

Principles of arranging Nordic Hydrology Conferences

The aim of international bi-annual Nordic Hydrological Conferences (NHC) is to promote the exchange of experiences from hydrological research and practice. This includes the comparison of research priorities, methods, data, knowledge and results, to better understand hydrological phenomena and to improve water resources management. As a hydrologic gathering, their main goal is to identify, set-up and strengthen collaborations, leading to real partnerships between researchers, decision makers and water managers.

The conferences revolve around several themes with oral presentations, workshops and poster presentations. The conference language is English.

The responsibility of arranging conferences is circulated between the member countries.

General policy

The NHF board must be given the opportunity to discuss and accept preliminary plans and budget for each conference, including approval of the title and themes. In particular:

- The board should be kept well informed about arrangements at least one year prior to the conference
- The NHF General Assembly should have a visible role, and about 1.5 hours should be allocated for this meeting in the time schedule of the conference. Also the board meetings before and after the conference should be included in the time schedule of the conference.

Procedures

Themes for future NHC conferences

- The group (country) responsible for the organisation of the conference should suggest a main title for the conference at least two year prior to the conference. The **NHF board** will then decide on the main title.
- The NHF board members are responsible for appointing a scientific committee including one member from each of the Nordic and Baltic countries. The scientific committee is responsible for deciding on the sub-themes for the conference.
- Deadlines:
 - 1) The main title for the conference should be decided 2 years prior to the conference.
 - 2) The sub-themes must be decided by the date of the first conference announcement.

Contributions

Participants who wish to give a presentation (oral or poster) must submit an abstract. Abstracts should be short, clear, concise and written in English with correct spelling and

good sentence structure. Mathematical symbols and equations must be typed, and metric symbols used. **Figures and tables should not be included.**

We recommend that the abstract is carefully compiled and thoroughly checked, by all authors prior to submission in order to avoid any last minute changes. The length of an abstract is limited to **two** pages. The submission of an abstract carries with it the obligation that it is actually presented at the meeting by the author or, at least, by one of the co-authors.

During abstract registration an author can indicate whether they would prefer to give a poster or an oral presentation. The scientific committee will evaluate the abstracts and decide about acceptance/rejection and oral/poster presentations.

The abstracts will be published in the conference proceedings and on the NHF web pages.

The authors should be encouraged to submit papers to Hydrology Research

Procedures for abstract submission:

- A text editor of the author(s) choice should be used to compile their abstract. Each abstract should detail the: (i) title; (ii) author(s); (iii) affiliation(s) of author(s); and (iv) text of abstract
- The layout specification provided by the conference organisers should be followed
- Author(s) should select the session they wish to submit their abstract for

Deadlines:

- The deadline for receipt of abstracts is **5 months** before the conference
- A letter of acceptance should be issued **3 months** before the conference
- A final program should be issued **2 months** before the conference

Conference economics and budget setting

- The arranging institute/association/other legal body prepares the budget.
- The draft budget should be presented to the board one year prior to the conference. Following this, the detailed budget should be presented to the board at least **6 months** prior to the conference.
- The conference budget should be realistic and be prepared such that fees, sponsorships arrangements and other income covers all costs (including grants 30 000 SEK) and an additional surplus of 50 000 SEK.
- NHF will take responsibility for all economic risks given that the budget has been approved by the board.
- While NHF takes the whole economic risk, also the possible surplus of a conference is for NHF.

Fees

There should be different fees for participation by:

- members of NHF
- non-members of NHF
- students
- accompanying persons

Fee reductions and grants for participants from the Baltic countries

Board members from the Baltic countries giving oral or poster presentations are entitled to participate with no fee. This applies to only one board member from each country.

The budget should include a total of ten grants or a fee reduction for participants from the Baltic countries and from countries with weaker possibilities to participate. In principle, there should be three grants for each of the Baltic countries. Conditions for the grants are membership of NHF and a contribution to the conference. The organizing committee will decide who receives these grants.

Student Grants

Young researchers and students, who are contributing the conference, may apply for a grant, which will partly cover the conference costs. Preference should be given to oral presentations and NHF members. The board makes the final decision on these grants