**RESPONSIBILITIES INVOLVED IN THE ORGANIZATION OF
AN
IUSSP INTERNATIONAL POPULATION CONFERENCE
20 December 2023**

Introduction

The IUSSP organizes an International Population Conference (IPC) every four years in collaboration with a host country. Both the IUSSP and the host country commit themselves to significant financial and administrative responsibilities by agreeing to organize the conference.

Planning for the International Population Conference of 2029 has started. Through an open call, the IUSSP has invited its members to consider proposing their country as host for IPC 2029. Potential host countries are invited to submit a written proposal to the IUSSP by **15 March 2025**. The successful country will make a brief presentation on the event at the Closing Ceremony of the 2025 IPC. Proposals should present in detail the conference venue, preliminary budget and fundraising plan, and how the tasks described below will be addressed. In addition, proposals must identify the formal organization extending the invitation and its capabilities. Specifically, proposals should describe the structure of the National Organizing Committee (NOC), identify its President and members, and designate the person or agency responsible for communications with the IUSSP Secretariat.

Proposals to organize the Conference may be made by a single institution or a collaborative group of institutions. Multi-country collaborations are also possible.

The decision on the Conference venue will be taken by the IUSSP Council, which will review the proposals submitted and decide which one to provisionally accept, subject to a favorable outcome of a site visit by the IUSSP Secretary General and Treasurer and the IUSSP Executive Director. Following formal approval by the Council, the NOC should then plan to organize a meeting of the International Organizing Committee(IOC) in early 2027 which may include a visit by IUSSP to the proposed Conference venue. At this first IOC meeting, the dates of the Conference will be set and the IOC will discuss the structure of the scientific program and will review organizational matters and budget requirements as well as communication and dissemination strategies. Depending on location IOC meetings may take place virtually.

This document reviews the host country and IUSSP responsibilities in organizing the Conference. This information is intended as a guide and it is recognized that, depending on local facilities or changing conditions, the tasks may be modified by mutual agreement.

Host Country and IUSSP Financial and Organizational Responsibilities

The host country, represented by the National Organizing Committee (NOC), and the IUSSP share major financial and organizational responsibilities when organizing an International Population Conference (IPC). As a general rule, the NOC is responsible for all local logistics and is expected to cover all local costs associated with the Conference venue. Funds raised from sponsorships and grants can be used to cover these costs; in addition, the NOC retains the on-site registration fees, the exhibition fees and any fees originating from side meetings held before or after the conference or in the evenings.

The IUSSP is responsible for the scientific program of the Conference and the preparation of Conference publications and promotional materials. The IUSSP also sets up and maintains the Conference website where participants can register and pay registration fees online and apply for financial assistance. Since a significant part of the work of the IUSSP focuses on the IPC especially in the years leading up to the conference, the IUSSP retains the online registration fees for participants with a communication on the scientific program.

The various responsibilities are specified below.

A. Host Country Responsibilities

- **Organization.** The host country is expected to set up a **National Organizing Committee** which is responsible for the local Conference organization, management and logistics. To rally support for the Conference, the NOC typically includes key members of the host country population community, government agencies, non-governmental organizations (NGOs), and other stakeholders. Different arrangements can be proposed, depending on local conditions. Conferences can, for instance, also be managed by a governmental or private institution, or by a national population association.

  The IUSSP encourages national organizers to involve early career colleagues in the NOC and the preparations of the Conference.

  The NOC is also expected to have a small, executive local organizing team, including a local conference coordinator who will handle all local arrangements and will liaise with the IUSSP Executive Director. In the year /months before the Conference, the local coordinator usually works fulltime to prepare the Conference.

  The NOC is expected to host 2 meetings of the International Organizing Committee (IOC) in the host country and cover the costs of NOC members attending IOC meetings, while the IUSSP will host 1 meeting of the IOC and cover the cost of IUSSP members attending IOC meetings.

- **Conference venue**. The first responsibility of the NOC is to propose a conference venue. This may be a specialist conference center, conference hotel(s), university campus, or some combination of these or other alternatives, provided that all venues are in close proximity and of good quality. The NOC is responsible for covering the costs of the conference venue. The length of the Conference will be determined by the IOC.

  The IUSSP sets high value to making the IPC more environmentally friendly and encourages proposals for conference venues that are easy to reach (limiting travel) and have "green" facilities, such as energy efficient heating and/or air-conditioning, recycling facilities, and any other measures to limit the carbon footprint of the Conference.

  Conference venue and logistics facilities include:

- **Auditorium.** The Conference venue should have a large Auditorium that can accommodate up to 2000 participants for the Opening Ceremony on Day 1 (or provide alternative options, preferably in close proximity to the conference venue).

