



# Organizing a European Dry Grassland Meeting

## *A User's Guide*

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*Cover photo: A photo to remind the 9<sup>th</sup> EDGM in Prespa, Greece (19 -23 May2012).*



*View from the venue of the 7<sup>th</sup> EDGM in Smolenice, Slovakia (28 May – 1 June 2010).*

This guide, structured as FAQs, focuses in offering the main tips for a local organizer to undertake a successful European Dry Grassland meeting. Unambiguously the sense of success is subjective; however a minimum must be achieved that must be in accordance with the overall goal of a scientific meeting, i.e. to promote and facilitate the exchange of scientific ideas. The local organizer must feel free to put its own signature in the meeting.

## Abbreviations

**EC:** Executive Committee

**EDGG:** European Dry Grassland Group

**EDGM:** European Dry Grassland Meeting

**GA:** General Assembly

**IAVS:** International Association for Vegetation Science

**LOC:** Local Organizing Committee

**QGA:** Qualified General Assembly

**YIP:** Young Investigator Prize

## TABLE OF CONTENTS

Introduction.....	6
1. Proposing a EDGM.....	9
2. Before the EDGM .....	11
3. During the EDGM .....	18
4. After the EDGM .....	21
Epilogue .....	22
REFERENCES.....	23

## Introduction

### **What is the EDGG?**

The scientific organization *European Dry Grassland Group* (EDGG, [www.edgg.org](http://www.edgg.org)), a Working Group of the *International Association for Vegetation Science* (IAVS, [www.iavs.org](http://www.iavs.org)), was established in 2008. EDGG is a network of dry grassland scientists and conservationists who jointly work for the research, promotion, conservation and restoration of dry grasslands and their associated natural resources in the Palearctic ecozone<sup>1</sup>.

### **What is the EDGM?**

*To achieve its aims, the EDGG provides four major facilities for information exchange among dry grassland researchers and conservationists: a. the Bulletin of the EDGG, b. the EDGG mailing list, c. the EDGG homepage, d. the European Dry Grassland Meetings (EDGMs), organized annually in different places throughout Europe (art. 2.3 of the EDGG Bylaws)*<sup>2</sup>. More specifically, the EDGM is seen as a scientific forum that offers a framework for exchanging ideas about dry grassland management, restoration and protection, and discussing and disseminating the results of research on dry grasslands.

### **How many EDGMs have been already organized?**

Since 2004, the EDGG has organized its annual scientific meetings in several cities of Europe. To date (April 2015) 11 EDGMs have been organized. Details are found in Table 1.

<sup>1</sup> More details about EDGG are found in its homepage [www.edgg.org](http://www.edgg.org) and Vrahnakis *et al.* (2013), as well.

<sup>2</sup> The EDGG Bylaws are found in EDGG (2012).

**Table 1. Historical development of the European Dry Grassland Meetings (EDGMs)**

Year	Meeting	Location	Motto	# Participants	# Countries	# Talks	# Posters
2004 (24-26 September)	1 <sup>st</sup> Annual Conference of the <i>Arbeitsgruppe Trockenrasen</i>	Lüneburg (Germany)	<i>Dry grasslands as biodiversity hotspots</i>	31	1	10	10
2005 (26–28 August)	2 <sup>nd</sup> Annual Conference of the <i>Arbeitsgruppe Trockenrasen</i>	Münster (Westf.) (Germany)	<i>Observation scales in dry grasslands</i>	33	3	11	9
2006	3 <sup>rd</sup> Annual Conference of the <i>Arbeitsgruppe Trockenrasen</i>	Halle (Germany)	[cancelled]				
2007 (6-8 September)	4 <sup>th</sup> Annual Conference of the <i>Arbeitsgruppe Trockenrasen</i> <sup>3</sup>	Freising (Germany)	<i>Restoration and spontaneous establishment of dry and semi-dry grasslands at traditional and urbanindustrial sites</i>	49	2	13	6
2008 (28-30 August)	5 <sup>th</sup> Dry Grassland Meeting <sup>4</sup>	Kiel (Germany)	<i>Dry grasslands in a changing environment</i>	44	10	10	15
<b>Foundation of the European Dry Grassland Group (EDGG) – autumn 2008</b>							
2009 (31 August – 02 September)	6 <sup>th</sup> European Dry Grassland Meeting	Halle (Germany)	<i>Dry grasslands – species interactions and distribution</i>	40	11	15	16
2010 (28 May-1 June)	7 <sup>th</sup> European Dry Grassland Meeting	Smolenice (Slovakia)	<i>Succession, restoration and management of dry grasslands</i>	100	19	35	38
2011 (13-17 June)	8 <sup>th</sup> European Dry Grassland Meeting	Uman (Ukraine)	<i>Dry Grassland of Europe: biodiversity, classification, conservation and management</i>	80	18	20	33
2012 (19- 23 May)	9 <sup>th</sup> European Dry Grassland Meeting	Prespa (Greece)	<i>Dry Grasslands of Europe: Grazing and Ecosystem Services</i>	120	25	23	100
2013 (24- 31 May)	10 <sup>th</sup> European Dry Grassland Meeting	Zamość (Poland)	<i>When theory meets practice: Conservation and restoration of grasslands</i>	82	16	21	56
2014 (05- 15 June)	11 <sup>th</sup> European Dry Grassland Meeting	Tula (Russia)	<i>Steppes and Semi- natural Dry Grasslands:</i>	55	10	29	18

