



# RILEM Annual Week and Spring Convention Guidelines and contract

This document gives requirements and guidelines related to the organisation of the RILEM Annual Week or Spring Convention, in order to ensure a successful event as much as possible. It also explains how potential organisers can bid for hosting a future RILEM Annual Week or Spring Convention. It shall be signed for agreement.

The guidelines are not strict rules. If needed, adjustment can be discussed with RILEM secretariat general.

## Table of content

Introduction: .....	2
RILEM Support .....	5
RILEM expectations from the Conference organisers: .....	5
The local organisers should: .....	5
CPD credits .....	6
Financial implications.....	6
Proceedings.....	7
General timeline for the organisation .....	7
Online registration .....	7
<b>PART II: Guidelines for a proposal by an institution or organisation to host an Annual Week or a Spring Convention.....</b>	<b>10</b>
How to prepare your proposal to host the Annual Week or Spring Convention? .....	10
Criteria to be addressed: .....	10
Primary criteria .....	10
Other criteria.....	10
Proposal .....	10
Procedure.....	11
<b>Part III: Agreement for the Organisation of a RILEM Annual Week or Spring Convention and a Conference to be signed.....</b>	<b>12</b>
Annex A: Mission and goals of RILEM .....	13
Annex B: PhD travel grant during RILEM Annual Week.....	14
Annex C: Industrial session during RILEM Annual Week .....	16
Annex D: publication of proceedings.....	17
Annex E: EAC Courses during RILEM Annual Week .....	18

## PART I: General guidelines for the organisation of the RILEM Annual Week or Spring Convention

### **Introduction:**

The RILEM Annual Week and Spring Convention are the most important RILEM events held each year. The RILEM Annual Week is normally organised during the last week of August, or the first or second week of September. The RILEM Spring Convention is organised during the northern hemisphere 'Spring', normally in the month of March, possibly in April if it does not happen at the same time as major events, such as ACI convention. RILEM wishes to base the Annual RILEM Week outside of Europe and the Spring Convention in Europe.

The RILEM Week and Spring Convention combine RILEM Standing Committee meetings, (TAC, DAC, EAC, BoE, DEV and Bureau Meeting), Technical Committee meetings and one or more international conferences or workshop on a topic within the field of Construction Materials, Systems and Structures, preferably open to contributions on different kinds of materials, including concrete, masonry, asphalt, timber, polymers, etc.

The General council and the prestigious L'Hermite lecture and award are held during the Annual Week. The prestigious Colonnetti Lectures and award ceremony are held during the Spring Convention.

There is also the possibility to arrange RILEM PhD courses for students during both events.

One purpose of those events is to afford RILEM TCs the opportunity to meet for their scientific discussions, and to do this in conjunction with other TCs and RILEM colleagues with whom mutual exchange might be possible.

Besides the high-quality technical content of the RILEM Week, the event should also provide major opportunities for networking and public relations activities. To achieve the defined goals, and in order to maximise the chances of a successful meeting, this document gives some guidelines and provides the basis for the agreement to be signed by the local organisers and RILEM.

General time schedule of the Annual Week and the Spring meeting can be defined flexibly, depending on the local situation. The timetable will have to include enough time slots for RILEM administrative and technical meetings, as well as time slots for the conference sessions. As an example, potential time schedules of the RILEM Annual Week and Spring Convention are given below, starting with meetings on Sunday, and is followed by the conference or workshop running from Tuesday to Thursday. Other schedules are possible, e.g. with RILEM meetings starting on Monday.

### **Legend:**

- EAC: Educational Activities Committee. One and a half hour or two hours are needed (+/- 10 persons)
- DAC: Development Advisory Committee. A full day is needed. The DAC meeting can run in parallel with the TAC meeting. (+/- 20 persons)
- TAC: Technical Activities Committee. A full day is needed. The TAC meeting typically will run in parallel with the DAC meeting (+/- 25 persons)
- BOE: Board of Editors. Typically, Two hours are needed (+/- 25persons)
- DEV: Development meeting. Two hours are needed (+/- 35 persons). Should take place after BOE, EAC, DAC and TAC meetings and before Bureau meeting.
- BUR: Bureau. Typically, 3 half days are needed (+/- 15 persons). Should take place after BOE, EAC, DAC, TAC and DEV meetings.
- (+/- 50 people). Should take place after Bureau meeting.
- TC: Technical Committee. Many TC meetings can run in parallel (10 to 25 persons per meeting)

During RILEM Annual Week only:

- GC: General Council. Two hours are needed. The meeting should not coincide with other RILEM meeting.
- Technical Day: includes TCs presentations (4 or 5) and General Council.