- **Plenary Hall.** The Conference venue should have a Plenary Hall of up to 800 participants. This hall should at least be available daily from 17:00 to approximately 21:00 for Plenary sessions, the

IUSSP General Assembly (which may run later one evening), large scale side meetings, as well as the Closing Ceremony.

- **Session Rooms**. The Conference venue should have sufficient session rooms to hold up to 12 simultaneous regular sessions for the duration of the Conference. These session rooms should vary in size because the number of people attending sessions varies according to the topic. Sessions usually draw between 75 and 300 participants, with the typical number being between 100 and 150. At least one session room should hold up to 400 people (this could be the Auditorium or the Plenary Hall) and 2 other session rooms should be able to accommodate at least 300 participants.

- **Side Meetings.** Meeting/session rooms (up to 10) should be available in, or near, the Conference venue 1 or 2 days before and after the Conference for side meetings that NGOs and other institutions may wish to organize. Side meetings cannot be held during regular and plenary sessions, but they can be held in the evening after the plenary session. The NOC can charge room rental fees for side meetings to the organizers of those meetings and retain these fees.

- **Poster Space.** The Conference venue should have a large room or open space where up to 150-200 posters can be displayed at the same time. In addition, the NOC should provide for poster boards and supplies for presenters to post the posters. The size of the available poster boards should be communicated to IUSSP at least one year prior to the Conference so that poster presenters can be informed.

- **Exhibition Space.** The Conference venue should have sufficient space to set up an exhibition of up to 30-40 booths of varying sizes. The Exhibition space should be centrally located and easily accessible for participants. Exhibitors can be charged fees by the NOC for the use of space, electricity, internet connection, telephone, security and other services, and the NOC can retain these fees. The NOC is expected to manage all requests from exhibitors and to encourage national and international exhibitors to join the Conference Exhibition (this can be done in collaboration with the IUSSP). The NOC is invited to encourage exhibits on host country work in the field of population. The IUSSP requests that one exhibition booth in a prime location be provided to it free of charge to exhibit its publications and materials.

- **Staff Offices.** The Conference venue should have 2 offices available for use by IUSSP and NOC staff. These offices should be equipped with telephones and an internet connection, and printer. IUSSP staff will bring 2 laptops for use at the Conference. A photocopy machine should be available in one of the staff offices for use by IUSSP and NOC staff. The staff offices should be available 1 week before the Conference starts and 1 day following the Conference.

- **Registration**. Adequate facilities should be available near the entrance of the Conference venue for welcome and onsite participant registration. IUSSP requests assistance from the NOC with onsite registration including access to credit card payment terminals.

- **VIP Room.** The Conference venue should have a VIP room **to accommodate** dignitaries who often attend the Conference and who may be invited speakers during the opening and closing ceremony or a plenary session

- **Media Room.** The Conference venue should have a media room with telephone and internet connections for journalists. The NOC should organize press coverage of the Conference and manage press relations with local, regional and international media.

- **Presentation Facilities**. All Conference rooms should be equipped with audio-visual and presentation equipment and microphones. The Conference venue should also provide a central system for uploading and distributing presentations to the session rooms as well as a room where participants can get technical assistance in uploading their presentations.

- **Live Streaming.** At least some of the Conference rooms should be equipped to handle live-streaming and video conferencing including, if possible, hard-wired Ethernet connections.

- **Internet Facilities.** The Conference venue should provide free WIFI access of sufficient capacity to all participants for the duration of the Conference; a Cyber Café with free WIFI should be available as well.

- **Food and Beverage Facilities.** To maximize session attendance, food and beverage facilities for coffee/tea breaks and lunch should be available at the Conference venue at an affordable price. Food options should include vegetarian food.

- **Other Services.** Other services that should preferably be provided in or near the Conference venue include a travel/tourism agency, banking services, a post office, local information, first aid services, childcare services, and access to public transportation.

- **Storage Room.** The Conference venue should have storage space for (international) exhibitors to ship materials to the Conference site in advance of the Conference.

- **Local Staff during the Conference.** Local staff, possibly including (student) volunteers, should be available just before and during the Conference to assist with registration, distribution of materials, and meeting room technical equipment. Most staff are needed during the first days of the Conference. The NOC is expected to cover the costs of local staff.

- **Insurance.** The Conference venue should have insurance to cover liability, injury or loss that may occur to participants on the venue premises. Participants should be informed by the NOC that they need to arrange and pay for their own travel/luggage insurance and accident/medical insurance.

