

Guidelines for ISSID Conference Organizers

ISSID conferences have a reputation as high-quality organized scientific events with a well-designed scientific program. The overarching goal of our biennial meetings is to advance the individual differences psychology in its broadest sense. ISSID encourages the potential organizers to plan an interesting meeting for young researchers and also socially attractive for all participants.

Below you will find important information, suggestions, and guidelines which are intended to help you with organizing the ISSID Conference. If you have any questions at any point, please contact the current President and/or the Treasurer of ISSID.

1. Conference venue

The ISSID conferences usually gather around 200 up to 400 participants. The conference venue should comfortably accommodate this a number of people. Preferably, all the conference halls and rooms should be located in one building or within a very short walking distance, to allow all participants easy access to all sessions and events. Ideally, the conference venue will be in reasonable walking distance from one or more lodging options.

Lunch and coffee breaks areas tend to get very crowded, so the conference venue should include a space allowing everyone to use these services smoothly.

Depending on local regulations, additional services might be required, such as medical assistance present throughout the conference.

2. Budgeting and sponsors

ISSID conferences are self-funding. That is, all the costs of the conference should be covered by the conference income (conference fees, sponsors, etc.). It is also desirable that the conference generates income for the Society – any surplus will be used to support everyday functioning of ISSID. ISSID can provide a loan for the Organizing Committee at an early stage of organizing the conference so that some necessary payments can be made before the conference fees are collected. However, the loan needs to be repaid to ISSID after the conference.

ISSID encourages the Organizing Committee to diversify the sources of conference funding. Apart from the conference fees, we encourage the organizers to look for sponsors, conference grants, host institution support, etc. You can also negotiate prices with various contractors, which can reduce to total conference organization costs.

Sponsor offers can include, among others: inserts to conference bags, information in conference materials, exhibition stands during the conference, complimentary registration for company representatives, sponsored sessions (e.g. a keynote address), sponsoring awards, becoming the main conference sponsor, etc. We suggest that the Organizers prepare an offer for sponsors at an early stage of organization, and consult with the Board of Directors before contacting the potential sponsoring companies. Contacting the sponsor companies early is recommended, as it is easier to negotiate before the companies close their budget plans for the next year, and it allows for a more flexible conference budget planning.

Keynote speakers should receive complimentary conference registration and, if funding allows, have their travel and accommodation funded. **Organizers of panel sessions and invited symposia** may also receive complimentary conference registration if funding allows.

3. Registration fees

The registration fees are the main source of conference funding, therefore they have to be planned carefully and should cover all, or most if other funding sources are available, of the conference expenses. At the same time, they should not be too high in order not to discourage participation. Members should receive a discount that is greater than the membership fee to encourage participants to apply for ISSID membership while registering for the conference. Student fees should be kept low so that early career researchers can participate. Additionally, discounts should be available for low-income countries.

The fee should include:

- Participation in the whole conference
- All conference materials
- Participation in opening and closing receptions
- Coffee breaks
- Preferably, lunches

Gala dinner is typically **not** included in the fee.

Online card payment should be available to pay the conference fees.

4. Conference program

The conference program typically includes:

- 3 or 4 keynote addresses
- Presidential Address
- Eysenck Lecture
- Early Career Development Award
- invited symposia
- symposia
- paper sessions
- poster session(s)

Additionally, the organizers are encouraged to include in the program additional sessions, such as:

- panel sessions where current topics in Individual Differences research can be discussed among the leading researchers and the public
- Young Minds Festival, started in 2017 in Warsaw, which is addressed to MA and PhD students

Please make sure that you establish the rules for the evaluation of submitted abstracts, that would include evaluation criteria and information on who is going to evaluate them, as well as how many reviewers need to evaluate one abstract submission (two is recommended).

ISSID strongly supports inclusion and diversity. Therefore, the selected members of the Scientific Board and the keynote and other invited speakers should be as representative as possible of the diverse backgrounds of ISSID members and attendees.

5. Organizing Committee

The Organizing Committee usually consists of a group of researchers from a host institution, accompanied by MA and/or PhD students. During the conference, additional student volunteers may join the organizational work. The members of the Organizing Committee are entitled to a complimentary conference registration and materials and participation in social events. Student volunteers receive complimentary conference registration and materials.