<sup>3</sup> Also 2<sup>nd</sup> Workshop 'Floristics and geobotany – Contributions to applied questions' of the *Floristisch-soziologische Arbeitsgemeinschaft*.

<sup>4</sup> Jointly organised by the *Arbeitsgruppe Trockenrasen* and the *Working Group on Dry Grasslands in the Nordic and Baltic Region*.

			<i>Ecology, Transformation and Restoration</i>				
<b>2015</b> (22-27 May)	12 <sup>th</sup> European Dry Grassland Meeting	Mainz (Germany)	<i>From Population Biology to Community Ecology</i>				

Next EDGM, i.e. the 12<sup>h</sup> EDGM will be held in Mainz, Germany, 22-27 May 2015, under the theme “*From Population Biology to Community Ecology*”, while Cluj (Romania) is one of the candidate host places for the 13<sup>th</sup> EDGM in 2016.

***How the EDGG supports the LOCs?***

The EDGG co-organizes the EDGMs together with the Local Organizing Committee (LOC). The organizers are found in continuous communication with the Meeting Coordinator, i.e. the chair of the EDGG Executive Committee (EC) who is in charge with the organization of the EDGMs. According to the art. 4.4. of the EDGG Bylaws, *Meeting Coordinator collects ideas for future venues of EDGMs, communicates with potential meeting hosts, and supports the LOCs as the representative of the EC.* In addition the EDGG (a) offers its knowhow in organizing EDGMs, (b) promotes the EDGM through its homepage, membership, and linked organizations, (c) communicates with potential supporters, and (d) organizes the Special Features/Issues with well established scientific journals.

## 1. Proposing a EDGM

### ***What are the Bylaws provisions?***

According to the art. 8 of the EDGG Bylaws:

- 1. Each potential future EDGM (venue, date, topic, excursions) has to be presented and discussed in at least one General Assembly (GA) prior to a decision. After such a presentation, a Qualified General Assembly (QGA) can decide (a) to accept the proposal; (b) to delegate the decision to the Executive Committee; or (c) if the presentation is at least two years prior to the proposed meeting, postpone the decision to the subsequent GA.*
- 2. All fundamental issues not decided by the GA after such a presentation (because the GA was not qualified, because it delegated them or left them open) are decided by a majority decision of the EC.*
- 3. For each EDGM, the EC shall appoint a LOC consisting of one or more persons proposed by the meetings host(s) plus the Meetings Coordinator or his/her Deputy.*
- 4. All fundamental decisions regarding an EDGM are made by the LOC jointly with the EC. This particularly applies to financial issues such as fees, applications for financial support and the use of financial surpluses.*

### ***What are the first steps?***

If you want to undertake the organization of some future EDGM (not necessary the next year but some in the near future) please communicate with the chair who is responsible for the EDGMs; presently with Michael Vrahnakis ([mvrahnak@teilar.gr](mailto:mvrahnak@teilar.gr)) or some other chair from the EC of the EDGG. However the person for all contacts is the chair who has responsibility for the EDGMs. After communication it will be asked from you to apply your candidacy in the forthcoming EDGM. Such candidacies are usually made through a .ppt presentation.

