GUIDELINES FOR ORGANIZING AN

INTERNATIONAL SYMPOSIUM ON FORECASTING

THE INTERNATIONAL INSTITUTE OF FORECASTERS

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GUIDELINES FOR ORGANIZING
INTERNATIONAL SYMPOSIUMS ON FORECASTING

This document includes the guidelines and principles for organizing the International Symposiums on Forecasting (henceforth ISF). The International Institute of Forecasters (henceforth IIF) is liable to the State of Massachusetts laws and therefore any person or institution organizing any activity on behalf of IIF has to comply with the relevant Massachusetts laws. The principles and guidelines below are formulated according to such legal requirements.

PRINCIPLE 1: The ISFs are major activities of the IIF (along with the publication of the *International Journal of Forecasting* and *Foresight*), and only the IIF has the right to organize such symposiums or conferences under the name of ISF. The first requirement for organizing an ISF is that there is a team of dedicated forecasting experts at, or close to, the site where the ISF is to be held. **A firm commitment** to organize an ISF has to be submitted to the board of IIF at the ISF three years before the event, at the latest.

PRINCIPLE 2: The IIF may agree to jointly organize an ISF with another institution or other institutions. A written agreement is to be reached between the IIF and the Organizing Committee of the ISF (henceforth: OC), whether this represents an institution or has a more independent position. In the agreement, the following issues should be highlighted:
   a. OC of the ISF,
   b. Preliminary budget for the proposed ISF, which must be approved by the IIF Treasurer,
   c. Conference facilities to be used by the ISF,
   d. Risk management of the ISF, including any sharing of financial risk.

PRINCIPLE 3: The Treasurer of the IIF and the President or nominated director(s) are *ex officio* members of the OC of all ISFs. (The Chairperson of the OC should therefore include the Treasurer and President in communications to the OC)

PRINCIPLE 4: The Chairperson of the OC is the Executive Director of the ISF and has the authority to act on behalf of the ISF within the policies set by the OC.

PRINCIPLE 5: The Chairperson of the OC has the authority and responsibility for the expenditure items in the budget. He/She should also present a detailed budget to the IIF Board at their meeting in connection with the ISF the year before.

PRINCIPLE 6: The Chairperson of the OC should consult the IIF Treasurer prior to any major financial commitment that is *not included* in the budget. Furthermore, he/she should send revised budgets to the Treasurer and Business Manager three months prior to the conference, one month prior to the conference, and two weeks prior to the conference. This will allow

the Treasurer and Business Manager to review the revised budgets, compare them to currently booked revenues/expenses, and communicate their findings to the Chairperson of the OC.

PRINCIPLE 7: The Chairperson of the OC should forward the IIF Treasurer a copy of all correspondence and contracts related to:
   a. Keynote speakers or other invited individuals whose expenses may be reimbursed by the ISF.
   b. To-be-paid individuals, hotels or companies whose services are sought for the ISF.
   c. The IIF President should also receive copies of these communications.

PRINCIPLE 8: All payments related to the ISF must be made on the basis of original documents. No payment should be made if the original documents are not attached to the claims.

PRINCIPLE 9: The Chairperson of the OC is to prepare the financial report of the ISF and submit it to the Treasurer within three months of the ISF. The unsettled accounts are to be shown as *Accounts Receivable* and *Accounts Payables* in the Financial Report. All accounts receivables and payables are to be given in full details so that later collections and payments can be made promptly. Moreover, all the supporting original documents are to be attached to the ISF Financial Report.

PRINCIPLE 10: The Chairperson of the OC agrees to fully cooperate with the Treasurer in collecting the Accounts Receivables.

PRINCIPLE 11: The IIF is a non-profit organization. The budget should contain scenarios for a low (conservative) registration count, expected count, and optimistic count, along with a breakeven registration estimate. The breakeven should be between expected and conservative estimates (and nearer expected)

PRINCIPLE 12: Any surplus realized at the end of the ISF belongs to the IIF and the Chairperson agrees to transfer the surplus to the Treasurer within *three months* of the conclusion of the ISF. Any exception from this rule must be agreed upon in advance and mentioned in the written contract between the OC and IIF. In that contract, any concession by IIF concerning profits must be more than compensated for by a share in potential losses that the OC would have to cover.

PRINCIPLE 13 Read these guidelines before starting the preparations for the ISF. Then return to them as the preparations progress (many organizers have been found to ignore the guidelines after a first casual reading). Contact the director of IIF responsible for future meetings for questions, and keep him/her continuously informed about how your preparations proceed.

PRINCIPLE 14   The Chairperson of the OC and the Program Chair should attend the ISF the year before so as to:
   a. Promote the next ISF. A booth must be assigned for this purpose in the exhibit area, at no cost to the promoters,
   b. Present the preparations and the detailed budget for approval by the IIF Board at their meeting in connection with the ISF, and
   c. To gain experience of how ISFs work.
      The expense will be covered by an advance from the IIF and should be budgeted, so that the advance can be reimbursed next year.

PRINCIPLE 15   The Directors of IIF are exempt from registration at ISFs.

PRINCIPLE 16   The registration fee for the next ISF should ideally be agreed by the IIF Board at its June meeting, if the fee is not approved at this meeting it should be determined by September.

PRINCIPLE 17   The President and the Treasurer are the official representatives of IIF, and share with the local organizers the role of being hosts of the ISF. The President should be given some special assignments, such as a short welcome address at the get-together on Sunday. The President and the Treasurer, and possibly some other Directors should chair keynote sessions. The OC should also, as far as possible, ensure that the President of the IIF and the Treasurer of the IIF are provided with:
   a. Full reimbursement from IIF funds for travel costs in connection with attending the ISF, and
   b. A fully paid 'superior' room in the conference hotel (also paid from IIF funds).