6. Scientific Committee

The Scientific Committee can include active researchers who are members of the Organizing Committee, as well as other researchers invited by the Organizers. Member(s) of the Board of Directors may also be included in the Scientific Committee. Please consult the Board of Directors before any final decisions.

7. Website and promotion

It is important that the conference website is available **at least one year before the conference**. The most important information should be posted there as soon as possible and updated systematically. Apart from basic conference information including the dates, venue, lodging options, deadlines, please include practical and tourist information, such as sightseeing, weather, transportation, currency, medical assistance, etc. **The conference registration system should also be available from the conference website.**

In addition, in order to promote the conference and bring it to potential participants' attention, the Organizers are expected to **advertise the conference** in various ways. These can include running a Facebook fan page, sending out posters and leaflets to universities and bringing/sending them to other conferences, contacting other societies, etc. Please send an electronic version of the materials to ISSID secretariat so that they can be distributed among members and on the ISSID website.

Please send conference materials to the President/Vice President/Treasurer of ISSID for approval before printing or publishing them.

8. Social events

Typically, the conference program should also include a few social events, such as:

- Welcoming reception with snacks and wine
- Gala dinner (additional fee applies)
- Poster session snacks and wine
- Closing ceremony

9. Accommodation

Usually, the Organizing Committee provides accommodation for the keynote speakers and provides a list of accommodation options for the participants. These should include accommodations from various price ranges. In addition, the Organizing Committee can recommend a travel agency that can help participants organize their travel and accommodation.

10. Conference materials

The conference materials should include the abstract and information book with the detailed program, abstracts, presenters' details, as well as organizational information. The book might be printed or provided in an electronic version – preferably, the participants should be able to choose the version during online registration.

Conference organizers might also consider post-conference dissemination of media. For example, video recording of the invited speakers/keynote speakers could be posted to the ISSID website after the conference.

11. Awards

The following awards are a part of ISSID conferences. After filling out the missing (conference-specific) information and Board of Directors' approval, you can post the following descriptions on the conference website.

Additionally, the Organizers may include the Best Poster award and the Young Minds Festival session. An Award Committee should be set up for each of these that will prepare the evaluation criteria, assess the eligible submissions, and choose the winners.

Early Career Development Award

ISSID makes an award to an outstanding young researcher who should be no more than 7 years post-PhD. Please send a nominating letter along with the nominee's CV to the [President of ISSID](#) no later than March 1, of the year of the meeting. A list of previous winners appears on the ISSID website. The winner of this year's award will be invited to present a paper at the next ISSID meeting (conference fee, travel and accommodation will be paid).

The Blazej Szymura ISSID Conference Travel Award

This Award is in memory of Professor Blazej Szymura, whose scientific career in personality and individual differences was cut-short by his tragic death at the age of 40. Blazej actively promoted the aims of the *International Society for the Study of Individual Differences* (ISSID), and was involved in facilitating the international collaboration of psychologists. ISSID offer this award, up to a maximum \$1000, to help fund travel/accommodation expenses of an early career researcher so they can attend and present at the next ISSID conference – the conference fee will be waived.

Eligibility for Award:

1. You must be an early career researcher, under 40 years of age (or within 5 years of completion of PhD), in the area of personality and individual differences;
2. If still a student, you will be undertaking postgraduate (Masters or PhD, or equivalent) level research;
3. You will clearly demonstrate that you would not be able to attend ISSID without this financial award. (Preference will be given to applicants from outside USA/UK; however, exceptional cases will be considered from these countries.)
4. It is desirable that you present material at ISSID encouraging international collaboration between psychologists (e.g., cross-cultural studies or studies that include collaborative work by psychologists from different countries).



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Nomination Procedure:

Applications consist of: (1) cover letter to the Chair of the Selection Panel; (2) a two page statement, including: (a) why you think you are eligible for this Award and (b) the topic of your talk; and (3) a copy of your CV, and (4) a letter of support from your Head of Department or School (or Professor in your Department/School). These materials may be sent to the [President of ISSID](#).

Deadline for Applications: March 1st, 2019

We hope you will find these guidelines useful in your organizational work. Please feel free to discuss any modifications with the Board of Directors. We wish you a successful conference!