



## International Tundra Experiment (ITEEX) Meetings

The following are guidelines developed by the ITEEX steering committee to encourage best practices and provide consistency between meetings. We do not expect every conference or workshop to adhere to all of these guidelines, instead they are aspirational.

- A. Aim to announce the conference 12 months prior and re-announce near the time of registration.
- B. Try to obtain funds to subsidize costs (especially for students) and to bring in a larger body of researchers (especially students).
- C. Provide a reduced costs for students, either with external funding or tiered conference fee that charges less (or none) for students and more for non-students.
- D. Reserve housing accommodations for the expected number of guests in a limited number of nearby facilities to maximize the interaction between participants.
- E. Announce monetary awards for the best student presentations.
- F. Take a group photograph.
- G. Include a banquet.
- H. Schedule a poster session that includes 1-3 minutes for each presenter to summarize the poster.
- I. Include an excursion of interest to the participants.
- J. Include at least a ½ day of time for working groups, preferably spaced over two days. These may be prescribed in advance, but allow some time for topics that come up during the conference to be addressed.
- K. Include an informal registration and social gathering the evening before the first full day of the conference.
- L. Provide a sign up for dinner reservations for nights during the conference that are not the banquet.