IIF Symposia, a history

The IIF has organized or will organize the following symposia:

	Year	Place	Organizers
1	1981	Quebec City	Carbone (admin); Oral (admin)
2	1982	Istanbul	Oral (chair)
3	1983	Philadelphia	Armstrong (chair); Lusk (program)
4	1984	London	Fildes (chair)
5	1985	Montreal	Carbone (chair); Dagum (program)
6	1986	Paris	Makridakis (chair)
7	1987	Boston	Armstrong (chair), Winkler (program)
8	1988	Amsterdam	De Gooijer (chair); Merkies (program)
9	1989	Vancouver	Kennedy (chair); Murphy (program)
10	1990	Delphi	Makridakis (chair)
11	1991	New York	Levenbach (chair); Ord (program)
12	1992	New Zealand	Catt (chair); Brodie, Jackson, Ahlburg (program)
13	1993	Pittsburgh	Gorr (chair); Koehler & O'Connel (program)
14	1994	Stockholm	Westlund (chair); Karlsson & Öller (program)
15	1995	Toronto	Rahn (chair); Bretschneider (program)
16	1996	Istanbul	Oral (chair); Aksu (program)
17	1997	Barbados	Worrel (chair); Allen (program)
18	1998	Edinburgh	Raeside (chair); Watson (program)
19	1999	Washington	Young (chair); Hamrick (program)
20	2000	Lisbon	Crato (chair); de Lima (program)
21	2001	Atlanta	Porter (chair); Heikes (program)
22	2002	Dublin	Haslett (chair)
23	2003	Merída, Mexico	De Alba (chair), Guerrero (program)
24	2004	Sydney	Lawrence (chair), Hyndman (program)
25	2005	San Antonio, Texas	Yokum (chair), Flores (program)
26	2006	Santandér, Spain	García-Ferrer (chair), Gallego (program)
27	2007	New York City	Lahiri (chair), Kinal (program)
28	2008	Nice	Hamoudia (chair), Burtschy, Guerard (program)
29	2009	Hong Kong, China	Song (chair), Law (program)
30	2010	San Diego, USA	Allen (chair), Gonzalez-Rivera (program)
31	2011	Prague	Fisher (chair), Dostal (program)
32	2012	Boston, USA	Allen (chair), Hyndman and Tashman (program)
33	2013	Seoul, Korea	Bin Jun (chair), Fildes, Song (program)
34	2014	Rotterdam, Netherlands	Franses (chair), van Dijk (program)

Registration Price History of ISFs

All prices are in US Dollars

Year	Location	Early reg.	Late reg.	Non-IIF add.	Student	Notes	Hotel*	# Deleg.
1981	Quebec	563	784	N.A.	N.A.	N.A.	N.A.	N.A.
1982	Istanbul	183	220	N.A.	N.A.	No meals	N.A.	N.A.
1983	Philadelphia	361	413	N.A.	N.A.	N.A.	N.A.	N.A.
1984	London	301	434	0	N.A.	N.A.	N.A.	N.A.
1985	Montreal	432	544	N.A.	N.A.	N.A.	N.A.	N.A.
1986	Paris	524	601	N.A.	N.A.	N.A.	169	N.A.
1987	Boston	453	634	N.A.	N.A.	N.A.	121	N.A.
1988	Amsterdam	321	419	N.A.	N.A.	Speakers cheap	263	N.A.
1989	Vancouver	420	595	35	N.A.	+35 non-speak.	N.A.	N.A.
1990	Delphi	N.A.	N.A.	N.A.	N.A.	Invited subsid.	N.A.	N.A.
1991	New York	354	411	N.A.	82	N.A.	N.A.	N.A.
1992	Wellington, NZ	331	331	N.A.	66	N.A.	N.A.	N.A.
1993	Pittsburgh	324	384	59	59	N.A.	124	N.A.
1994	Stockholm	253	N.A.	N.A.	N.A.	N.A.	86	N.A.
1995	Toronto	330	386	56	56	Paid bar	112	N.A.
1996	Istanbul	327	409	55	N.A.	N.A.	153	N.A.
1997	Barbados	N.A.	N.A.	N.A.	N.A.	Special arr.	N.A.	N.A.
1998	Edinburgh	400	483	83	200	N.A.	125	255
1999	Washington DC	412	500	87	180	Day rate 125	162 + 14%	330
2000	Lisbon	455	535	80	165	N.A.	95	335
2001	Atlanta	475	635	80	175	Day rate 100	106 + 10%	350
2002	Dublin	456	522	80	119	Day rate	97-254	355
2003	Merida	188	219	10	36		102+17%	219
2004	Sydney	625	740	na	250		180	341
2005	San Antonio	500-575	795	250	250-350		169+16.5%	270
2006	Santander	590	867	na	246-369	Membership included in fee	117	316
2007	New York	590	670	80	390	No breakfast	219 + tax	421
2008	Nice	615	990	85	335	breakfast included	240	402

2009	Hong Kong	650 **	950	720	385		200	217
2010	San Diego	620 **	920	700	380		265	290
2011	Prague	580 **	880	660	360		130-320	314
2012	Boston	620 **	920	720	380		249	425
2013	Seoul	550	850	630	280		175	220
2014	Rotterdam	680	810	950	340		130-150	346

*) If only one hotel price is given, this is the price of a single room in the hotel where the ISF is held.
Many ISFs have been held in universities where student lodging has been available.
** Member rate

Number of Delegates at ISFs

Year	Location	Total	Early	Late	Student	Day	Non-pay	Special
2002	Dublin	355	202	28	36	36	46	7
2003	Merida	219	188	31	36	NA	36	10
2004	Sydney	341	188	88	38	8	40	25
2005	San Antonio	270	16	30	44	11	18	20
2006	Santander	316						
2007	New York	421	310	30	81	13	42	
2008	Nice	402	218	31	89	2	62	
2009	Hong Kong	217	164	9	44	0	44	
2010	San Diego	290	177	19	37	0	57	
2011	Prague	314	166	22	66		55	* 5
2012	Boston	425	249	24	76	11	57	* 8
2013	Seoul	220	143	9	27	0	41	
2014	Rotterdam	346	203	42	58	0	43 **	

* Paid attendees, but did not show
** includes travel awards

Useful contacts:

IIF President
Mohsen Hamoudia
mohsen.hamoudia@orange.com

Past IIF President
Antonio Garcia-Ferrer
antonio.garcia@uam.es

Future symposia:
Haiyan Song
haiyan.song@polyu.edu.hk

IIF Business Director
Pam Stroud
pamstroud@forecasters.org

CONFERENCE CHECKLIST

I.	Objectives	
II.	Preliminary Logistics	*2-3 years ahead*
III.	Prepare Preliminary Budget	*2 years ahead*
IV.	Pricing	*18 months ahead*
V.	Obtain Detailed Budget Approval from IIF Board	*15 months ahead*
VI.	Conference Program	*15 months ahead*
VII.	Keynote Speakers	*15 months ahead*
VIII.	Featured Speakers	*15 months ahead*
IX.	Workshops, Exhibitors and Social Program	*9 months ahead*
X.	Solicit Participants	*9 months ahead*
XI.	Accepting Abstracts/Papers	
XII.	Draft Program	
XIII.	Revisit Hotel or Conference Center	*4 months ahead*
XIV.	Revised Budget to IIF Board	*3 months ahead*
XV.	Revised Budget to IIF Board	*1 month ahead*
XVI.	Revised Budget to IIF Board	*2 weeks ahead*
XVII.	Audio/Visual	
XVIII.	Speakers & Attendees	
XIX.	IIF Travel Awards	
XX.	IIF and IJF Business Meetings	
XXI.	Equipment	
XXII.	Program Book and Other Arrival Packet Contents	
XXIII.	Backup	
XXIV.	Final Detailed Hotel Arrangements	
XXV.	Plan On-site Support	
XXVI.	Pre-Conference Shipments	
XXVII.	Early Staff Arrival	
XXVIII.	Registration/Recreation Sign-Up	
XXIX.	Last Minute Checks	
XXX.	Ensure Events Proceed Smoothly	
XXXI.	Assemble Conference Information	
XXXII.	'Thank You' Letters	
XXXIII.	Financial Rules	
XXXIV.	Document Procedures for The Next Conference	
XXXV.	Appendix	

The objective of the ISF is to communicate new findings on the theory and practice of forecasting to other researchers and practitioners.