**What is the best period for an EDGM**

It is essential to avoid time overlaps with core conferences in our scientific fields. Since we are an IAVS Working Group, it is a *taboo* to have our conference parallel to the IAVS Symposium or to the Workshop of the other European IAVS Working Group (EVS). Since we have close connections with in Germany, we also should avoid overlaps with the FlorSoz meeting and the GfÖ conference. Also it will be quite productive if we avoid, to the level we can, to overlap with other core European or International Organizations, like the occasional meetings and symposia of European Grassland Federation, International Grassland Congress, International Rangeland Congress, European Conference on Computational Biology (ECCB), Society for Ecological Restoration (SER-Europe), etc. Keep in mind that the most of these organizations announces their events 2-3 years before.

Also, have in mind that you need to calculate an additional period of at least 4-5 days (or preferably 1-2 weeks) between our EDGM and other major conferences, so as someone has adequate time to participate in all conferences he/she wishes and not to be forced to choose.

Once you have settled the date, the EC will distribute this information to the major organizations and web pages in ecology, so that (a) other conferences also avoid overlap with our and (b) potential participants are aware of the EDGM when planning their conferences in that year. Perhaps we even should set up a basic webpage with some basic information (but of course without registration facility).

**What a .ppt presentation for candidacy may include?**

Usually, the candidacy is announced through a .ppt presentation during the G.A. The time slice allocated for such presentation is short, thus such presentation may include up to 15 light, but juicy slides. Slides may (a) introduce the dry grassland resources of the area, (b) briefly offer answers to simple questions like *where, when, how*, (c) give an overview of the sites where (pre- or post-) EDGM field excursions will take place, (d) present other attractive options (like views of touristic interest), and (e) expose the logos of local supporters (have a look at the **attached** Prespa and Mainz candidacies). The .ppt candidacy may also propose a general theme of the EDGM; subtopics are also welcomed. However, there will be time for the LOC to consult with the EC about the theme and the subtopics.

## 2. Before the EDGM

### ***How a future EDGM is advertised? - Flyer***

After the official decision and approval, it is asked from the LOC to prepare a relevant text about the future EDGM to be included into the forthcoming EDGG Bulletin (see for example Volkova 2013). It is also suggested to have a consistent presence to the preceding (to the EDGM) Bulletins with *news from the LOC* (see for example Vrahnakis 2011, Baranska 2013). As the LOC standardizes the details of the EDGM and for reasons of promotion, it is essential to prepare an *Announcement*, i.e. a flyer to be included into the Bulletin and send to several organizations and individuals as well. For these purposes the EC has already prepared an updated list for relevant organizations and individuals where the Announcement will be sent. The flyer could be a single A4 page, like the one prepared for the EDGM of Zamość, or a triptych like the one of Mainz (**both attached**). Depending on the maturity of organizing process, a relevant text and illustrations are included.

### ***What a first circular must include?***

The earliest the first call be released the better for the LOC, since they will receive first impressions early and will have more (relaxed) time to deal with organization matters. In any case, the first call must be released and included into (at least) the Bulletin of September (or December the latest) the year the previous EDGM was held. It is also communicated to our members (through the EDGG membership list) and generally to the world (through the lists of relevant organizations). A first call must include

- **Main topic of the meeting** (it is good to consult with the EC to avoid overlapping with previous EDGMs). Subtopics may be finalized in the second circular.
- **Venue** (give the name of the conference hall where the EDGM will be held)
- **Preliminary time schedule** (dates for pre-EDGM and post-EDGM excursions included)