- **Working Language and Interpretation Facilities.** The working language of the International Population Conference is English. Funds permitting, simultaneous interpretation between English and French should be provided for Plenary sessions. The IUSSP welcomes simultaneous translation of Plenaries (and possibly also of selected sessions) in other languages, provided that these costs are fully covered by external funds. The NOC may also opt to provide simultaneous translation for other languages and should then fully cover the costs of any added interpretation.

- **Accommodation**. The NOC is expected to identify a set of hotels in proximity to the Conference venue with a range of price categories that could accommodate up to 2000 participants. At least some of these hotels should be certified as being "green-friendly" indicating that they are taking measures to reduce their environmental footprint. The NOC is also expected to negotiate reduced prices at hotels and to set up a convenient booking arrangement that will allow international participants to get information on different hotels and to make their hotel reservations online, and/or to assist participants with travel-related requests. Preferably, low-cost rooms for student participants should be available for instance in university dormitories or hostels. The NOC is requested to make arrangements to lodge members of the IOC together in the same hotel, which should be located as close as possible to the Conference venue.

- **Visas.** The NOC is expected to assure entry into the host country for Conference participants and facilitate visa applications. Written materials should be made available to the IUSSP and participants that describe in detail visa requirements, the amount of time required to obtain visas, visa costs, visa forms, application procedures, and other information that will minimize complications for international visitors. The NOC is also expected to handle communications and follow up with participants who need assistance obtaining visas. Ideally "visa on arrival" arrangements should be negotiated for participants from countries that do not have a host country embassy or consular offices.

- **Fundraising and Sponsorships.** It is critically important that the NOC develop a fundraising strategy that includes the identification and reaching out to potential local sponsors of various Conference activities (e.g., the welcome cocktail, some NOC sessions, etc.) and the development of sponsorship packages targeting key stakeholders in the host country and region. Funds raised through local and regional sponsorship are retained by the NOC. Where feasible, the IUSSP will provide support with these activities.

- **Communication.** The NOC is expected to raise awareness of (local) population issues in general and the Conference in particular. Specifically, the NOC should take early action to reach out to the local, regional and international media, and also to potential local stakeholders and donors, including institutions, universities, NGOs, the government, and the private sector, with an interest in or working on the population and health field in the country or region. It is of key importance for the NOC to develop a communication plan to maximize the local and regional impact of the Conference and increase participation.

- **Conference Logo**. The NOC is expected to develop a Conference logo. Usually, the NOC makes arrangements with a local designer to prepare the logo. Different designs are obtained and presented to the IOC for review. The logo is used to prepare a Conference poster that is widely distributed (10,000 copies) and is also used for the cover design of Conference publications, letterhead, website, and other conference promotional materials. A PowerPoint banner with the logo is also required. The cost of the logo design is covered by the NOC. The costs of preparing other items on which the logo is placed will be borne by whichever partner is responsible for each item. The Conference logo needs to be ready for promotional activities at least two years before the conference. The NOC may wish to use the logo on the production of goods offered for sale to conference participants (conference bags, mugs, tee shirts, etc.) and may keep any proceeds from the sale of these.

- **Conference Bags** (Optional). If a conference bag is provided to participants, the NOC makes arrangements for and covers the costs of these bags which are distributed at registration. The costs of the conference bags can be covered by sponsorships. A "green" conference bag is the preferred option.

- **Transportation.** The NOC is expected to arrange local transportation for Conference participants, where feasible. **Airport transportation**: Depending on airport facilities and location, it may be necessary to have NOC assistants stationed at the airport (and/or train station) to inform arriving participants about how to get to their hotels (taxi, bus, approximate costs, etc.). Optionally, a shuttle service should be available to transport participants to Conference hotels. **Local transportation**: If the Conference venue is located near most conference hotels and can be easily reached by participants on foot or by public transportation, no other transport may be needed. If the Conference venue is not located near the hotels where most participants will stay, arrangements to transport participants between their hotels and the Conference venue should be made available. Information on local transportation options should be made available to participants.

- **Welcome Reception.** The NOC is expected to host a Welcome Reception for Conference participants. This reception is usually also attended by dignitaries of the host country. In previous conferences, the host country also hosted a reception or buffet following the host country Plenary or following the Closing Ceremony, but this is optional and not a requirement. Costs of the Welcome Reception and any other parts of the social program may be fully or partially offset through sponsorship or charges to participants (cash bar).

- **NOC Sessions and/or NOC Exhibition.** To showcase national and regional achievements and to allow international participants to get acquainted with the demography of the host country and the region where the conference is held, the NOC is invited to organize several scientific sessions on topics of its choice. To give these sessions visibility, they can be held during the regular conference period and either be spread throughout the program or held on a single day. The number of NOC sessions will depend on the total number of regular sessions and NOC preferences, and is usually on the order of 8 sessions and 1 Plenary. In addition, the NOC is invited to organize a population exhibition/display.