## TYPICAL TIMETABLE FOR AN ANNUAL WEEK

ANNUAL WEEK TIMETABLE	Conference	RILEM		
<b>Sunday</b>				
9:00 – 10:30		TAC	DAC	TCs meeting
10:30-11:00		Coffee		
11:00-12:30		TAC	DAC	TCs meeting
12:30 – 1:30		Lunch		
1:30 – 3:30		TAC	DAC	TCs meeting
3:30 – 4:00		Coffee		
4:00 – 5:30		TAC	DAC	TCs meeting
<b>Monday</b>				
9:00 – 11:00		MS BoE	TCs meeting	
11:00 – 11:30		Coffee		
11:30 – 1:00		RTL BoE	TCs meeting	
1:00 – 2:00		Lunch		
2:00 – 3:30	Conference Registration	EAC	TCs meeting	
3:30 – 4:00		Coffee		
4:30 – 6:00		DEV	TCs meeting	
6:30	Conference & RILEM welcome reception			
<b>Tuesday</b>				
9:00 – 11:00	Conference & RILEM official opening - Plenary session 1 Including RILEM president & Honorary president introduction and Robert L'Hermite Medalist lecture & Award ceremony			
11:00 – 11:30	Coffee			
11:30 – 1:00	Conference sessions	Bureau (4h30)	TCs meeting	
1:00 – 2:00	Lunch			
2:00 – 3:30	Conference sessions	Bureau	TCs meeting	
3:30 – 4:00	Coffee			
4:00 – 5:30	Conference sessions	Bureau	TCs meeting	
6:30 – 10:00	RILEM Banquet/dinner (approx. 70 to 100 pers.) Fellows & Honorary members award ceremony			
<b>Wednesday</b>				
9:00 – 11:00	Plenary Session 2 Including TC presentations			
11:00 – 11:30	Coffee			
11:30 – 1:00	Conference sessions	Bureau (1h30 if needed)		
1:00 – 2:00	Lunch			
2:30 – 3:30	Conference sessions	General Council (2h30)		
3:30 – 4:00	Coffee			
4:00 – 5:30	Conference sessions	General Council		
6:30 – 10:00	Conference Gala Dinner			
<b>Thursday</b>				
9:00 – 11:00	Plenary Session 3 & Technical Day (Industrial session)			
11:00 – 11:30	Coffee			
11:30 – 1:00	Conference sessions	Technical visit	TCs meeting	
1:00 – 2:00	Lunch + Lunch for presidents and industrial representants			
2:00 – 3:30	Conference sessions	Technical visit	TCs meeting	
3:30 – 4:00	Coffee	Coffee		
4:00 – 5:30	Conference sessions	Technical visit	TCs meeting	

**TYPICAL TIMETABLE FOR A SPRING CONVENTION**

SPRING CONVENTION TIMETABLE	Conference	RILEM Spring Convention		
<b>Sunday</b>				
4:00 – 6:00		EAC / BoE		
<b>Monday</b>				
9:00 – 10:30		TAC	DAC	TCs meeting
10:30-11:00		Coffee		
11:00-12:30		TAC	DAC	TCs meeting
12:30 – 1:30		Lunch		
1:30 – 3:30		TAC	DAC	TCs meeting
3:30 – 4:00		Coffee		
4:00 – 6:00		DEV	TCs meeting	
7:00 – 22:00		<b>RILEM Officers Banquet/Dinner</b> (70-100 p.)		
<b>Tuesday</b>				
9:00 – 10:30		BUR	TCs meeting	
10:30-11:00		Coffee		
11:00-1:00		BUR	TCs meeting	
1:00 – 2:00		Lunch		
2:00 – 4:00	<b>Conference Registration</b>	BUR	TCs meeting	
4:00 – 4:30		Coffee		
4:30 – 6:00		BUR	TCs meeting	
7:00 – 22:00	<b>Conference Welcome Reception</b>			
<b>Wednesday</b>				
9:00 – 11:00	<b>Official Opening Conference</b> Including Keynotes & Gustavo Colonnetti Lecture(s) Coffee break included			
11:00 – 11:30				
11:30 – 1:00				
1:00 – 2:00	Lunch			
2:00 – 3:30	<b>Conference sessions</b>	TCs meeting		
3:30 – 4:00	Coffee			
4:00 – 6:00	<b>Conference sessions</b>	TCs meeting		
7:00 – 22:00	<b>Conference Gala Dinner</b>			
<b>Thursday</b>				
9:00 – 6:00	<b>Conference sessions</b>			

## **RILEM Support**

The RILEM Secretariat provides the following support for the local organisers of the RILEM Annual Week or Spring Convention. RILEM will:

- Send announcements and other information to the RILEM members and to non-members registered in the RILEM database.
- Advertise the RILEM Annual Week or Spring Convention and the International conferences / workshops on the RILEM Website, newsletter, and social media.
- Offer practical assistance in contacting RILEM members, committee members, TC chairs, TC secretaries, and so on.
- Offer practical assistance in obtaining CPD credits delivered by ICT, for EAC courses on concrete.
- Provide practical assistance for the production of the Conference proceedings, if needed: ISBN numbers, preparation of the cover pages and first inner pages template... (See details in the proceedings' section)
- Offer the position of "Honorary RILEM President" for the local organiser of the RILEM Annual Week, during the year of the considered Annual Week (in a proposal to the RILEM Bureau, and to be approved by the RILEM General Council).