- **Location** (geographical information, population, local administration, brief description of the dry grasslands)
- **Language** (usually English)
- **Accommodation** (during EDGM, and the days for pre-EDGM and post-EDGM excursions). Make clear if the people will book the accommodation on their own or should there be a provided webform for a centralized hotel reservation (like in Tula and Zamosc).
- **Conference publications** (place emphasis on Journal's Special Features)
- **Prizes** (typically, Young Investigator Prizes (YIPS) are given to participants less than 35 years old who excellently present their researches in the oral or poster sessions)
- **Registration** (information about the activation of the web page of the EDGM and the starting day of registration are given)
- **Fees** (conference fees, accommodation cost, and costs for pre-EDGM and post-EDGM excursions, reduced fees for students cover if any)
- **Travel grants** (the possibility to be granted for travel or/and other expenses from IAVS or other Organizations is mentioned). If an attendant wish to apply for travel grant, LOCs must ensure that all required documents have either been uploaded on the conference homepage or sent via e-mail to them:
  - ✓ Full online registration
  - ✓ Upload of an abstract of a contribution to be presented by the applicant
  - ✓ A motivation letter (1/2 page) describing who she/he is, how she/he is related to EDGG and its topics and why the EDGM is important for her/him
  - ✓ An overview on her/his costs to participate in EDGM (mainly the travel and visa costs to get there) and whether she/he receive additional funding
  - ✓ Confirmation of her/his IAVS membership (provide her/his member number, or if she/he just have applied for membership a copy of the respective e-mail)
- **Pre-EDGM and post-EDGM excursions** (all-day details for both excursions are given together with maps and photos)
- **Contact persons** (communication data of persons from LOC)
- **Supporting Organizations/Institutions** (official logos and brief presentations of the organizations who co-organize the EDGM are mentioned in the first page of the First Call, while the same format is kept for the institutions who support the EDGM having their logo in the last page of the First call)
- **Visa** (details about the needs for visa issuing and most importantly the time slice needed to issue a visa)

First Circulars are **attached**.

### **Necessary actions**

Here follows some necessary actions the LOC must undertake prior to the start of the EDGM:

- **EDGM web page:** It is the essential to build an attractive and useful conference web page. Such web must contain, more or less, the information included into the first call, while it will be updated from time to time with necessary information. After the EDGM, it may hold linked the photo gallery, the contributions of participants who permitted to post, and the pdf from the Book of Abstracts. All necessary information will be found after partitioning the web page into the windows (vertical and horizontal tool bars) of *General information, Schedule (deadlines included), Venue (with detailed maps), Accommodation, Excursions, Fees, Prizes, Organizers*. Importantly, the possibility to register to the EDGM is given as a separate option: *Registration*. The EDGG is planning to built a typical EDGM web page with standard specifications.
- **e-registration:** The registration to the EDGM is made electronically (*e-registration*). For this purpose a standard form is provided to the LOCs, prepared by a specialist on this subject. Apart from general information, the e-registration form includes the possibility for someone to upload his/her abstract, to state if he/she wants to take part in the competitions for young scientists, to state if he/she wants financial support, to provide a motivation latter for financial support, to provide his/her current membership status to IAVS, and to specify some important tips (for example, if he/she is vegetarian, if he/she is accompanied, etc.).
- **YIPs:** The EDGG use to allocate prizes for the three better talks and posters (total 6 prizes) presented by young scientists (i.e. lower than 35 years old). The LOC has to take under consideration this event, because it reflects the beliefs of the EDGG on the potentialities of young scientists on grassland science development. Candidacies for YIPs are asked when people are e-registering. Later, the LOC must take care as the names of candidates will be followed by the letter "Y" in the (printed or electronic) programme of the EDGM. The jury for best talk is formed by 5 (the least) selected participants (while the one for best poster is formed by all participants). The LOC has to start thinking about the people who will form the jury for best talk. Also, must start to think about the 6 prizes (books?). The EDGM coordinator will also communicate with sponsors (e.g. Wiley-Blackwell publishing) to provide the LOC with the means (e.g. book coupons) for the best young authors. The EDGM coordinator will also provide the LOC with the voting papers.