I. Preliminary Logistics

The key to a successful ISF is to plan for the budgeted number of participants. Set the budgeted break-even point, as a function of the number of participants, below the expected number.

A. Propose a detailed *time line*. List all activities that need to be done, and when.
B. *Dates* for ISF
   1. Consider date conflicts, vacations, weather, etc.
   2. Check other meetings for possible conflicts or for cooperative opportunities.
   3. Most ISFs have been held between June 10 and July 15.
C. *Theme, logo (optional)*
D. *Location* (City, Hotel or Resort, University)
   1. Hotel facilities, prices etc.
   2. Often it is much cheaper to have meetings in university buildings instead of in a hotel. Cheap lodging may be available on campus and hotels in downtown.
   3. Easy access to an international airport is a great advantage.
E. Examine alternative hotel/conference sites. At least in the US, hotel prices are negotiable, so get bids from other hotels. Meeting space is free if enough rooms are booked. Contracts usually require the ISF to guarantee that a given number of rooms will be purchased. However, our experience has been that hotels have been willing to drop this. Prices can be very flexible (e.g. reductions of 30% or more) in slack times. Also, other aspects may be negotiable. Luncheon and coffee breaks are difficult to work into the negotiation. A City/State convention bureau may offer you help. If the hotel requires an advance payment, contact the IIF treasurer. *Note that pricing flexibility is a key to success.*
F. Visit conference hotel or Conference Centre & city
   1. Meet key staff members of hotel (conference centre)
   2. Inspect facilities:
      a) Joint session hall for plenaries etc. should seat 400 persons
      b) 8-10 parallel session rooms seating 30-50 persons
      c) Coffee break and exhibit areas
      d) Registration facilities
      e) Evaluate restaurant facilities (try out a 'test' meal)
      f) Parking, services, etc.
G. Sign contract with the hotel after consulting the IIF Treasurer and the Director responsible for future ISFs:
   1. Costs of specified lecture rooms & hotel beds
   2. Rooms/suites/exhibit areas
   3. Hours and dates of use of facilities

H. A good convention bureau can do much of the practical work, leaving more time for you to take care of financial matters, program, general administration, planning, etc.
1. Ask for prices and calculate costs/benefits from using professionals
2. If you decide to use one, start off in time (18 months)
3. Use suitable parts of these guidelines as a checklist for price bids and for a contract, specifying each party's responsibilities.

I. External financing - The success of a symposium depends to a substantial degree on availability of external funding, holding down registration fees and increasing the amount and quality of extras offered.
1. The OC should have at least one member with good contacts to sponsors.
2. Approach sponsors and exhibitors early (12-24 months ahead)
3. Sponsoring should not involve side conditions that may jeopardize the status of IIF. If in doubt, contact IIF.

J. If you feel that planning would profit from having the Director in charge of future ISFs inspecting the site(s) and discussing the plans on the spot, please contact him/her. If the IIF accepts the application it will pay the expenses involved.

K. A formal contract is to be set up and signed by the chair of the OC and by the President of IIF, or a Director he/she appoints, defining the responsibilities of both parties.

II. Prepare Preliminary Budget

If made in a currency other than $US, always keep parallel accounts in $US for all communication with IIF.
1. Travel and subsistence costs (students/staff/speakers)
2. Keynote speaker expenses - Suites, travel, fees, etc. Avoid offering anything other than economy air travel, registration and hotel costs.
3. Meals/snacks/coffee
4. Conference Materials - Hand-outs, badges, brochures, copying, binders, signs, audio taping, correspondence
5. A/V equipment
6. Marketing expenses
   ▪ Call for papers
   ▪ Registration
   ▪ Pre-conference expenses (brochures etc)
   ▪ Advertising. Note that Elsevier and many society journals will include symposium announcements at no cost, see last page.
   ▪ Internet and e-mail, especially personal soliciting are effective and cheap alternatives to paper-mail.

7. Miscellaneous

- Special staff expenses
- Cancellation costs for no shows (these should be managed so that they are close to zero). Set date, 2-3 weeks before the start of the symposium for full refunding of registration fees. After that date, a certain amount (e.g. $US100) is kept to cover expenses.
- Special consulting services, e.g. publicity
- Note that IIF directors don't pay for registration
- Membership dues to IIF are not included in the registration fee. Registration rates, which include IIF membership fee, should be added to the registration options.

8. Hotel Meeting Room Costs - Include IIF directors', editors', future organisers' meeting and staff room, HQ-suite rooms. Directors' and organizers' meetings are charged to IIF, Editors' meeting to IJF.

9. Prepare announcement to be printed on the back cover of the previous ISF.

III. Pricing (cf. price history)

The ISF uses a 2-tier pricing system based on time. Academic speakers, who are price sensitive, make their decisions much earlier than practitioners. The early (academic) price can be <u>much</u> lower. (This lower price also encourages early sign-up. As to how much lower, we suggest that it be about 2/3 of the regular price. In addition, we have been lenient on the time deadline). Note that students (incl. PhD students) must be offered a lower price. Students are very sensitive to their overall costs for participating, but form an important group, considering the future of IIF. One-day participation rates should be avoided. Group rates can be introduced in special cases, but should be discussed with IIF in advance. IIF board members don't pay for registration.

Pricing Addendum, May 5, 2015: The ISF offers discounted registration fees for emeritus professors and retired professionals. Delegates must contact the IIF Director for rates and approval.

Pricing Addendum, September 14, 2011 [*updated 07.09.2015*]

Another category of registration comprises the "Complimentary and Reduced Rate Registrations." The attendees who may fall in this category includes: Speakers (keynote and feature), OC and PC members, Workshop providers, Sponsors and exhibitors, Travel Award recipients, and Fellows. The General Chair of that year's symposium makes the final determination of the registration fee.

The following guidelines are the recommendations by the IIF. The General Chair has the final decision in the allocation of free and/or reduced registration.