## **RILEM expectations from the Conference organisers:**

The local organisers should:

- Have participated in at least one recent RILEM Annual Week or Spring Convention before applying for a future Annual Week or Spring Convention.
- Have read the guidelines and submitted a budget plan when applying.
- Have become a RILEM member prior to the year of the Annual Week or Spring Convention.
- Answer in due time to any email sent by RILEM secretariat general.
- Provide sufficient meeting rooms for the meetings of the RILEM Standing Committees and RILEM TCs, as well as for the RILEM General Council held during Annual Week. The planning of the meetings should be discussed in good time with RILEM secretariat. Typically, at least four meetings run in parallel (cf. example timetable above).
- Provide coffee and lunches for RILEM delegates attending the RILEM meetings (EAC, DAC, TAC, BOE, DEV, BUR, TCs) including the delegates who do not register for the International Conference.
- Provide an exhibition area (booth) for RILEM, near the conference registration desk and the conference amphitheater.
- Organise the RILEM Annual Banquet/Dinner in an appropriate restaurant or venue. Typically, some 100 participants could attend.
- Ensure that RILEM is largely visible at the conference venue, for example displaying the RILEM logo in conference rooms and in the registration area.
- Organise a joint opening session for the RILEM Week or the Spring Convention and the International Conference, including a time slot of 30 minutes for RILEM welcome speeches.
- Organise the L'Hermite lecture and award in the Opening Session of the Annual Week. The lecture and award ceremony last for 45 minutes + a 5-minute presentation of the medallist
- Organise the Gustavo Colonnetti Lectures (usually 2 lectures) in the Opening Session of the Spring Convention. Each Gustavo Colonnetti Lecture and award ceremony last for 30 minutes + a 5 min presentation of each awardee.
- Provide a reduced conference registration fee (about 10%, or about 50 EUR reduction) for RILEM members. Note however that non-RILEM members in return for the higher subscription fee also get a one-year free RILEM trial membership. (See further in 'Financial implications').
- Provide a central and integrated registration system for the RILEM meetings and the International Conference. Registration for non RILEM members should include an "authorisation to be contacted by RILEM".
- Supply the RILEM Secretariat with a list of participants and delegates at the conference and RILEM

Week. (Authorisation to transmit their contact info has been requested automatically on the Website registration process).

- Publish proceedings through RILEM Publications or Springer (RILEM Publisher).
- Put the RILEM logo on the conference proceedings and announcements.
- Provide registration services on site. Conference participants as well as RILEM delegates should receive name badges and detailed practical information on technical and social events.
- Provide microphone, film and take pictures:
  - RILEM Dinner
  - Conference Welcome Reception and Conference Gala Dinner
  - Official Opening Conference.
  - The plenary keynote lectures, Robert L’Hermite or Colonnetti lectures and the award ceremony must be filmed, and a copy given to RILEM secretariat, to advertise the event on the RILEM Website and social media. Quote for that shall be sent for agreement to RILEM secretary general in advance.
- Provide video projection and wifi in all meeting rooms. Provide video projection for all plenary sessions.
- Waive the Conference registration fees for the President, Vice-President, Past-President, Treasurer, Staff of the RILEM General Secretariat, Technical Day lecturers, the L’Hermite or Colonnetti Medallists, and 2 RYC representants. (About 12 p.).

Organizers are encouraged have a workshop/seminar with very practical topics to attract industry people.

For the Annual Week only:

- Organise the jury for selecting the Best Student Poster Award. The award is given at the conference to a student who has a poster and is at the conference to present/explain the work. The selection is made by a jury chosen by the RILEM Honorary President. The awardee receives a diploma/certificate from the TAC Chair at the conference, and a 500€ grant from RILEM.
- Organise the PhD grants (**See Annex B**). These grants aim to support young researcher who could otherwise not attend the RILEM Annual Week. The conference organisers will be in charge of: Promoting the PhD grant initiative on the conference webpage; Collect and manage the information of the applicants; Establish the jury for the selection of the winners (maybe the international conference advisory board?)
- Communicate via email the jury’s decisions to the candidates.
- Organisers are encouraged to set up a technical day and a lunch with the local industry leaders, Presidency and DAC members. (**See annex C**).

### **CPD credits**

The organizers can decide to offer CPD credits to the delegates of the event by approaching their national accreditation corporation. RILEM has a partnership with ICT to give CPD credits depending on the topic of the event.