- **Invitations:** The EDGM coordinator will provide the LOC with a standard page to be used as prototype for invitations. Don't forget that some participants (e.g. these from Eastern European countries) may need such official signed document.
- **Certifications:** The EDGM coordinator will provide the LOC with a standard page to be used as certification (e.g. for attendance) for the people asking about it.
- **Print outs:** Do not forget that you have to think about a number of print outs (like the EDGM programme, content of excursions, excursion maps, other useful maps, e.g. how to approach to the place where the grassland party will be held, coupons for lunches, dinners, etc). Such printouts will be put inside the delegate bags.
- **Special Features:** EDGG supports the visibility of the research works presented in the EDGMs. For these purposes it is in contact with the editors of several ranked ISI journals (e.g. like Tuexenia, Hacquetia, and others). It is good LOC to think about this possibility. Special Features in new journals (favoured by the LOC) are welcomed!
- **Funding:** EDGG can not support the EDGMs by its own money because there are no money (do not forget EDGG memberships is totally free of charge and there are not annual fees). However, the EDGG will suggest the LOC possible sources of funding and support. The only reliable source for funding is the registration fees of participants. So, it is up to the LOC to search and find additional sources (to achieve lowering the registration weight, etc.).
- **Travel grants:** From 2014 and on, EDGG has ensured an amount of travel grants from IAVS for a number participants in the EDGM. Participants must prove that they are members of IAVS (usually by referring their IANS number, and cross-checking it with the IAVS membership administrator). Criteria used to allocate grants include (i) age (young scientists are favoured), (ii) income of the country of origin (participants from low-income countries are favoured), (iii) way of presentation (orally is favoured), and (iv) affinity of the presented subject to the theme of the EDGM or session. The LOC must explore other possibilities for travel grants.
- **Delegate bags/packs:** The LOC must organize the material which is to be included inside the delegate bags/packs. Material may include white papers (notes), pen, coupons for lunches etc., touristic material, the EDGM programme, the Book of Abstracts, and advertising material from sponsors. Also, it is good to include a map where connection lines between accommodation places, conference hall, places where Grassland Party is to take place are illustrated.
- **Scientific committee:** The LOC must delineate a Scientific Committee to deal with the scientific issues of the EDGMs, like the quality of the abstracts, the general theme of the EDGM, the theme of the sessions, the selection of papers to be orally presented, the delineation of the chairmen for the sessions, and (possibly) the contact with ISI journals for Special Features.

- **Book of Abstracts:** Book of Abstracts (BoA) is the core publication of the EDGM. Apart from the abstracts, BoA usually contains (i) excursion guides, (ii) an introductory page where the members of the LOC and Scientific committee are mentioned, (iii) author index (look for example the BoA from Prespa's EDGM), while it is necessary to (iv) contain a page with the emails of all participants. During the last EDGMs each participant is allowed to upload max. 3 abstracts of max. 400 words each. Think if it valid for your own EDGM.
- **Touristic programme:** Usually, the host city of the EDGM is selected because (apart from grassland beauties) it sustains other beauties of touristic interest. It is good LOC to organize a touristic programme to offer the opportunity to the participants (or even to their accompanied persons) to enjoy these beauties.
- **Scientific excursions:** One of the core elements of the EDGM is pre-, mid- or post-conference scientific excursions. Quite often people choose to participate in an EDGM by using scientific excursions as a unique criterion. Thus, the LOC must do its best to organize an interesting scientific excursion. They must related to an important habitat type, community, plant or animal species, management/conservation/restoration actions, quite often associated with local histories, human lives and traditions. People who know well the sites and the local flora and animals guide and lead these excursions. Usually these people are the writers of the text about the areas (species/ habitats/ communities/ geological formations/ actions of management/ conservation/ restoration/ EU or national programmes/ local histories/ other cultural aspects); such text is presented in the BoA and is given to the participants the day of their registration. It is good, short abstracts of these texts to be presented in the conference web, and first and second calls. Leaders of the excursions may flourish the event with several tips (for example by setting a Laboratory for plant identification, taking pictures of the participants, etc.). Important: Do not forget to acquire the relevant permissions from local authorities for the excursion (especially when they are associated with a protective area/species).
- **Transportation matters:** It is necessary LOC to think about it and to organize safe and comfortable transportation. Nice tips to remember are some spare rubber boots for rain, raincoats, pharmaceuticals (for allergies, etc...), 1-2 jackets, some batteries for photo cameras, etc. You must also think about the food during scientific excursions. Usually some sandwiches must be prepared, while at least 1 bottle (1 litter) of water must be allocated to each participant. Please take care about special preferences, restrictions and needs (vegetarian, vegan, Muslim, gluten-free).

- **Grassland party:** It is the biggest social event during the EDGM. LOC must take care about it. Usually some local food and drinks, folk music and dance are offered. During the grassland party, the YIPs are announced and some presents are given (to the winners, LOCs, etc...).