Keynote Speakers	3 nights hotel and economy airfare; speakers are asked to use conference venue hotel, if applicable. Complimentary registration.
Featured Speakers	Expenses are not paid to a featured speaker. If necessary, the GC can offer either airfare or hotel nights. Complimentary registration.
IJF Editors IJF Associate Editors	Complimentary registration Member rate
OC and PC Members	The GC and the PC(s) receive complimentary registration. The fees for the committee members are contingent on the amount of participation in conference planning. Final determination is by the GC. For example, an active committee member may be offered the "student" rate.
Workshop Providers	The workshop guideline document highlights the registration fee schedule; the registration fee ranges from free to full payment due. Dependent on nos. of workshop attendees. See Note 1, below.
Sponsors and Exhibitors	The sponsor and exhibitor prospectus provides details of complimentary registrations. See Note 2, below .
Travel Award Recipients	The registration fee for travel award recipients is paid for by the IIF.
IIF Fellows	It is the policy of the IIF not to provide complimentary registration to Fellows. The following are amendments to this guideline: 1. If the Fellow is retired and requires financial assistance, the student registration rate may be offered. 2. If the Fellow is on the OC or PC or organizes a session for the current ISF, the student registration rate may be offered.

Note 1: From Workshop Guideline document:

If the instructor will be participating in the symposium (i.e. submitting an abstract), the policy is to offer a 50% discount on the stated registration fee. Additional considerations include:

- o In order to offer the 50% discount, the ISF generally requires at least 5 participants in a workshop. If there are fewer than 5, a workshop may be cancelled.
- o If there are more than 20 participants in a workshop, the presenter will receive (1) free registration pass.

Note 2: From Sponsorship prospectus: A sponsor generally receives 1-2 complimentary registration passes. This is dependent upon the amount of the sponsorship.

IV. Obtain Budget Approval from the IIF Board

When the contract with the conference center has been signed, the expected revenues from registration and supporters can be estimated, then make a detailed budget. This should be much more detailed and should comply with what is required of the final accounts. The registration revenue should be estimated according to three scenarios: low attendance, average and high. Break-even should be at "low attendance".

V Conference Program

ISFs have been organized based on a variety of principles over and above the conference theme. The principal conference organizer should establish an Organizing Committee (OC) with delegated responsibilities, including aspects of the administration but, more particularly, the academic program. Whereas much of the practical work can be delegated to a convention bureau, planning, finances and the program are the core responsibilities of the OC. The ISF programs have been built on a variety of different principles including:

A. Using a conference committee chosen by area of academic interest. Areas include (but are not limited to)
1. Econometrics
2. Economic Forecasting
3. Time Series Analysis
4. Judgement
5. Application areas:
   a. Weather
   b. Finance
   c. Operations / Supply Chains
   d. Government

e. Physical / Natural Resources
f. Socio-Technical
g. Marketing
h. Demographics
i. Earthquakes
j. Criminality
k. Sports
l. Tourism
m. Information Technology/Social Media
n. Conflict

B. Regional responsibilities. Mostly the OC has consisted of a general chair person, one or a few program chairs and additional members sharing the responsibilities of the OC. It is an advantage to have at least one OC member who represents practitioners and/or sponsors.

C. Theme - Choose in cooperation with IIF/IJF a general theme for symposium (cf. earlier symposiums). Then try to get contributions that (after approval of referees) can be included in IJF

D. The aim of the program chair should be to design a program of interest to each of the different groups attending the ISFs, in particular the first four. Depending on venue, the remaining areas can be selectively highlighted.

E. To avoid over crowding the program and to give all speakers a good chance of having a reasonably sized audience, only one abstract should be allowed to be presented by each speaker except for keynote, featured or invited speakers.

F. Plan a Practitioners Track that attracts people from business. One keynote speaker should be included in this track. Contact the Director(s) responsible for practitioners' programs (Len Tashman, LenTashman@cs.com)

G. Invite Featured Speakers, but note that, unlike Keynote speakers, they do not receive fees or expenses. Be careful not to invite too many Featured Speakers as their talks will coincide with other sessions and may reduce attendance at these.

VI Keynote speakers

A. Confirm in writing. Ask for the paper (the title, an abstract of less than 300 words and keywords) to be presented, or if the talk is more general, for any relevant background material. Inform the speaker that this is an address to all delegates and that his/her talk should be comprehensible to the audience, have a firm link to forecasting and be entertaining.

B. Include conference info, procedures, schedule, presentation times, fees, audience type, subject matter, expenses, any specific A/V facilities requests, including any hotel arrangements, person to call if problems arise before conference, registration procedure.

C. The choice of keynote speakers should be made jointly with IIF. Note that the Practitioners Track requires one speaker who mainly addresses the practitioners.

D. Ensure that you state the standard of accommodation that will be paid (if any) by the ISF. This should state information about the following: room quality, meals, mini-bar, telephone etc.

E. Request recent photographs from both Featured and Keynote speakers

VII Workshops, Exhibitors and Social Program

A. **Workshops.** Pre-conference workshops are usually held the day before sessions start. If you want to charge the workshop for using conference facilities, make a contract with them.

B. **Exhibitors.** Companies that want to sell their forecasting-connected merchandise should be charged for participation and for the booth. Make sure you have marketed the symposium to potential exhibitors. The exhibitors' hall should be easy to access and preferably be the place where refreshments or meals are served. For exhibitors policies of IIF, please contact the IIF Business Director, pamstroud@forecasters.org

C. **Social Program.** To meet the communication objectives, we recommend that the social events be included as *part of the package price*. Inclusion of social events is helpful to people on expense accounts. When making reservations, note that not everyone will participate in events even though they are included in the price. The social program would typically mostly be the responsibility of the convention bureau. Separate programs, not included in the registration, should be available for accompanying persons.

Social events should usually include

- Introductory event (drinks and buffet)
- Conference dinner/ buffet
- Optional events have included:
  - Cruise (Washington, Barbados, Istanbul, Toronto, Pittsburgh, Stockholm, Sydney, New York)
  - Opera (Amsterdam)
  - Sport (Pittsburgh)
  - Barbecue (Barbados, Atlanta, San Antonio)
  - State reception (Stockholm, Dublin)
- Note that, for the past years, the gala event has always been an added cost, beyond the registration fee.
- OC should also make an effort to organize pre- or post-conference tours for participants and their family member(s). A tour operator with whom the participants will liaise directly can contract the tours. The information on the pre- or post-conference tours should be made available as early as possible so that it can be included on the ISF website.

IX. Solicit Participants

Participants should be solicited through a variety of ways.

