

THE INTERNATIONAL ASSOCIATION OF STRUCTURES & ARCHITECTURE

ICSA Conferences: Guidelines for conference hosts

These guidelines are intended for potential conference organisers. They provide details and guidance on what the Association expects from ICSA conference. Any further questions may be addressed to the President (president@structures-architecture.org).

Aim

The aim of ICSA conference is to present research and developments on the merging of architecture and structural engineering, by surveying creative and scientific aspects in the conception and construction of structures, advanced technologies and complex architectural and structural applications. Each contribution must explore the relation between Structures and Architecture.

Audience

ICSA conference is intended for an audience of researchers and practitioners world-wide with a background in architecture and in structural engineering. It will facilitate the meeting of international participants interested in the recent advances in the art, practice and theory of designing and building infrastructures in which the structural and architectonic values are consciously combined and the contribution of each other is mutually enhanced.

When

ICSA conferences are organized every three years, at a location and with a co-chair to be selected and approved by the Executive Council. ICSA conference usually takes place in July and the length is normally three days.

Which language

The main conference language is English (i.e. the language of the papers, but also of the programme and of communications with the participants).

Organisation

The conference shall be organized and directed by the President of the Association, as chair of the conference, with the assistance of a co-chair. If the conference is organized in the country of the President he/she may waive the existence of a co-chair.

The co-chair, or the President in the case referred before, shall be responsible for chairing the Local Organizing Committee, for negotiating and signing any contract with other organizations, and for assuming the financial risk and the surplus for holding the conference.

Committees

There shall be two committees:

- i) A Local Organizing Committee, the co-chair of which shall appoint members of the Local Organizing Committee;
- ii) An International Scientific Committee, the President of which shall appoint members of the International Scientific Committee, proposed by himself or/and by the co-chair of the conference, and after approval by the Management Board.

Keynote speakers

ICSA conference will feature a number of stimulating keynote lectures by prominent experts. Preference should be given to speakers whose standing and reputation would significantly enhance the value and appeal of the conference.

Special Sessions and Mini-Symposia

ICSA conference shall encourage the submission of Special Sessions and Mini-Symposia proposals. Each proposal should have a focused topic related to “Structures and Architecture”.

Participants interested in organizing a special session or mini-symposium will be requested to submit a proposal to the conference secretariat not less than two years before the conference date.

Associated Events

ICSA conference accepts proposals for associated events, including exhibitions, short courses, workshops, and panel discussions. The proposed activities should be directly relevant to practitioners, researchers and educators in the area of “structures and architecture”. The conference organizers will review the submissions and contact proposers not less than two years before the conference date.

Technical Exhibitions

In parallel to the Scientific Program, ICSA conference can accommodate a Technical Exhibition to allow companies and organizations to demonstrate new techniques or newly developed projects relevant to the conference theme. This exhibition will be a good opportunity to share the latest research and the most cutting-edge technologies.

ICSA Website

The official website of the conference shall be <http://www.icsayear.com> (e.g. <http://www.icsa2022.com>).

The ICSA website shall provide practical information about location, programme, conference venue, travel information, etc. It is customary to post one or more iterations of a draft programme as well as the final programme.

The website is the permanent repository of all conference papers and key documents uploaded by members.

Yearly expenses related to the maintenance of the site, renewal of the URL, are the responsibility of the conference co-chair. The webmaster is the co-chair.

Call for abstracts

The open call for abstracts shall be disseminated not less than two years before the conference date. It is recommended that the call for abstracts is circulated as widely as possible using any suitable channel (mailing lists, social media, local networks, etc.).

All the abstracts will pass through a double-blind review. The authors of accepted abstracts will be notified not less than fourteen months before the conference date.

Call for extended abstracts and papers

Full papers and extended abstracts will also be reviewed in a double-blind peer review process. The authors of accepted abstracts will be asked to submit their full papers not less than eight months before the conference date.

Proceedings

The proceedings will be published by CRC Press / Balkema (Taylor & Francis Group), including a book of extended two-page abstracts and a USB flash card containing the full eight-page papers.

Proceedings will be sent for indexation by both Thomson Reuters (Conference Proceedings Citation Index – ISI Proceedings) and Elsevier (Scopus and EI).

Funding and fees

The IASA does not financially support ICSA conferences. Organizers are expected to budget according to local needs, requirements and available funds.

As a minimum, IASA expects that conference organizers provide a suitable venue; catering for at least two coffee breaks per day for each full conference day; lunches for participants; a welcome reception and a conference gala dinner.

Setting the fee level is a prerogative of the organizers since it depends on local conditions and prices; however, the IASA Executive Council shall be consulted on the fees.

A reduced registration fee shall be offered to the members of the International Association of Structures and Architecture (normally a discount not less than 15%).

A reduced registration fee shall be offered to students (normally 50% of the full delegate fee). Student fee will not include lunches nor the participation in the conference gala dinner.

Sponsorship Opportunities

ICSA conference provides a valuable opportunity for companies to showcase their products and services to professionals interested in the recent advances in the art and practice of designing and building structures. A range of sponsorship packages will be tailored to appeal to a wide variety of marketing objectives.

Accommodation

ICSA conference will arrange a block reservation with several hotels for the participants of the event.

Accompanying persons

The registration as accompanying person will include the participation in the welcome reception, in the gala dinner and in several tours. It will not include the technical documentation nor the participation in the Scientific Program.

Post-Conference Tour

ICSA conference will offer post-conference tours. Each tour will be limited to a maximum of participants and will take place subject to an adequate number of adhesions.

IASA Meetings

A room and a time slot in the programme should be made available during the conference (in the evening or at lunch time) for the Executive Council meeting (roughly 2 hours) and for the General Assembly (circa 1 hour) at the end of the conference.