- **Travel Costs of Participants. (Optional, depending on funding)** Both the IUSSP and the NOC are expected to raise funds to provide full or partial travel subsidies to early career participants from low-income countries who are on the program. The NOC is invited to indicate in its proposal how many of these participants it aims to support. In recent conferences, the NOC has

provided full or partial funding for 50 such travel grants for participants from the country and region, and the IUSSP has covered roughly the same number for participants from outside the region.

B. Responsibilities of the IUSSP

- **Organization.** The IUSSP is responsible for creating an International Organizing Committee (IOC) which oversees the overall organization of the Conference. The IOC includes representatives of the IUSSP, the NOC and ex-officio members. The IUSSP will host one meeting of the International Organizing Committee/Steering Committee at IUSSP headquarters.

  The IUSSP Executive Director serves as Conference Secretary and coordinates conference planning and implementation with NOC, IOC and IUSSP Council. In the years running up to the Conference, a significant part of the work of the IUSSP Secretariat is devoted to the preparation of the Conference. In the year leading up to the Conference, the IUSSP hires a special Conference assistant; in the six-month period before the Conference, all IUSSP staff work nearly fulltime on the Conference.

- **Scientific Program.** The IUSSP is responsible for the scientific program of the Conference (excluding the national sessions that are the responsibility of the NOC). This program is structured around key themes to be selected by the IOC. Based on submissions from the population community, regular paper and poster sessions will be created. In addition to these sessions, the scientific program also comprises Plenary and possibly other special sessions. The IUSSP organizes the building of the scientific program and provides, manages and finances the special software that is needed to run the online conference management system. This online conference management system:

  - Allows the population community, both IUSSP members and non-members, to submit short and extended abstracts and papers for consideration by the organizers.

  - Allows peer review of submissions; all submissions are reviewed by 2 anonymous experts on the topic area.

  - Allows conveners who are responsible for a conference theme to select abstracts for inclusion in the sessions of their theme, based on the reviews and the papers' fit to the proposed sessions. Theme conveners are invited by the IOC.

  - Compiles information on the full scientific program including all sessions and session chairs; session chairs are invited by the IOC.

  - Allows access of participants to all conference documentation (abstracts and papers) in the period immediately before, during and following the conference.

  - Allows the IUSSP to link authors to registration to ensure all presenters on the program are registered and will attend the conference, and to identify and replace papers in sessions without registered authors (potential no-shows) from papers on a waiting list whose authors agree to register and attend the conference, thus ensuring as much as possible that all sessions on the program, including poster sessions, have a full set of papers and presenters.

- **Conference website**. The IUSSP is responsible for the development and maintenance of the special conference website that provides up-to-date information on the Conference and where participants can register and pay registration fees online before the Conference, as well as apply for financial assistance. If requested by the NOC, the IUSSP can set up and manage an online system for side meetings and exhibit space requests. The IUSSP is responsible for communication with participants and responds to all queries about the scientific program and conference logistics; for these and related conference matters, the IUSSP recruits and pays for additional staff.

- **Conference Materials.** The IUSSP is responsible for drafting and preparing the Conference Program Book, Book of Abstracts, and other conference materials. Such materials may include an online, downloadable file containing all conference papers (submitted by a certain date) and a downloadable General Information Booklet that contains a summary of the regular scientific program and information on other conference sessions and events, side meetings, exhibits, as well as information on the conference venue and the city in which the conference takes place. Funds permitting, the IUSSP will translate conference documents from English into French. The IOC decides whether to print and distribute hard copies of these documents to conference participants.

- **Fundraising.** The IUSSP will design and implement a fund-raising strategy targeted at stakeholders (including sponsorships) at the international level, in coordination with the NOC which will seek funds from national and regional organizations and the national offices of international organizations, where applicable.

- **Communication.** The IUSSP will design and implement a communication strategy in coordination with the NOC. The IUSSP will draft and prepare materials to promote the conference. While the type and number of these materials will depend on decisions to be taken by the IOC, for recent conferences these materials have included a bulletin that announces the conference and invites the population community to submit their work. Promotional flyers and posters are also developed. Mailing lists of regional and national population associations and institutions are compiled to disseminate promotional material.

- **General Assembly.** The IUSSP is responsible for providing and financing English-French simultaneous translation for its General Assembly. In 2021, IUSSP organized a virtual General Assembly and may opt to continue to do this in the future.