A. Identify possible *session chairs*. IIF directors, IJF editors and associate editors have a particular responsibility to be helpful. The use of track chairs is often practical because personal requests (in person or by phone) are very effective in recruiting speakers.

B. *Personalised letter (email)* - Next most important is the personalised letter inviting people (such as all previous participants).

C. *Call for papers* - The Call for Papers is in the following forms:
   - send e-mail, with link to website, to former participants who should be encouraged to forward the mail. The address list available from the Business Director.
   - an announcement for printing in professional newsletters (see appendix for online resources)
   - notify the publisher of *International Journal of Forecasting* (currently Elsevier Science) to include ads in relevant journals.
   - Send email to list of IJF Authors (available from IJF Editor)
   - Advertising on the IIF website
   - Advertising in *Foresight*

The call should contain all information needed by participants to decide on their attendance,

including: conference timing, registration fee, outline hotel details and conference venue. It should inform them each potential speaker should submit that only one abstract. It should be easy to read and not be expensive, cf. leaflets of previous symposia.

D. *Website* - The IIF has established its own ISF website www.forecasters.org/ISF. This will be used to announce all conference information links to the registration and the abstract submission process.

E. *IIF* - All marketing material soliciting people to attend should contain a short presentation of *IIF*, making it clear the benefits to becoming a member and receiving our journal

F. *Promotional Graphics, Images, Videos and other designs* - Before using any written material or still or moving images to promote the ISF, ensure that you and the IIF have a legal right to do so. Depending on the license, a written permission from the rights holder to use the material must be provided.

X. Accepting Abstracts/Papers.

In general the ISF accepts abstracts (& papers) for the symposium as long as they do not represent attempts at commercialism or are papers clearly unrelated to forecasting, or of inferior quality. The most important papers should be assigned the most favorable times and the larger rooms. Only high quality presentations will secure future ISFs. Remember only to accept one abstract from each speaker. Notify the participants of acceptance by return email.

Call the attention of all speakers to **"Guidelines to Speakers"** posted on the website. We have too many speakers at the ISFs who break the rules of an acceptable presentation.

Six weeks before the event send out reminder emails to those who have submitted abstracts but had not yet registered. Inform them that if they don't register, their paper will be dropped.

XI Draft Program

There are a number of principles for the program:

- Try to compose a session program that covers the main areas of IIF.
- Keynote speakers and streams of sessions should be secured at least for econometrics/statistics, judgmental forecasting and forecasting in practice
- Minimize overlap between 'good' sessions in the same topic area
- Minimize overlap between 'good' sessions in different adjacent areas, e.g. statistics, econometrics, finance
- Limit the conflict between keynote speakers and competing sessions
- Try to ensure an interesting session at all times through the conference
- 20 minutes presentations should be the norm – although this will depend on the scheduling issues.

- Ensure enough time for discussion.
- If a speaker hasn't confirmed but is expected, schedule more speakers in that particular session. Write, demanding confirmation. Drop the person from the program if attendance is doubtful. This should be done at least 2 months out from the conference.
- Inform speakers that their talks have been accepted, notify them on "Guidelines for ISF Speakers" and ask if they will need extra A/V equipment
- Taper the program, as many people may leave early on the last day
- Conclude the conference with an event, e.g. a keynote speaker or a farewell party. Don't overestimate the number of participants, because many leave earlier, but try to keep as many as possible to the end. A great loss item has been the last day's lunch where many fewer people have turned up than expected. Nevertheless, for the last few conferences (ISF2004, ISF2005), attendance at the luncheon on the last day has dramatically exceeded expectations. This one is somewhat of a judgement call!
- Put the Draft Program on the website. This should be on the Conference website about 3 weeks before commencement of the ISF.

- The Draft Program should give the exact duration of the Symposium.

- **The Draft Program should also be the draft for your Program Book!**

XII. Revisit Hotel or Conference Center

A. Meet key staff members of hotel (conference centre)
B. Re-examine facilities
   - Exhibit areas
   - Coffee break areas
   - Power, A/C, seating
   - Exhibitors' space, poster session room
   - Registration facilities
   - Conference headquarters
   - Restaurants
   - Security/safety
   - Parking, services, etc.
   - Speaker stage, podiums, etc.
   - Travel assistance to delegates
   - Private meeting rooms
   - A/V equipment (including computers)
C. Obtain hotel commitment
   - Reconfirm hours and dates of use of facilities
   - Holding of early shipped materials

- Arrival times/dates (staff and attendees)
- Hotel brochures and local literature
- Area/city maps
- Visitors' bureau leaflets
- Tours
- Sports events

XIII. Confirmation

A. Hotel and recreation

1. Reconfirm preliminary estimates in writing
2. Include estimated volumes of attendees (be conservative)

B. Keynote speakers; see Section VII, 1 and 2.
C. Speakers & Attendees
1. Confirm in writing including registration form if not registered.
2. For 'unknown' speakers who have not registered, threaten them with omission from the program if they do not register or contact the program chair.
3. Draft Program - Place program on the website and send out (electronic) information on time when presentation is scheduled. Require confirmation from those who have not registered.
4. Session Chairs - The last speaker is automatically the chair of a session. Notify the person concerned.

D. Recreation (reserve facilities)
E. Transportation – if necessary
1. From airport
2. Social events
3. Airline arrangements

XIV. Assign Staff

If the ISF is using university buildings or is held near a university, students of subjects close to forecasting are natural staff members. They can be offered the right to attend parts of the conference without charge, and hence can be paid a little, if at all.

Some of the work mentioned here could be delegated to a convention bureau. However, use minimum cost students whenever possible.

Staff activities include:

- Packing conference registration bags
- Registering (throughout conference)
- Changing session details on rooms
- Checking rooms

- Collecting spare material
- Guiding delegates around conference/ to social activities
- Will you have an official photographer?

XV. Audio/Visual (A/V)

A. Ensure appropriate A/V staff is available for:
- Computers, lighting, video, slides, etc.
- A/V equipment (including screens)
B. Locate A/V facility in conference locale
- OHP production etc.
- Possible audio and/or videotaping of speakers
C. Design and have made:
- Conference posters
- Conference direction signs, etc.
D. Note that rental costs for computer and A/V equipment may be high.

XVI. Speakers & Attendees

An important aspect of success is to minimize the number of 'no-shows'.
Devise a positive feedback system to "pre-confirm" all who plan to speak.

XVII. IIF Travel Awards

It has been common practice for the IIF to make a number of awards for students and 'people from disadvantaged areas.' There is a committee of the IIF designated to recommend such awards. Monies for this will come from the Treasurer of the IIF. Experience with this in the past has indicated that the recipients of such grants often wish to receive cash when they first arrive as payment for the grant – often they use it to pay hotel bills etc. You should be aware of this and plan for its occurrence.

