. Requirements for Presenters

2.1. Oral Presenters. All oral presenters should have received an email from the content management system that provides a link to upload their presentation. All oral presenters are asked to upload their presentation a minimum of 24 hours in advance of their session. Presenters who upload now before arriving in Salt Lake City can still make changes in the Speaker Ready Room. All oral presenters are asked to check in at the Speaker Ready Room 24 hours in advance of their session to test their presentation on the equipment. Note that **only .ppt, .pptx, and .pdf files are supported** by the system. If your presentation slides were created in different software, the slides will need to be converted to one of the three supported file types before uploading the correct file to the content management system. More important speaker instructions can be found here: <http://iufro2014.com/scientific-program/presentation-guidelines/>. Internet is NOT available in the technical session rooms, so plan your presentations accordingly.

Speakers are asked to be in the session room 15 minutes prior to the start time to introduce themselves to the moderator. Arriving early is a professional courtesy that will enable the technical session to start promptly and give each presenter their full allotted time. Each speaker should give the moderator a brief, written, biographical sketch (50 words or less) for the moderator to use in introducing them.

2.2. Poster Presenters. There is a Poster Presentation check-in bay at the Registration desk to confirm your assigned poster location. The poster hall will be open from 12:00 hours on Sunday to hang posters and there will also be volunteers in the corridors and poster hall area to help presenters find the poster hall and their assigned poster location. All posters should be hung by 13:00 hours on Monday. The poster hall opens to all delegates for poster viewing on Monday for the afternoon break, and it will remain open all week during the Congress. Poster presenters should plan to be present at their posters during the lunch break on Tuesday and Friday. Additional poster presenter guidelines are available at: <http://iufro2014.com/scientific-program/presentation-guidelines/>.

2.3. **Substitutions of Presenters.** Requests to substitute presenters for an accepted paper or poster should be made via email to Dr. John Parrotta, Chair of the Congress Scientific Committee ([jparrotta@fs.fed.us](mailto:jparrotta@fs.fed.us)). Because of the short time before the Congress begins, substitutions of presenters will not be made in the in the program database that is searchable by the Congress apps. If the presenter listed in the program database cannot attend the Congress, the presentation may be made by a co-author—both for oral and poster presentations. But the co-author is then responsible for three things: (a) assuring that the presentation’s slides are uploaded into the content management database 24 hours ahead of the presentation, (b) preparing a short (50 words or less) biographical sketch of the actual presenter for the moderator, and (c) arriving early at the session’s assigned room to introduce themselves to the session moderator. **Requests will not be accepted to substitute a different paper or a different poster to replace one whose first author or presenter cannot attend the Congress.**

### 3. Refunds of Registration Fees

Requests to refund registration fees already paid will follow the policies and procedures set in November 2013 and outlined at the bottom of the page: <http://iufro2014.com/registration/rates-policies-tips/> .

### 4. Accompanying Persons

An “Accompanying Person” is any traveling companion, 12 years of age or older, who will be accompanying a delegate into the Convention Center or on a Congress-associated tour.

4.1. **Accompanying Persons Attending the Congress.** All persons 12 years of age and older who will be accompanying a delegate into the Convention Center or on a Congress-associated tour needs to be registered, issued a Congress badge, and wear that badge inside the Salt Palace Convention Center and for Accompanying Persons’ program activities. Registered Accompanying Persons are welcome to participate in all the activities outlined on: <http://iufro2014.com/registration/rates-policies-tips/>. One Accompanying Person’s program is included in the registration fee. Additional program activities may be booked—**if available**—for an additional cost at the Registration Desk.

4.2. **Young Children (Under 12 Years of Age) Attending The Congress.** Unregistered children under 12 years of age may accompany a parent into the Exhibit Hall when it is open on Thursday, Friday, and Saturday. Young children are not permitted into any of the scientific sessions or on the In-Congress Tours (infants in arms are allowed). If a parent wishes to bring their young children to any Congress social functions (receptions, farewell gala dinner), tickets must be purchased for them at the Registration Desk—**if available**. These tickets are required to help the Congress Organizing Committee manage seating capacities.

The Congress Organizing Committee has not arranged for child care during the Congress nor do we have a list of day-care providers in the area. If you have specific needs, please work with the concierge at your hotel to make arrangements that satisfy your needs. You can make these arrangements by calling your hotel prior to arriving in Salt Lake City or immediately upon registering at the hotel.

## 5. In-Congress Tours

Delegates who have registered for the Congress will receive an email message outlining the details of the In-Congress Tour they selected as part of the registration process. If you decided not to select a tour when you registered and have changed your mind and now want to go on one, be advised that most of the tours are nearing capacity. If you selected a tour during registration, but now no longer wish to go on a tour, please visit the Registration Desk and tell them so that they can remove you from the list and free up your seat for someone else.

5.1. Tour Details. Please arrive for your tour no more than 15 minutes before your slated departure time. Please do not arrive earlier, because we are trying to manage the loading of many buses in a short period of time. Please do not enter the loading zone outside until your tour is called – you can gather with your tour group inside the South Foyer of the convention center near the registration area prior to loading. Tours will depart on time and will not be able to wait for delayed delegates.

5.2. Switching or Trading In-Congress Tours. If you wish to change the tour you registered for, you should first visit the Registration Desk and ask if space is available on the tour you want to change to. If space is available, the desk agent will make the change for you.

If space is not available, then there are two options. First, search for someone to make a trade with you. To do that, pin a message on the message board located in the South Foyer, telling others what tour you are offering to trade, the tour or tours you would like to have, and contact information for you (e.g., cellphone number or email address). When a match is made, both of you must then come together to the Registration Desk to get your registration badges validated for the new trips. All trades must be completed and validated no later than 18:00 hours on Monday, October 6<sup>th</sup> so that final lists of the persons on each trip can be prepared on Tuesday. If you are interested in switching your tour, keep checking the message board on Sunday and Monday to see what tours others are offering to trade.

The second option is to show up at the loading area on Wednesday morning for a “sold-out” tour that you wish to attend. After all the delegates at the loading area have checked in, if a seat or two remains because some delegate(s) do not show up by the scheduled departure time, then you may be allowed to board on a first-come-first-served basis until all the vacant seats are filled. Of course, if all registered delegates do arrive on time leaving no seats vacant at departure time, then those who may be waiting will not be able to go on that tour.

## 6. Business Services

Delegates wishing to make photocopies or handouts should consult the Business Center on the Upper Concourse of the convention center. They provide those services for a fee. The Congress Organizing Committee and the IUFRO Secretariat do not have the ability to print or make copies for you. A Shipping Center will be located in the Exhibit Hall from Thursday to Saturday, should you wish to ship anything home, for a fee. There are businesses outside the convention center that offer reproduction, packaging, and shipping services. Ask your hotel concierge for directions to the nearest one.

## 7. **Student Volunteers**

Students must fulfill their 16 hour requirement to be reimbursed their registration fee. The signature and stamp of the Volunteer Manager are required to receive a reimbursement.