### **Financial implications**

Experience with previous RILEM Annual Week and Spring Conventions has shown that the local organisers generally benefit financially by having RILEM members attend the Conference. This benefit can be used to balance against additional costs for hosting the RILEM week such as lunches and teas, the RILEM Banquet, and meeting rooms for RILEM meetings. It is considered that around 10% of the collected fees should cover the cost dedicated to RILEM events. Such cost should clearly and distinctively appear in the budget proposal. Consequently, the local organisers and RILEM should agree upon the situation that no financial transfers will be made in either direction.

## Proceedings

Delegates who wish to present their research at the conference should be given the following options:

- presentation of a full paper; full papers to be fully peer-reviewed and accepted papers to be published in the conference proceedings, or
- presentation of an (extended) abstract only.

The local organisers agree to publish the proceedings of the RILEM week organised during the RILEM week through RILEM Publications or Springer (RILEM Publisher).

- If RILEM Publications is chosen, RILEM will provide ISBN numbers, preparation of the cover pages and first inner pages' template, etc. The proceedings will be available for free for all on the RILEM Website.
- If Springer is chosen, RILEM will inform Springer about the organisation. The proceedings will be available for free for RILEM members only on their RILEM Website's private page.

### **In both cases RILEM will keep the copyrights.**

Papers published in the proceedings must be peer reviewed. We recommend to the organisers to publish the proceedings before or in time for the conference. **(See Annex D).**

### **General timeline for the organisation**

This table with 'suggested time schedule' only defines some 'milestones' during the organisation of the RILEM Week and Spring Convention. Of course, many other aspects will have to be dealt with in much more detail. Depending on the local situation, the timing of the 'milestones' can be modified. The following timetable is offered as a helpful suggestion.

### **Online registration**

Web registration will include:

- registration for:
  - the Conference
  - the Conference Banquet /Dinner

### **For non RILEM members, the registration should also include an "authorisation to be contacted by RILEM"**

- for RILEM members only, registration for:
  - RILEM Standing Committees (EAC, TAC, DAC, BOEs, DEV, BUR, GC)
  - TC meetings
  - RILEM Banquet/Dinner

Registration per day, will allow to provide coffee breaks and lunches to the right amount of people.

<b>GENERAL TIMELINE FOR THE ORGANISATION</b>
--

Time	Activity
Decision process on the organisation of the Annual Week or Spring Convention	
-5 year	RILEM publicly asks for bids to organise the Annual Week or Spring Convention for a given year. Details on these bids are given further on in this document.
Once the proposal has been accepted, the further organisation of the Annual Week or Spring Convention could go along the following timeline	
<-2 year	Signing of the formal agreement between the local organisers and RILEM (See Part II)
-2 year	Make reservations for lecture and meeting rooms
-2 year	Define Committees for the conference (technical, organising, ...)
-2 year	Check time schedule for submission of abstracts and full papers. This will depend on the time schedule needed for reviewing abstracts/papers and for printing proceedings. Contact the RILEM secretariat to discuss the production process of the proceedings. RILEM secretariat will bring the local organisers in contact with Springer. A further detailed time schedule should be defined to produce the proceedings.
-2 year	<p>Set up a website for the Annual Week or Spring Convention and for the Conference, giving information on:</p> <ul style="list-style-type: none"> <li>- date and venue</li> <li>- conference themes</li> <li>- organisation committees (scientific, reviewing...)</li> <li>- call for abstracts</li> <li>- tentative programme of the conference</li> <li>- author's guidelines</li> <li>- sponsors (can be completed later on)</li> <li>- practical information (city information, travel information, hotel information, ...) (can be completed later on)</li> <li>- ...</li> </ul> <p>Inform the RILEM Secretariat about the conference website, so that a link can be made from the RILEM Website.</p>
-18 months	For the Annual week: Send a first announcement / call for papers and announcement of the PhD grant. (RILEM conveners invite their PhD students to participate)
-18 months	Start with the process of finding sponsors. Open online registrations
-18 months	Discuss the timetable of the Annual Week or Spring Convention with RILEM secretariat. For the Annual week, draw a tentative programme of the Technical Day (or incorporated technical RILEM Presentations within the Conference)
-18 months	Negotiate special hotel rates. Give the information on the conference website.