XVIII. IIF and IJF Business Meetings

Other than electronic meetings, ISF is the only occasion where the IIF board and IJF editors and associate editors can meet. Set aside time and rooms for these meetings, and contact persons concerned. Avoid overlap of meetings and sessions/meetings, since many board members are (associate) editors and speakers. Meetings to be organized are:

A. *The board of IIF.* Reserve two days before the ISF starts, normally Saturday and Sunday.

For details, contact the IIF President. Normal refreshments (lunch, coffee/tea) associated with an executive-type meeting should be included. The OC should also arrange for a dinner for the directors the evening before the welcome party (normally Saturday night). Any amounts paid by the ISF for these meetings should be recorded separately from other ISF expenses and are a charge to the IIF.

B. *IJF editors and associate editors* (two hours). Usually held in the afternoon after the IIF Board meeting and preceding the welcome party. Bottled water should be provided. An associate editors' dinner has usually followed the welcome party on the Sunday but the IJF's Editor-in-Chief is hoping to move this to the Monday night. To this dinner Directors and keynote speakers are also invited. Reservations should be made by the OC, but funding will be provided by the Editor-in-Chief and by IIF.

C. *Future, present and past ISF organizers* and selected board members - meeting usually lasts for one hour

D. *IIF Members Meeting* – ½-1 hour, as required, led by IIF President

E. Note that lunches will usually contain some program items, such as announcements, IIF members' meeting, prize awards, presentation of future symposia sites, presentations for new Fellows of the IIF etc.

XIX. Equipment

A. Identify, locate, or if necessary, order, arrange for shipment and receiving, and installation of:
   ▪ Demonstration equipment
   ▪ Displays, special booths, etc.
   ▪ Computers for public use and for presentation, see XI
   ▪ Notice board

B. Signage with the "International Symposium on Forecasting 2XXX" outside the conference building (across the street, or above the conference entrance) helps participants in finding the symposium building(s) and makes a professional impression. National flags emphasize the importance of the event.

XX. The Program Book and Other Arrival Packet Contents

The **Program Book** should contain all essential information on the symposium. Use books from former meetings as templates. The main principle is a simple, practical and professional layout, easy planning schedules and information that cover all aspects of the symposium. Pictures of keynote speakers and organizers should be included. As soon as the program is final, put the

entire Program Book on the website, so that participants can plan their session attendance in advance. Some facts on the conference may be useful, at least to future organizers, such as the number of registrations, the conference fees and the hotel prices. Note that the back cover is reserved for announcing next year's symposium. The Program Book should not easily disintegrate.

A. Any memento (special binder with logo, etc.) should be designed, ordered, etc. for arrival before the conference begins so it can be incorporated into the arrival packet.
B. The same for any local maps, event brochures, tour brochures, restaurant recommendations, etc.
C. You may want a welcome letter from an appropriate city executive.
D. Include note-taking paper and pen
E. Arrange for supplying any overall conference literature, special brochures, etc.
F. Arrange for acquisition of any gifts you are presenting to speakers, VIP's.
   ▪ You may want to include this in their arrival packets.
   ▪ Presentations may be made at one of the social events.
G. Information concerning speakers' procedures.
H. Include a list of attendees (of those submitting abstracts) in the Program Book
I. A critique sheet with instructions concerning where/how to return it may be desired.
J. Evidence of attendance (a receipt and/or a certificate) for each delegate.
K. Name badges:
   ▪ Design badge (logo, etc.)
   ▪ Name is not enough, add at least one: Company or University, City or Country.
   ▪ The name should be large so as to be discernible from a distance.
   ▪ You will probably want clip-on plastic badge holders, or ones that are hung around the neck (lanyards).
   ▪ Your staff members should have a badge, which stands out from others so that attendees know whom to contact for assistance (a large red dot, different colour, ribbon, etc.).
   ▪ IIF directors also need to be identifiable.
   ▪ You will have to plan for making some badges at the hotel, due to substitutions etc.
   ▪ You may want to give the delegates a T-shirt with the ISF text and logo – but this will all depend on finances.
L. Information, registration forms, etc., concerning recreation activities.
M. All of these items must be stuffed into some kind of a folder/container/binder, which you must design and order. Typically these would be gifts from supporting companies.
N. This effort will take a significant amount of time - pre-symposium time at the hotel.

XXI. Backup

You need to plan backup for:

- Speakers
- A/V equipment
- Demo equipment
- Staff
- Social Programme (weather problems, etc.)

XXII Final Detailed Hotel Arrangements

You need confirmation in writing and/or personally with the hotel:
1. Identify the single top responsible person at the hotel and where located
2. Complete symposium schedules
3. Meeting rooms
4. Sleeping rooms
5. Special conference rooms
6. Early arrival time for staff
7. Audio/visual equipment installation
8. Demonstrations/displays installations
9. Master account set up
10. Signs
11. Registration procedures, schedules (both hotel and conference)
12. Conference headquarters room
13. Supplies
14. Very detailed meal selection (coffee breaks, breakfasts, dinners, etc., include headcount estimates). Establish an "international" meal. The hotel staff must know this. Agree on the types of meals in detail with the head chef. Estimation of number of meals is **financially important**.
15. Make sure that you requested special meals for vegetarians, etc.
16. Storage of material shipped early
17. Work room for early arrival staff for stuffing packets, etc.
18. Access to meeting rooms at all hours during preparation activities.
19. Attendee registration verification procedures between your staff and the hotel.
20. Master charge account procedures
21. Sign in hotel lobby
22. Emergency message procedures
23. Security during non-conference hours
24. Return transportation help at hotel (changed schedules, flights, etc.)
25. The number of no-shows is often underestimated and may increase costs. In New York (2007) 430 abstracts were submitted but only 290 of those submitting registered. Of the 439 total registrations there were 7 cancellations and 12 no shows (so the actual delegate count was 420). There were 242 paid tickets for the gala cruise and 6 no shows. Be careful

with refunding promises, see III.8.c.