#### ***What a second circular must include?***

Second circular is published ONLY when everything has been settled out in adequate levels of detail and is disseminated through EDGG media. In this sense, it is expected to be published **no later than 3 months** before the EDGM, so as let enough time for participants to organize their trip details. It includes (a) all information First Circular included, with deepen details if needed, and (b) additional information to make participants' life easier. More specifically,

- **Venue - Registration:** Conference place is indicated, and opening of registration process is given (dates, hours, procedure). The possibility to use or not credit card to registered is also indicated.
- **LOC - Field Guides:** Names of local organizers and field guides are written. Also, telephone numbers of mobile phones preferably from LOC people are given (*just in case..*).
- **Fees/Travel Grants:** Details of what is included in the conference/ accommodation/ scientific excursion fees (with an approximation of the currency balance, if other than Euro) are given. It must be mentioned if participants have to pay the fees the first day during registration. Details of IAVS's or other Organization's travel grants addressed to participants are mentioned.
- **Oral Sessions:** Total time allotted for each oral presentation and time slice allotted for questions to (invited or not) speakers are mentioned. Please indicate that single presentations must be loaded electronically before the start of the respective session.
- **Poster Sessions:** Preferable poster dimensions are given. Number of poster sessions allocated in conference sessions/topics are given. It is good to mention here the way of presenting posters, i.e. guided session or not, time allocated to each presenter, etc.
- **YIPs:** The procedure to award the YIPs for oral and poster presentations is described in details (see the 2nd call of Prespa).
- **Publications / Special Features:** The name of the host Journals (e.g. like Tuexenia, Hacquetia, and others) and the procedure to publish on them is briefly described. Details will be given later in the conference hall (during the General Assembly of the EDGG) and by mailing alerts after the EDGM, as well.
- **Travel details.** Detailed travel information must be given (see for example the second call of Prespa). To achieve the maximum details of information, you must put yourself in the place of a foreigner who arrives in the frontiers of your country. Detail information on ticket prices for all carriages (bus, train, airplane, taxis), time tables, duration, destinations, names of stops, way of

moving, etc. will make easy the life of participants (maybe it is here the right place to write the number of mobile telephone of a member of LOC).

- **Other details.** This field contains several other information, like typical weather conditions for the area of conference, proximity of automated teller machine (ATM), currency equivalents, etc.
- **Conference Programme:** The programme is given in details. Names of presented authors (please give full names of the presented authors, e.g. Michael Vrahnakis and not M. Vrahnakis), names of chair persons, time allotted for each presentation, times for General Assembly, Grassland Party, names and times of Poster Sessions, breaking times (times and places for coffee/lunch/dinner), Scientific Excursions (destination, starting/ending time) and list of posters allocated into days and Poster Sessions. The printed names of participants who will take part into the YIP competition prizes are followed by the letter "Y" in the programme.
- **Supporting Organizations and Institutions:** Like in the case of First Call you must mention the names and the characteristics of supporting Organizations and Institutions (keep the same format like in First Call). Add new supporters (if any in respect to the time the First Call was published).

Second calls are **attached**.

### 3. During the EDGM

During the EDGM the LOC must take care of the following:

#### A. Conference days

- **Registration desk(s):** It is the administrative center and the soul's place of the EDGM. Keep in mind that during the two typical days of lectures, members of the LOC must be always present in the administration desk to help participants. Special care must be given the first day of the conference, i.e. during the registration time, so as several members of the LOC to be present there behind desks to register people for the conference, scientific excursions, etc. Facilities like PCs with internet connection, printer, scanner must be found there. Material for hanging the posters (sticker tapes, pins) together with pens, white papers, etc. must be there. Also materials related to young's poster competition (red stickers to be attached on the posters, voting cards, ballot) must be found there. Do not forget certifications of attendance, stamps, blocks for receipts. Also, save a spare room, next to registration desk, to stock delegate bags, advertising materials and other stuffs.
- **Advertising/Exhibition stand(s):** It/They often is/are found next to registration desk(s). Materials from supporters (supporters like Wiley use to send their one paper stands, accompanied with advertising materials, like leaflets, brochures, journal samples, etc.) and participants (copies of published work, advertising materials from organizations) are found there.
- **Information board:** It is a black/white board where urgent information is written (like changes in schedules, etc.)
- **Conference hall:** Think about the decoration of the conference hall, and the venue in general. Most importantly check the physical conditions of the hall; illumination, ventilation, air conditioning, acoustic conditions. Check if people from the back seats are able to see the podium

and the projected slides. It is good to have someone who during the lectures will take care about hall's conditions.