-12 months	<p>One year before the Annual Week or Spring Convention takes place, your organisation should prepare the following information for the RILEM secretariat: Prepare an 'invitation'. This can be a bundle of pages giving the following information:</p> <ul style="list-style-type: none"> <li>○ Date and location</li> <li>○ Introduction/Invitation by the organisers and/or Welcome by the Honorary President</li> <li>○ Location and accommodation</li> <li>○ Hotel information</li> <li>○ Timetable of the RILEM Week</li> <li>○ Programme of the keynotes from lecturers invited to present their work, Technical Day and Robert L'Hermite or Colonnetti lectures.</li> </ul> <p>Send the 'Invitation' in pdf-format to the RILEM Secretary General. For the Annual week, propose the name of the 'Honorary President'.</p>
-12 months	<p>Discuss in more detail the catering activities (lunches, coffee, dinners, ...) with the local catering companies, restaurants, ...</p> <p>Besides the activities you organise for the conference, a RILEM banquet/dinner should also be organised at your expense. RILEM members attending the Annual Week or Spring Convention should also be offered coffee and lunches.</p>
-12 months	Define a detailed procedure for review of abstracts and/or full papers.
-12 months	Define 'Invited speakers' and/or 'Keynote speakers' for the conference.
-12 months *	Inform authors about the acceptance of their abstracts. Invite them to submit the final paper on time.
-10 months	Inform RILEM Secretary General of the conference schedule and program
- 8 months*	In case full papers are being reviewed, reviewers should be contacted, and papers should be transferred for review. Authors should then be given the opportunity to make revisions and resubmit the paper.
- 8 months*	For the Annual week, PhD grant jury select awardees and inform them.
-6 months	<p>Discuss with the RILEM secretariat the following items:</p> <ul style="list-style-type: none"> <li>- Which RILEM TCs will have meetings during the Annual Week or Spring Convention? The RILEM Secretariat should contact all TC chairpersons and transfer the information to you.</li> <li>- Who will attend the Standing Committee TC-meetings? The RILEM TC Chairs should contact the members and transfer the information to you.</li> </ul> <p>Ideally, your website integrates the registration to the Standing Committee and TC-meetings.</p>
-4 months	Invite chairs for the conference sessions.
-4 months	Setup the final programme of the conference and send around a final invitation.
-4 months	From now on, the organisation will enter a final period with a lot of practical activities to be done, depending on the local situation, and depending on the many practical questions you will receive by the participants. Be sure to have a good contact with the RILEM secretariat. They will help as much as possible.

## **PART II: Guidelines for a proposal by an institution or organisation to host an Annual Week or a Spring Convention**

The points given below are intended as Guidelines for an organisation or institution that wishes to host an RILEM Annual Week or Spring Convention. (Please, check PART I of this document for general information on the RILEM Annual Week or Spring Convention.)

### **How to prepare your proposal to host the Annual Week or Spring Convention?**

#### ***Criteria to be addressed:***

The points given below are not exhaustive but need to be addressed adequately in the proposal. These will be used to judge the viability and likely quality of the Annual Week or Spring Convention event to be hosted.

#### ***Primary criteria***

- Institution/Organisation and its standing.
  - Institutional arrangements in respect of facilities for the Annual Week or Spring Convention and conference, e.g. sufficient break-away meeting rooms, space for all functions, etc.
  - Quality of organising committee and scientific committee.
- Financial arrangements and financial 'security' for RILEM
  - Interlinking of budgets for Annual Week or Spring Convention and accompanying conference – covering all costs within a combined budget.
  - Ability to provide RILEM meeting facilities and lunches, free of charge. About 5 smaller meeting rooms (15-20 people) will usually be sufficient. Typically, about 30 officers are directly involved in RILEM Standing Committees (EAC, DAC, TAC, EAC, BoE, DEV, Bureau meetings) who might not register for the accompanying conference, and these need to be provided, free of charge, coffee breaks and lunches.
  - Financial soundness and assurance that Institution/Organization will be able to bear the cost for the RILEM Banquet for all members (approximately 100) wanting to attend.
  - Costs – reasonable in an international context.
  - Reduced fee for RILEM Members. (About 10%, or about 50 EUR reduction)
- RILEM issues:
  - The scientific committee shall be international and include RILEM expert members.
  - 'RILEM-friendly'. Check that the proposal is allied to RILEM strategic goals? (**See annex A**).
  - Accompanying conference – allied to RILEM areas of interest and accepted by TAC? Strength and quality of the scientific programme.
  - Likely RILEM impact and benefit. To clarify this point: RILEM is keen that conference delegates are exposed to RILEM through good visibility at the event and accompanying conference, use of the RILEM Logo in promotional materials and screen shots, etc. RILEM will normally need a stand for an exhibition area.
- Accompanying Conference:
  - Topic and breadth of conference.
  - Attempt to make the topic sufficiently broad to cover the range of construction materials and structures that are in RILEM's ambit, as far as possible.

#### ***Other criteria***

- Accessibility and international transport links.
- Accommodation and its relation to conference venue / transport. (300 to 500 participants).

### **Proposal**

There is no prescribed format for making a proposal. However, we would like you to frame your proposal around the criteria given above, and also provide as much background information as possible for RILEM to make an informed decision. The total length of the proposal should not exceed 3-4 pages.

## **Procedure**

For the Annual Week or Spring Convention of a particular year, RILEM will open the call for proposals Five years prior to the event. The proposals will be reviewed and shortlisted the following year [Year-4] and potential organisers of the shortlisted proposals should further present and detail their proposal in the Bureau meeting in the RILEM Annual Week or Spring Convention of [Year-4], where the decision is taken, and the announcement is made.

