**International Association for
the Study of the Commons**

Principles and Procedures for organizing IASC events

The IASC is committed to offering meaningful events to the Commons community. These events are planned and organized by you, the members. The level of endorsement, involvement, and support from the IASC varies based on the type of event you wish to organize.

If you wish to say your event is an IASC event, you need to consult with the IASC Council and get approval. This is not complicated and we will share helpful information. There are three categories of IASC events which require different levels of approval. Just email us to find out where you fit in!

1. **IASC member-organized event (Regional or Thematic)**
   This type of event is planned by an IASC member or members. Some examples of member-organized events are webinars, public talks, book signings, workshops, and educational events like a summer school. These can be regional or thematic events. The event should be of interest to our members. The current IASC president and executive director will check if the topic aligns with the IASC vision and mandate or get back to you with any questions that we may have.

You will:
- Email us at iasc@iasc-commons.org to tell us about your event
- Self-organize any registration procedure, scheduling, Zoom links, venues, etc.
- Fill out this form if you want the IASC to spread the word about your event.
- **Not** use the IASC logo or any "IASC endorsement" language.
- Be approved to call it "an IASC member-organized event" as soon as the IASC confirms.
- You may use your direct topic name (e.g. "urban commons IASC member-organized virtual meeting", "Swiss alpine landscape commons IASC member-organized workshop").

The IASC will:

- Promote your event via our Newsletter and social media outlets.

- **Not** require a formal proposal or a vote from the Council.

2. Regional Chapter IASC member-organized events:

In order to encourage an abundance of events without bureaucratic roadblocks, we allow the regional coordinators the ability to plan member-organized regional events fairly easily. These events need to include a "membership featuring governance mechanism," such as being a members-only event or an event which recruits new members. You may use your regional name when describing your event (e.g. "IASC Europe member-organized colloquium series" or "IASC Africa member-organized webinar"). The current IASC president and executive director will check if the topic relates to the IASC and our membership and confirm that the event offers some type of benefit to members.

IASC regions do have already their individual webpage with an assigned Logo. If they advertise their event they can add their regional logos, e.g.

The Executive Director will supply you with an image file of your official regional logo.

You will:
- Email us at iasc@iasc-commons.org to tell us about your event
- Self-organize any registration procedure, scheduling, Zoom links, venues, etc.
- Fill out this form if you want the IASC to spread the word about your event.
- Promote your event on your regional webpage if you have a dedicated content editor. If your group does not have a content editor for your website, the IASC is happy to help with that. Just be aware, that this incurs costs, when the IASC is editing your website for you, therefore it is important that your event helps to retain members and/or recruit new members, so that we can sustain our secretariat in the long-term.
- Use your IASC regional logo provided by the Executive Director with the language "an IASC-<region> member-organized event".

The IASC will:

- Promote your event via our Newsletter and social media outlets..

- Promote your event via a targeted email to your regional members if you provide ready-to-go content to the Executive Director.

- **Not** require a formal proposal or a vote from the Council.

If organizers would like to have a website for their event with the IASC or name it an IASC event, we are happy to provide more support and expertise other than announcing and spreading the news. If organizers would like to charge a registration fee to cover incurred costs, we have to be more involved as well. All this is possible and likewise very much appreciated. This type of event falls under category 3 and requires a proposal approved by the IASC Council.

3. Official IASC events

IASC events can be conferences, workshops (both online or in-person), the World Commons Week as a whole, but also one to three days virtual meetings such as the 2021- one-day IASC Virtual Food Commons Conference, or the 2022 IASC Commons in Space Conference. These events are organized by at least one IASC member for IASC members or those who might want to become IASC members. Membership is required unless an exception is granted (see below). The secretariat can provide a basic webpage and participants can register for this event via the IASC website, if that is appropriate for the approached audience and the size of the meeting.

IASC events have to be approved by the IASC council. A proposal needs to be submitted. Depending on the size of the event, a Memorandum of Understanding is written between organizers and IASC.

Participants of IASC organized events, should in principle be IASC members or become members when registering.

The IASC will:

- Provide help leading you through the process

- Promote the event through social media and Newsletter and email. Use this form.

- Put you in touch with a web design firm to provide you with a cost estimate

- Add your event to the IASC website: front-page scrolling header and upcoming events page

- Provide registration services for your attendees, including accepting payments

- Archive your event webpage and add to the IASC past events page

The IASC and the web design firm do incur costs for their service, which has to be covered by an expected number of new members and/or a respective conference fee. The budget has to be such that it covers the costs of the event and contributes to the sustainability of the organization. We will of course explore whether certain earmarked funds apply to support your conference, other than that, we cannot subsidize your financial costs. [PIT1]

Exception from requiring membership to attend:

If the event aims to reach new communities, the participants can pay a participation fee instead of becoming members. Examples of events with participation fees include IASC training events, such as IASC summer schools. The amount of the fee is to be negotiated between the organizers and the IASC and depends on the initial purpose of the event and the services provided. Upon agreement with the IASC Council there might be events for awareness raising or events of an explorative or sporadic nature – such as a small World Commons Week event. In that case, the IASC council is open to collaborate with the organizers to arrange a flexible handling rather than requiring membership or participation fees.

Items for an **initial proposal** for an IASC organized event:

- **Name and affiliation of organizers**

  Name of the institution or organization that is carrying out the event and give reasons to why it has been chosen.

  Exemplify the organizers' possibilities to hold this event. Mention experience, academic, administrative and logistic capacities and personnel

- **Organizers/ Event Team**

  Main people involved and their roles before, during, and after the event

  Brief description of past events organized by the team, if appropriate

- **Title event**

- **Proposed dates**

- **Type of event: in-person / virtual; conference/workshop; thematic/regional**

- **Scope and aim/ Description event/proposed speakers/sessions/draft program**

- **Procedure of securing participants: call-for-papers/selection of abstracts/invitations only/, including as suggested timeline for the respective stile**

- **Expected number of participants /Assumed share of IASC members involved/served**

- **Tentative budget**

  Brief explanation of expenses and income

See a sample proposal here.

Send your proposal to Caren Burgermeister, IASC Executive Director at iasc@iasc-commons.org.

Based on the provided information a conversation will be started with the organizers to get a proposal of sufficient scope for the IASC council to discuss. Once everything is ready, a fast online vote and approval is possible. There is no need to wait for official Council meetings.