XXIII. Plan On-Site Support

A. Conference HQ
   1. Establish hours (08.00-18.00h)
   2. Assign coverage/duties
   3. Early arrival for preparations
   4. Late leaving for clean-up
   5. Assign persons to "cover" sessions to ensure smooth operation, and look out for material that could be publishable (OC members, directors, editors, students should volunteer)
   6. Plan breaks for staff
   7. Plan conference HQ refreshments
B. Registration
   1. Establish hours and coverage/duties - Don't forget late arrivals. ISF usually starts on Sunday with an evening welcome reception (19.00h). If so, conference registrations should open at 14.00h or 15.00h.
   2. Plan disbursement of arrival packets, name badges, etc. - Name badges should be in alphabetical order, by category if necessary.
   3. Plan conference registration so it is adjacent/near to the hotel registration facilities if possible
   4. Where the ISF has taken responsibility for hotel bookings, registration records should be reconciled with the hotel's room registration log.
      a) You may have responsibility for Guaranteed Late Arrival charges if the guest does not arrive, so you want to minimize this exposure.
      b) You may have to pay the bill and later be able to debit the appropriate person - if your records are adequate.
      c) The list should be reconciled each day of the conference to cover early departures, late arrivals, etc. Minimize your work and exposure to risk in this section.
      d) Plan on having some extra arrival packets for those persons who show up, but did not appear on your roster.
   5. Registration statistics will provide input to determine quantity of meals to be served, coffee break sizes, etc. Underestimate the number of persons that will attend meals, using a falling scale for days two and three.
   6. Ensure you can accept on-site payment, ideally by credit card.
C. Speaker Arrival - Since speakers will probably arrive at different times, you may want to assign someone to meet them at the airport, etc. Avoid if possible.

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XXIV. Pre-Conference Shipments

A. Ship all required items so they arrive at the hotel before your staff arrives.
B. Arrange to have someone (hotel employee or OC) verify arrival of key items.
C. Think about what you will do if a shipment is lost.
D. Item list would include:
- All components of arrival packet
- Mementos
- Signs, posters (hotel has stands?)
- Brochures
- Maps, local event brochures, registration information etc
- Badges
- Conference headquarters supplies
- Duplicates of attendee rosters, etc. (hand-carry also)
- Any special gifts for VIPs

XXV. Early Staff Arrival

A. One day prior to conference:
- Check out facilities
- Administrative tasks
- Registration preparation
B. Meals - Review detailed menus selected, etc.
1. Establish latest time for meal headcount to be given to the head chef before you incur extra expense. (Hotels generally prepare meals to handle up to 10% above your headcount estimate. See Appendix 2 for details of forecast versus actual meal attendance at recent ISFs)
2. You will probably want three or four staff persons at peak times.
3. Staff attitude and pleasantness is paramount.
C. Check if you would like flower arrangements and other decorations in the plenary session room.
D. Note that the Chair of the OC is invited to report on the present ISF at the IIF Board meeting on Saturday, the day before the Welcome Reception.

XXVI. Registration/Recreation Sign-Up

A. Registration team:
- Discuss written instructions with registration team in advance.
- Someone should be in charge to deal with problems.

B. Have all registration materials prepared and put in packets in advance. At the registration area, you will need receipt forms, cash box, stationery supplies, etc.

C. Your confirmation letter should have given arrival instructions including a period of time for conference registration. Some attendees will still be late. Reopen your registration facilities early the next morning before the symposium begins. Keep the desk staffed as an information center during the entire Symposium.

D. Following registration, you will want to audit the remaining badges/packets to crosscheck the no-shows, substitutes, etc., with your master roster and, perhaps, the hotel room registration records.

E. Social Program Sign-Up - Clear instructions should be given for signing up to the optional social program. Packs should have included registration cards for those who have pre-registered.

XXVII. Last Minute Checks

A. Is the registration process ready?

B. Are conference signs set up?

C. Are meeting facilities ready?

- Audio/visuals checked out/acoustics

- Seating arrangements

- Stage/podium/lighting

D. Are meal/coffee breaks services ready?

E. Have the speakers arrived?

F. Are demonstrations/displays ready?

G. Are backup plans/speakers ready?

H. Do staff members know their assignments?

I. Is A/V equipment in place and checked out?

J. Are equipment repair requirements arranged?

K. Does the staff know where/how to contact you at all times?

L. To ensure that the experiences of speakers and VIPs are as smooth as possible, arrange for their reasonable expenses to be charged directly to your master account.

XXVIII. Ensure Events Proceed Smoothly

A. Make a checklist and use it daily together with these **Guidelines**.

B. Make yourself easily available (and visible) to "solicit" questions, ideas, etc.

C. Monitor meal attendance and adjust accordingly.

D. Be the earliest and latest staff member on duty.

E. Remain positive, cheerful and in control - no matter what.

F. Remember that a multi-day conference has new speakers arriving each day.

G. Thank your staff often for the good job they are doing. Get involved in every problem, which does not get resolved immediately.

H. Jot down incidents associated with speakers and staff so you will have unique content for subsequent thank you letters.

I. Talk to your speakers to obtain their feedback. You may be able to improve the environment for subsequent sessions.

J. Try to arrange for a half-day of lounging by the pool or some similar R&R activity for the staff after all the work is finished.

K. Collect critique sheets (if any).

L. Arrange for payment of bills at a later date.

M. Arrange to present any special gifts for speakers and VIPs.

XXIX. Assemble Conference Information

The ISF organizers have historically run excellent conferences. Where we haven't always been so good is in documenting our successes (and occasional failures).
Document information on this conference before it loses its freshness in your mind. This will be useful in doing a better job the next time and in correcting any post-conference problems.

A. Detailed information on attendees

B. Name, title, company, address, phone number, areas of interest, etc. IIF member?

C. Speakers: name, title, location, company, phone number, subject of speech, etc.

    1. Similar information on no-shows for subsequent billing adjustments.

    2. Hotel charges to your master account for later audit, including meals.

    3. Invoices for audio/visual equipment, photography services, reproduction costs, audio/visual consultants/operators, air fares and fees for guest speakers, foil/slide creation services, etc.

4. If possible, attendance figures for selective sessions and meals.
5. Attendance figures for social program.
6. Devise statistical analysis of critiques.

D. Check if the presentations contain enough material for a special issue/section of IJF / Foresight. If so, contact Editor in Chief. Recommend good speakers to submit their papers to IJF.

XXX. Thank You Letters

You will want to write 'thank you' letters to all of the personnel involved in making your conference a success. These letters should be specialized and not "form letters". Pay particular attention to the persons who should receive copies of this letter; i.e. speakers' managers, etc. Categories are:

1. Keynote speakers
2. Sponsors
3. The hotel conference manager
4. Conference staff personnel
5. HQ staff that have helped
6. Persons who provided special assistance.
7. Persons/organizations who controlled equipment, services or funding.

XXXI. Financial Rules

A. You should check each invoice in detail. This area of fiduciary responsibility is extremely important!!
   ▪ Resolve any problems in writing.
   ▪ Arrange for payment.
   ▪ Retain copies for possible audit purposes and to help future organizers.