After the announcement, the successful bidder will be required to complete this document, and have it signed by representatives of both the organising committee and RILEM.

**Part III: Agreement for the Organisation of a RILEM Annual Week or Spring Convention and a Conference to be signed.**

This agreement is to be completed by the organisation who will be hosting a RILEM Annual Week or Spring Convention (cross out what is not relevant). It will be signed by representatives of both the Organisation and RILEM and will form a binding agreement.

**Subject: this document defines the agreement between**

**RILEM**

12 boulevard Copernic,  
77420 champs sur Marne  
FRANCE

called hereafter 'RILEM'

represented by Dr Nicolas Roussel, RILEM President  
and

-----  
-----  
-----

called hereafter 'Local organizers'

represented by

-----

for the organization of the RILEM Annual Week or Spring Convention (cross out what is not relevant)  
in:

-----

from -----

in conjunction with an international conference on the following theme:

-----

**Regular communication**

RILEM and the local organisers agree to have a very regular communication on the organisation of the Annual Week or Spring Convention and the Conference. Both parties commit themselves to give prompt replies to queries raised by the other parties, providing accurate information to the best of their knowledge.

In the event of unexpected difficulties, endangering a successful organisation of the Annual Week or Spring Convention and the Conference, parties commit themselves to inform the other party as soon as possible, and to do everything which can be reasonably expected to help overcome the difficulties, or to help finding an alternative organiser.

Signed in two copies, one for each party,

Place: ....., date .... / .... / .....

-----  
RILEM President

-----  
Chair of the local organization

## **Annex A: Mission and goals of RILEM**

### **RILEM Mission**

The mission of the association is to advance free-access scientific knowledge related to construction materials, systems and structures and to encourage transfer and application of this knowledge world-wide.

### **RILEM Goals**

This mission is achieved through collaboration of leading experts in construction practice and science including academics, researchers, testing laboratories and authorities.

### **The three main goals of RILEM are:**

To promote sustainable and safe construction, and improved performance and cost benefit for society,

To stimulate new directions of research and its applications, promoting excellence in construction,

To favour and promote interdisciplinary and multidisciplinary cooperation at international scale by open access to advanced knowledge.

Our world-wide goals are:

- To improve performance and cost benefit for users and general public
- To engage top experts of construction practice and in science as well as promising young scientists and engineers
- To involve a broad range of players including academics, researchers, testing laboratories, suppliers, contractors, owners and authorities
- To ensure networking
- To promote education and training
- To encourage the formation of active regional groups
- To provide a platform of experts in interdisciplinary terms
- To stimulate new orientations of research and application
- To promote and maintain excellence in research and technology
- To prepare and widely disseminate outstanding RILEM products such as guides to good practice, recommendations (and if required also pre-standards), proceedings of symposia and workshops, state of the art reports, data basis, and International Journals.

## **The guidelines in the following annexes are meant to help organisers with their events. They can be adjusted.**

### **Annex B: PhD travel grant during RILEM Annual Week**

**(This award could be modified in the coming years)**

International networking is of significant importance at early academic career levels, and RILEM Annual Week or Spring Conventions (RAW) are amongst the best platforms for young researchers to meet experienced professionals and researchers from the entire world. RILEM is aware that young researchers from low- and medium income countries are often lacking the funds to attend international conferences but also has a great interest in including these researchers in RILEM activities. Therefore, the PhD grant provides travel assistance to young researchers, especially from lower- and middle-income countries, who otherwise may not be able to attend a RAW. The grant encourages motivated students to engage in international networking activities and to evaluate how they can actively contribute to RILEM activities. Moreover, the grant offers a unique opportunity to network with peers, experienced experts, and leading researchers, who can support shaping an academic career path.

Application for the grant is open to PhD students or PhDs who graduated in the year in which the supported RAW is held, and who are:

- under the age of 35 at the date the supported RAW is held.
- residing in any of the countries where a special discount RILEM membership fee is applicable. Please refer to the RILEM [webpage](#) for a complete list of these countries.
- not awardees of previous editions of this grant.

Every year RILEM will award a maximum of 4 grants based on the available budget. The grant will allow the awardee to travel to attend RILEM Annual Week or Spring Convention events.

Applicants should submit their abstract via the standard conference route. This needs to be completed before the RAW conference abstract submission deadline. Within a month of abstract acceptance notification, applicants must again email the conference organisers with the following information:

- i) one-page personal statement (PDF or DOCX formats) on letterhead, explaining how the RILEM PhD Grant will enhance their career development and prospects, including future participation in RILEM activities,
- ii) abstract(s) as submitted and accepted,
- iii) a one-minute motivational video
- iv) a CV
- v) a supporting letter from the PhD supervisor for PhD students OR a certificate that indicates the date in which the PhD degree was awarded for recently graduated PhDs,
- vi) a budget proposal for the expected expenditure to attend the event (including travel, visa, accommodation, and subsistence). The budget estimate should be made with due diligence, as overestimation could reduce the number of possible grants.