- **Coffee breaks/Meals:** Take care of the coffee breaks and meals during the lectures. Be sure that a coffee machine is on and available for the lecture days. For meals think about people having special preferences, restrictions and needs (vegetarian, vegan, Muslim, gluten-free).
- **General Assembly:** Think about the General Assembly (GA) of the EDGG. Generally, it takes place the second day of the lectures, and it is an open event. Typically the 6 chairs of the EDGG are simultaneously on the podium. Be sure that an adequate number of microphones are available.
- **List of Participants.** Print the List of Participants (at least with names, surnames, e-mails) and circulate it among participants during the General Assembly as to proceed with corrections. Give the corrected list to all participants.
- **Announcements:** Be ready for a number of announcements between the lectures. Typical announcements include: (i) alerting people how to vote for the best poster (young competition), (ii) invite all participants (irrespectively if they are or not members of the EDGG) to take part in the GA, (iii) tell to people where and when the Grassland Party will take place, (iv) tell to people that Certificates of Attendance are ready, etc.
- **YIPs.** The LOC has to prepare 6 prizes, for the best 3 oral and 3 poster presentations. Generally, the Wiley publishing provides the LOC either with books, or with 2 vouchers of a specified value that permits the winner to order a book from a list. However, the LOC must think about the 4 rest prizes. Also, in consultation with the EDGG chairs the jury for best talk is formed by 5 (the least) selected participants (while the jury for best poster is formed by all participants). The LOC has to share voting papers to the jury and explains the procedure to the referrers. After counting the votes for the best talk and poster, which takes place no earlier than the last talk, the LOC gives to the EDGG chairs the results, the votes, and the diplomas (having printed (i) the full name of the presenter and its affiliation, (ii) the title of the presentation, (iii) the names of the co-authors). In case that that the announcement of the prizes is to take place during the GA, then be sure that (a) at least 2-3 members of the LOC are needed to count the votes, since (b) the whole procedure must run very fast! Usually the time allocated to such process is only half an hour, and you must take under consideration time for (a) counting, (b) preparing 6 diplomas, (c) printing them. However, if the announcement of the prizes is to take place during the Grassland Party then a more relaxed procedures are to be followed.
- **Busses:** If busses are to be used for taking people from conference hall to their accommodation places then be sure that they will be ready on time.

- **Media:** Last three EDGMs were popularized by the local media (TV, radio). If you want such publicity then you have to call the media. Generally, EDGG favours such (but low) publicity.

## B. Scientific excursion days

- **Programme:** Let people who knows very well the sites and vegetation to guide the excursions. It is good for each stop to have a summary profile of the area (from history to natural resources). Also, think to include stops in cultural monuments, museums, etc. Do not forget to take the licenses for visiting protected areas with you.
- **Busses:** Be sure that the busses will be of an acceptable quality (comfortable, air conditioned, etc.). If the distances to cover are long then be sure to have with you some videos and music (local preferably).
- **Meals/sandwiches/water:** Be sure that adequate numbers of portions of meals/ sandwiches/ water are inside busses. Again, think about people of special preferences, restrictions and needs (vegetarian, vegan, Muslim, gluten-free).
- **Special clothing:** Think having with you several pairs of boots, raincoats, jackets for harsh weather conditions (*just in case...*).
- **Open laboratory:** Bring with you some species identification guides (floras, etc.). Maybe a good idea is to run an open field laboratory, lead by field guides, where participants will have the opportunity to work in species identification issues.
- **Time consistency:** It is important to be consistent in time. Participants may have scheduled several activities after excursions.

## 4. After the EDGM

- **Report for the EDGG Bulletin:** A text for the days of the EDGM, reporting the most important moments of the EDGM, flourished by several nice pictures is sent to be published in the next to EDGM Bulletin of the EDGG (see for example Chmielewski (2013)).
- **Photo album:** Collect photos from the moments of the EDGM and compile them to be published in the web of the conference. An alerting mail must be sent to the participants informing them for downloading possibilities.
- **Book of Abstracts:** Let the Book of Abstracts be posted on the web of the EDGG.
- **Special Features:** This is not the responsibility of the LOC, but of the editor in chief. However be ready to provide help and information if necessary.
- **To make it better:** Your experience in organizing the EDGM is unique and valuable. The EDGG chair responsible for the EDGMS will largely appreciate your comments towards improving the organizations of the EDGMs.

## Epilogue

The organization of a successful EDGM is a tricky work, and the help of the EDGG chairs is essential. In most cases, organizers are dealing with such activity for their first time. Surely, the experience gaining after that is valuable and multifaceted. As a recipient keep the secret: friends are the most valuable supporters in organizing an EDGM.

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### Attached you find:

- (a) ppt. presentations of candidancies
- (b) First Calls
- (c) Flyers
- (d) Second Calls