B. When all expenses have been paid, write the Final Report and the **Financial Statement** without delay (max three months after the symposium) and send it to the Treasurer of IIF. Mail a copy to the President and the Director responsible for future ISFs. Any losses in exchange rates are at the risk of the OC after this period of time. The final ISF accounts should list actual receipts and expenses, accounts receivable and payable, if any, (and preferably none), charges to IIF and to IJF, from which the net profit (or loss) for the ISF will be calculated. If the agreement between IIF and OC called for profit or loss sharing, then the agreed-on shares should be allocated to each party, the charges debited will be netted out and transfer of the funds between the ISF and the IIF made to close out the accounts of the ISF. Retain for at least three years all documentation that would support a possible audit. For every item, also report the budgeted amount. If actual expenses or revenues are substantially different from the figures in the ISF budget, approved by the IIF

Board of Directors, an explanation of the reason for the discrepancy and supporting documentation should be included in the report. All travel expenses of the President and the Treasurer are paid by IIF, not by ISF. Any other travel support has to be decided on in advance by the President and the Treasurer. IIF distributes scholarships to support the participation of talented students.

C. Remember, the more precise you are in identifying expenses, which will be paid and will not be paid by ISF in your individual confirmation letter to a keynote speaker, the fewer problems you will encounter. A keynote speaker is entitled to free registration, free travel in Economy Class and free hotel accommodation. These are ISF expenses. **Reimburse keynote speakers as soon as possible!**

D. Board of Directors' and associate editors' dinners may (for convenience) have been billed on ISF, but should be charged to the IIF.

The next year's Chairperson and Program Chair should charge their expenses on their own ISF. IIF can pay an advance. Directors get free registration, but this should be charged to IIF as a separate item.

Traditionally, ISF organizers (general chair, program chair, local arrangement officer) receive complimentary registration. The OC may grant reduced or free registration to volunteer and paid staff, and to local students. These participants should not be identified on the participant list and will not become members of IIF.

If an OC member or an employer of the organizers is a financial sponsor of the ISF, then it is entitled to register a number of employees as regular ISF participants who will become members of IIF. The IIF board and the sponsor must reach prior agreement on the conditions and the number of such employees.

E. The ISFs should preferably generate a profit or at least break-even. If a profit occurs, this should be transferred to IIF. But it should be emphasised that we do not run these ISFs to generate a profit.

XXXII. Document Procedures for the Next Conference

1. Accumulate all conference information

2. Budget

3. Staff assignments/workload

4. Newsletters, invitations, letters

5. Confirmation letters

6. Terms and conditions

7. Attendee lists - update mail list

8. Speaker invitations/confirmations

9. Letters to hotel, vendors, etc.

10. Arrival packet contents

11. Backup plans

12. Procedures

13. Check lists

14. Invoices

15. Key contact names and e-mail addresses

16. Critiques, what went wrong?

17. Statistics on registration

Send all relevant material to the board member in charge of future symposiums. Other interesting material should be sent to the Director in charge of IIF archives.

Appendix 1: Suggestions for ISF advertising

Send announcements of ISF to:

Publisher/Organization	Email / Website	Publication/Contact Name
ASA Metro Area Chapter (NYC)	cscherer@pipeline.com	Cynthia Scherer
Royal Statistical Society	advertising@rss.org.uk	
Royal Economic Society	royaleconsoc@st-andrews.ac.uk	Amanda Wilman
The Econometric Society	sashi@econometricsociety.org	Claire Sashi, General Manager
The OR Society	Cara.quinton@theorsociety.com	
Society for Business Economists	marianmarshall@sbe.co.uk	
Operational Research Society	barrett@orsoc.org.uk	OR Society Newsletter
Strategic Planning Society	membership@sps.org.uk	
Strategic Management Society	sms@mgmt.purdue.edu	
Decision Sciences Institute	clatta@gsu.edu	
Society for Judgment and Decision Making	alansz@sjdm.org	Alan Schwartz
European Association for Decision Making	robin.hogarth@econ.upf.es	Robin Hogarth
Decision Analysis Society for INFORMS	craig.kirkwood@asu.edu	Craig Kirkwood
Elsevier Science	J.Bibb@elsevier.com	Jessica Bib
INFORMS	informs@informs.org	
Inter-American Statistical Institute	rmuin@indec.mecon.gov.ar	
Council of Supply Chain Mgmt Professionals	cscmpadmin@cscmp.org	
NABE		
Economic Perspectives		
International Society for Bayesian Analysis		
Journal of Finance		
Assoc. of Public Policy & Mgt		
Population Association of America		
Accounting Review		
American Marketing Association		
Academy of Management Journal		
Financial Management		
Neural Network Forecasting	s.crone@lancaster.ac.uk	Sven Crone

Suggested Websites for announcements:

Publisher/Organization	Website	Comments
American Political Science Association	http://oldapsa.apsanet.org/conferences.cfm	
Assoc. of Public Policy & Mgt	http://www.appam.org/events/add-your-event/	
Financial Management Association	http://www.fma.org/Conferences2.htm	
Anzstat	http://www.maths.uq.edu.au/~mrb/anzstat/	Rob Hyndman to post
Anzecmet	http://www.buseco.monash.edu.au/depts/ebs/anzecmet.php	Rob Hyndman to post
	http://www.imstat.org/meetings/	
American Statistical Association	http://www.amstat.org/dateline/	
	http://isi.cbs.nl/calendar.htm	
	http://www.econbiz.de/Events/Results	
	http://www.goingtomeet.com/	

	http://www.conferencealerts.com/	login: pstroud/ISF2015
	http://econometriclinks.com/	
	http://www.appliedforecasting.com/	Paul Mars
Wiki, CFP	http://www.wikicfp.com/cfp/	Call for papers
The American Finance Association	http://www.afajof.org/details/eventsform/2866181/Submit-an-Event.html	

Feel free to add more addresses to the list!

Appendix 2

Actual versus forecast attendance at meals at ISF 2007, New York

FINAL FOOD AND BEVERAGE REPORT

Sales Tax	8.375%
Service Charge	21%
Total Conference Attendance	421
Number Used to Base Guarantees	400

** Please note that all F&B prices reflect a 10% discount off of menu prices. This was an Experiment negotiated concession with the hotel.

CONFERENCE REVENUE

Day	Function	Final Guarantee	Actual/ Estimated Served	Total (inclusive of tax & service charge)
Saturday	Board of Directors Lunch	15	15	$1,153.64
Sunday	Board of Directors Lunch	15	15	$1,286.94
	Welcome Reception	350		$22,143.56
Monday	AM Break & PM Break			$8,045.22
	Lunch	405	334	$37,483.66
	Happy Hour	350		$8,904.89
Tuesday	AM Break & PM Break			$7,856.60
	Lunch	390	318	$36,095.38
Wednesday	AM Break			$3,963.01
	Lunch	275	209	$22,579.44

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