Awardees will be asked to write an extended abstract or paper (depending on the format of the RAW conference proceedings) and will be asked to present their work at the RAW- conference. The format of the presentation, usually oral presentation, might change according to the type of event.

Awardees will be given:

- A budget-depending lump sum of generally between 1500€ and 2000€ for RAW. The award will only be paid out if the awardee registers for and attends the RAW to present the award-related research.
- The awardee is invited to send a budget proposal to the secretariat for validation before purchasing any ticket or proceeding to any booking.
- 3-years RILEM membership, starting from the year of the RAW event.
- The opportunity to have a highlighted presentation during a conference session of RAW.

- The opportunity to have a formal meeting with the RILEM presidency with media coverage at the RAW conference or a virtual meeting if an in-person gathering is not possible.

The awardees will be selected by an international jury of 4 - 6 members, on the basis of:

- (a) The scientific and technical quality of the abstract submitted to the RAW.
- (b) The documentation requested from the applicant (see i) – vi) above).
- (c) The priorities set by EAC for the involvement of young researchers.

The conference organisers of the RAW with the local RILEM Regional Convener will be in charge of:

- Nominating 2-3 out of the 4-6 members of the PhD grant jury.
- Promoting the PhD grant initiative on the RAW conference webpage.
- Collecting and managing the information of the applicants.
- Coordinating the jury activities and communicating to RILEM via email the jury's decisions about the candidates.

RILEM will be in charge of:

- Nominating 2-3 out of the 4-6 members of the PhD grant jury (amongst RILEM officers).
- Promoting the grant initiative through the RILEM newsletter and social media channels (RIM/SG).
- Providing an official RILEM Award certificate (SG).
- Organising the meeting between the awardees and the RILEM Presidents (RIM/SG).

The call for this grant should be announced at least with the call for abstracts of the RAW conference. Awardees should be nominated at least 6 months before the RAW to allow the organization of the journey to the RAW location and needed visa.

RILEM General Secretariat will organise the payment of the lump sum for the winners.

*Note: Should any RILEM Annual Week or Spring Convention be offered in fully online mode, the amount of the lump sum will be reduced to cover only the registration fees.*

**Nota: The poster award is different from the PhD award.** It is not limited to students coming from specific countries. Implemented in 2017, the RILEM Best Student Poster Award is to be given at every RILEM Annual Week or Spring Convention conference. The award is given at the conference to a student who has a poster and is at the conference to present/explain the work. The selection is made by a jury chosen by the RILEM Honorary President. The awardee receives a diploma/certificate from the TAC Chair at the conference, and a 500€ grant from RILEM.

---

## **Annex C: Industrial session during RILEM Annual Week**

### **Purpose**

Many technical presentations during RILEM events are made for a specialist audience. Therefore, they are not always attractive for industry representatives, who aim at getting a more generic overview over a wider scope. Industry partners are important RILEM members, and it is important to find common modules and communication platforms. The Industrial Session aims at creating a link between the RILEM community and the construction material industry and related organizations of the RILEM Week host country. The organisation of an Industrial Session is not a mandatory element for a RILEM Week programme, but it is recommended to support technical cooperation and partnerships between RILEM and industry. The assessment of having an Industrial Session or not should be made by the host, based on the existing industry networks, the available capacities, the possible synergies, and depending upon the character and interests of the local industry.

### **Benefits of having Industrial Sessions**

- Industrial Sessions can bring an interesting practical component to an otherwise mostly scientific event.
- Industrial Sessions help to identify industry-based research and development needs, creating a much-needed bridge between academia and practice, which can assist with the identification of relevant RILEM Technical Committees.
- Industrial Sessions assists RILEM National and Regional Conveners with establishing links to relevant industry partners.
- Industrial Sessions can link the students of the host organisation with leading industry players.
- Industrial Sessions can increase the industry interest to become active RILEM partners as corporate or individual members.
- Arrangements in the Industrial Sessions can relate to a module of the sponsorship package and therefore help to finance the conference.
- Industrial Sessions assist with generating media attention and general interest from practice.