- **Travel Costs of Participants.** Both the IUSSP and the NOC are expected to raise funds to provide full or partial travel subsidies to early-career participants from low-income countries. IUSSP would reimburse participants who receive full or partial travel subsidies; the NOC is expected to handle the reimbursements for any travel awards that it supplies.

- **Certificates of Participation.** After the conference, the IUSSP will provide upon request a certificate of participation for those who registered and attended the conference.

C. Tasks that have to be discussed between the NOC and the IUSSP

1. **Registration Fees.**
   These fees are set by the IOC. Fees usually differ for early or late registrants and for IUSSP members and non-members. The IUSSP has not followed a policy of setting differential registration fees for participants from high and low-income countries. Registration fee subsidies, however, can be granted to participants from low-income countries who request assistance. Very low registration fees are normally set for participants from the host county.

2. **Acknowledgement of donors, partners and collaborators.** The IUSSP and the NOC should work out a plan to show their donors, partners and collaborators that their financial, administrative and other inputs into the Conference are appreciated. Logos of these institutions can be prominently displayed on the Conference website and on Conference materials.

3. **Formal Contract between the IUSSP and the NOC.** The IUSSP and the NOC will draw up and sign a binding contract once the Conference venue has been approved, describing their agreement and specifying the tasks and responsibilities assigned to each partner.

D. Conference Governance

1. **The International Organizing Committee** consists of:
   a. IUSSP Officers (3 persons)
   b. IUSSP Council members (10 persons)

    c. 3-5 members of the host country NOC

    d. 1 Ex-officio member representing the UNFPA

    e. 1 Ex-officio member representing the United Nations Population Division

    f. Other regular or ex-officio members, as determined by the group listed above

    g. The Conference Secretary is a non-voting member of the IOC.

2. **The IOC Steering Committee** is generally composed of the following persons:[1]
   - 3 IUSSP Officers and 1 Council member
   - 3-4 NOC members (President, Coordinator, other)
   - The IUSSP Executive Director and other IUSSP and NOC staff working on the Conference attend these meetings and prepare minutes.

3. **Conference Coordination.**

    a. The **Conference Secretary** is the IUSSP Executive Director. The Secretary is expected to implement the decisions and guidelines on Conference preparation set by the IOC, to work closely with the IOC Steering Committee on Conference planning, to liaise with the NOC conference **coordinator**, and to prepare and take minutes on meetings of the IOC and the IOC Steering Committees.

    b. The **NOC** appoints a **coordinator** who is expected to liaise with the IUSSP Conference Secretary and manage local arrangements for the NOC. In the year /months before the conference, the conference coordinator usually works fulltime on the preparation of the Conference.

E. Meetings of the IOC and IOC/Steering Committee

Generally, the IOC meets three times.

    a. The first IOC meeting takes place early in the planning cycle in the host country. The NOC will host this meeting and cover its cost. The NOC will also cover the travel costs of all NOC/IOC members attending. The IUSSP covers the travel cost of all IUSSP/IOC members attending.

    b. The second IOC meeting takes place 6-8 months before the Conference at the IUSSP Headquarters in Paris to approve the scientific program. The IUSSP hosts this meeting and covers its in-country costs. The NOC is expected to cover travel costs for all NOC participants on the IOC.

    c. The third IOC meeting takes place immediately before the Conference in the host country, usually at the Conference venue and its in-country costs are covered by the NOC. The NOC usually also covers the accommodation costs of all IOC members during the Conference.

    d. The IOC Steering Committee will meet on 2 or 3 other occasions, as necessary. At least one meeting of the IOC Steering Committee will be held in the host country, with in-country costs generally covered by the NOC. Costs for other meetings held at IUSSP Headquarters in Paris or elsewhere are covered by IUSSP or the NOC, with each agency responsible for the costs of their respective representatives or staff attending the meeting.

F. . IOC Responsibilities

    a. Provide policy oversight for the Conference.

    b. Select the Conference dates and set the registration fees.

    c. Set the broad themes for the scientific program and the contents of the Plenary sessions, decide the number of regular sessions to be organized, select the theme conveners who

will build the sessions, approve the session chairs, and set guidelines on how papers will be selected for presentation.

d. Review organizational matters.

e. Select the conference logo.

f. Decide the structure and contents and who should participate in the Opening and Closing ceremonies.

g. Review conference budgets proposed by IUSSP and the NOC, the status of fundraising, and budget adjustments.

h. Develop a communication and dissemination strategy.

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1 Note: The IOC Steering Committee is considered to be a working group rather than a policy body. However, if a vote is taken on an issue and results in a tie, the issue can be submitted to the IOC for a vote.