

## **Guidelines for Selecting Keynote Speakers**

### **1. Principles**

Presentations by Keynote Speakers follow immediately after the formal opening of each Annual Meeting. Therefore, they are an important part of introducing the meeting and will set the tone for the sessions that follow. Keynote Speakers are decided by Section Chairs in consultation with the Vice Chairs who together with the Chair of the Scientific Programme Committee (SPC) must establish and confirm a clear objective for the presentation according to one of the following:

- to establish a theme for a special interest group
- to emphasize a current priority established by the Sections and Working Parties
- to strengthen the linkages between Sections
- to highlight a major research finding

If the Keynote presentation is intended to establish a theme, additional papers from the Working Party (or Main Session) will be required.

If the Keynote presentation is intended to emphasize a priority, supporting papers may be desirable to:

- identify some aspects of the priority which have received insufficient attention,
- provide an overview of progress achieved over the past two or three years,
- present research results identifying advances in fundamental understanding,
- challenge existing views

If Keynote presentations are intended to strengthen linkages between Sections co-ordination of presentations will be required. For example in the case of a theme on the biodegradation of wood preservatives, the Keynote Speaker for the Biology Section could review the mechanisms of fungal tolerance to wood protecting chemicals, while the Keynote Speaker for the Wood Protecting Chemicals Section could review the performance of the selected chemicals. Furthermore the Test Methodology Section might provide a Speaker on aspects of field test site selection and the Environmental Section Speaker might review the status of bioremediation. Ultimately this approach could be used to establish a joint Working Party session to discuss the biodegradation of wood preservatives.

## 2. Selection

The Keynote Speaker must be identified as early as possible. To facilitate the selection process, the Section Chairs should invite input from the attendees at each Annual Meeting to identify the objective for the Keynote presentation to be made at the next meeting and potential Speakers. Following the meeting, the Chairs should consult with active Section members before finalizing the proposal for the Keynote Speaker. The names of the proposed speakers together with the proposed theme will be circulated to all members of the SPC, prior to finalizing the arrangements. This will allow for input from other Section Leaders and for co-ordination of themes from different Sections. The Keynote Speakers will be confirmed by the Chair of the SPC to the Secretariat, after consultation with the Section Chairs.

Following confirmation of the speakers the Section Chair will be requested to make the formal invitations and obtaining a written confirmation from the Keynote Speakers.

## 3. Timetable

3.1 **Final Main Session of the Annual Meeting.** Section Chairs solicit suggestions from the members for the selection of the Keynote Speaker for the next year's Annual Meeting and the objective of the Keynote presentation.

3.2 **October 31.** Section Chairs review all suggestions, including those solicited from active members of the Section, especially those unable to attend the Annual Meeting. Discussion may also take place with potential Keynote Speakers to determine their availability, although no commitment can be given at this stage. The names of proposed Speakers are circulated to other Section Chairs.

3.3 **December 31.** Keynote Speakers and presentation titles confirmed by the respective Section Chairs to the Chair of the SPC and to the Secretariat.

3.4 **March 1.** Keynote Speakers submit the full text of the Keynote paper to the Secretariat.

## 4. Additional considerations

Throughout the process, it is important that Section Chairs maintain good communications with the members in order to established priorities that are consistent with the interests of the Section.

From time to time the Section Chairs are expected to provide information on the Section's activities to the Secretariat for inclusion in the IRG newsletters and website.

If a Keynote presentation is selected to initiate a new Working Party, it may be appropriate to invite a scientist who is already active in the designated research area as the Keynote Speaker and subsequently to lead the Working Party discussion. This person need not necessarily be a member of IRG.

**5. Financial support for Keynote Speakers**

- 5.1 Keynote Speakers do not normally qualify for financial support from IRG. Invitations to Keynote Speakers must not imply financial support.
- 5.2 Financial support may be available for Keynote Speakers, who are not members of IRG but have been invited because of their particular scientific/technical expertise, at the discretion of the Executive Council, subject to approval by the Scientific Programme Committee Chair. Keynote Speakers are not required to pay any registration fee.