### **Structure and details**

The RILEM Week host should identify and invite prominent members of the construction materials industry and related organizations to give a short (15 min) presentation on selected topics, which may include:

- Industry overview (situation, trends, challenges, etc.)
  - Case studies (interesting projects)
  - Research and Development (ongoing activities and needs)
  - In the same Session, a designated RILEM member (e.g. RILEM President) should give a focussed overview on RILEM's technical and educational activities and evaluate how RILEM's expertise and activities can benefit the local industry. To provide a tailored, pinpointed presentation, it is recommended to inform the representative in advance about the needs and specifications of the local industry.
  - It is recommended to limit the session to a maximum of 3 industry presentations plus 1 RILEM presentation (aiming at a max. session duration of 90 min including discussions).
  - The Industrial Session should be scheduled on the Technical Day and be open to all participants of the RILEM Week.
  - The Industrial Session should be connected to a social meeting between the local industry and RILEM (bureau plus TAC, EAC and DAC chairs) in the form of a lunch or coffee break.
-



## **Annex D: publication of proceedings**

The proceedings can be published by Springer or by RILEM Publications SARL. In all cases, **RILEM always keeps the copyrights of all articles accepted to be published within the proceedings**. Proceedings should be published before or in time for the conference.

### **PUBLISHING VIA SPRINGER**

- **Springer-RILEM Bookseries is indexed in Scopus and Web of Science** (Scopus indexing normally takes 3/4 months since publication date, WoS indexing usually takes longer), therefore all published papers will be properly indexed.
- **The publication is always free of charge, and a purchase of multiple print copies (in addition to editors' free copies) is never mandatory, only optional.**
- The series publishes both extended and short papers, the only request is that **papers should be at least 6 pages** (they do not publish abstracts only and papers with less than 6 pages incl. abstract and references). Six is the minimum, but more pages are always welcome.
- Springer publishes both pre- and post-conference proceedings. **If you want to publish them pre-conference Springer needs to get the full manuscript 10 weeks prior to conference start.** In the case of proceedings of a RILEM Annual Week or Spring Convention, we recommend a publication before or in time for the conference.
- **The contract is signed directly by the organizers with Springer. For SPRINGER guidelines** please refer to their website at: <https://www.springer.com/series/8781>
- **RILEM needs to receive the copyright of all papers before publication** or a delay will occur in the publication.

### **PUBLISHING VIA RILEM PUBLICATIONS S.A.R.L.**

- **We let you manage the editorial work and the printing of the proceedings by a local printer.**
- The RILEM General Secretariat gives you the ISBN and/or e-ISBN number.
- Each corresponding author of accepted articles that are going to be published in the proceedings need to sign a copyright form. The editors will collect them and send them to RILEM General Secretariat ([a.griffoin@rilem.org](mailto:a.griffoin@rilem.org)) along with the table of contents of the proceedings. **Reminder: a paper cannot be published if the signed copyright is not received by the General Secretariat.**
- You need to give us the name of the editor(s) and their date of birth. We need to have this information for legal reasons.
- We also ask to receive for free **15 printed copies** for legal registration and our collection as publisher.
- And at your convenience, we can publish the proceedings articles on the RILEM website just after the conference or some months later.
- Please also note that if you decide to be published by RILEM Publications SARL, we prepare the **layout of covers and first inner pages** and send them to you.

RILEM Publications are available on the website to the connected members (subscribing members and registered users). Springer Proceedings are available to the subscribing members only through their profile page.

---

## Annex E: EAC Courses during RILEM Annual Week

Organisers of the are very much encouraged to include the organisation of educational courses in the days preceding the week. The details will depend on the location of the week and the facilities available to local organisers.

- Modular courses of 1 or 2 days are favoured to allow students to “mix and match” modules.
- 2 to 3 courses may take place in parallel. An example timetable could be as below:

Wednesday	Thursday	Friday	Saturday	Sunday
Module 1	Module 4		Module 6	
Module 2	Module 5		Module 7	
Module 3				

- The EAC would like to discuss plans for courses (containing multiple modules) with the local organisers as much in advance as possible, at least during the preceding RILEM week.
- EAC can invite proposals for courses and encourages the local organisers to make suggestions according to local experts. Courses on other materials in addition to concrete-related courses are encouraged (Testing of structural elements, masonry, asphalt, timber, polymers, etc.).
- TCs are very much encouraged to organise short courses at the beginning as well as the end of their TC life.
  - At the start of the TC, a course can encourage younger researchers to join the TC.
  - At the end of the TC, the courses are a good means of knowledge transfer.
- When possible, it is encouraged to record courses to make them available after on RILEM YouTube and EPON.
- All EAC course participants in academia below faculty level (Masters students, PhD students, post-Docs) can benefit from a 3-year free membership. Course organizers to send an Excel list of attendees who agreed to be contacted, with their email addresses to the RILEM General Secretariat
- Organizers to add a registration page in the event website for EAC Doctoral Courses with the following **mandatory** questions. The registrant can only click one of these options.
  - **Becoming a RILEM member:**
    - **I am a M.Sc. / PhD / Post-Doc.** I do give my consent to be contacted to activate my **3-year free RILEM membership.**
    - **I am not a M.Sc. / PhD / Post-Doc.** I do give my consent to be contacted to activate my **RILEM membership.**
    - **I do not wish to become a RILEM member, but I wish to receive the RILEM Newsletter.**
    - **I do not give my consent to be contacted by RILEM by email.**