**GUIDELINES FOR ORGANISING THE INTERNATIONAL GROUP ANALYTIC SYMPOSIUM**

The triennial International Group Analytic Symposium is a joint cooperation between the Group Analytic Society International and a local group analytic organisation (institute, society, association).

Group Analytic Society International retains overall responsibility and authority for the Symposium. This function is delegated to the Symposium Management Subcommittee.

**PURPOSE:** To convene an international gathering of people with a shared interest in Group Analysis, in order to share ideas about the theory and practice of Group Analysis in the clinical setting and beyond.

**FORMAT:** The Symposium is currently in its 18th iteration, and a general format has been established, which consists of plenary sessions, sub-plenary presentations, paper presentations, workshops, small, median and large-groups. However, the process of collaboration between the Symposium partners, allows for the creation of new formats, appropriate to the Symposium theme

and setting.

**THEME:** The Symposium title and themes are agreed between GASi and the Partner Organisation, in time for this to be announced at the preceding Symposium.

**ORGANISATIONAL STRUCTURE:** All committees to be co-chaired by a member of GASI and a member of the local Partner Organisation.

The Symposium Management Subcommittee (SMSC)

The Symposium chairs, a chair of the previous Symposium, the honorary treasurer of GASI and a treasurer from the local organisation should be members of the SMSC, together with the chairs of the other committees.

This SMSC has the overall administrative and financial responsibility for the Symposium. This responsibility is delegated to it, by the GASi Management Committee, to which it reports.

**The Local Organising Committee (LOC)**

The local Partner Organisation should form a Local Organising Committee which has the responsibility for the local, practical arrangement of the Symposium. This is a burdensome and time-consuming set of tasks, which require that the LOC identify and negotiate a contract with a suitable professional conference/events organiser.

Its tasks include, to:

advertise and send out announcements;

set up a website;

register participants;

receive payments of Symposium fees;

identify and secure suitable venue, with suitable rooms for presentations, workshops, small and large groups;

provide audio-visual equipment like overhead projectors, pc-projectors etc.;

produce a conference bag/smartphone app containing Symposium material, local information, maps, badges, registration certificates;

provide information about accommodation in hotels and less expensive lodging;

arrange catering;

organise transport;

organise social and cultural events;

organise accommodation for invited guests and speakers

The committee should set up a time schedule for its work, and make an overview of tasks, as well as a budget for its work.

**The Symposium Scientific Programme Committee (SSPC)**

The SSPC is responsible for the scientific programme of the Symposium.

The Committee is co-chaired by the chair of the GASI scientific program committee and a local representative. The members of the committee are invited by the co-chairs and chosen to represent different constituencies and interests, representative of the local and international group analytic communities

The SSPC tasks include, to:

organise the call for papers and assess submitted abstracts. (Deadline for abstracts should be 31. January of the year of the Symposium or 31. December of the previous year);

respond to those who have submitted abstracts;

set up the daily schedule of the Symposium;

suggest and contact keynote speakers for the opening plenary lecture and for the plenary sessions;

compose the sub-plenary/panels/workshops to a compound whole from the submitted abstracts;

edit the programme and abstract book/app;

take responsibility for the scientific programme during the Symposium;

appoint small group conductors;

appoint large group convenors;

organise the paper sessions including chairs of the different sessions

The committees should organise its work and meetings according to a time schedule and a way of cooperation which is manageable for an international committee. Electronic communication via internet and e-mail should be used. However, an early face to face meeting of the members of all three committees is essential to facilitate the work, subsequent face to face meetings for all or some of the committees should be arranged as necessary and should be budgeted for.

The relationship between the Local Organising Committee, the Symposium Scientific Programme Committee and the Symposium Management Subcommittee regarding tasks and responsibilities must be discussed so that a structure for cooperation can be established.

**The Symposium Chairs**

The Symposium Chairs have the overall executive responsibility for the Symposium and its committees and should be members of the SMSC made up the chairs of all the other committees. The Chairs must secure sufficient information flow between the different committees and coordinate tasks and work of the committees. The Chair representing GASI attends the GAS MC regularly as ex-officio member, if not already a member of the MC.

PROCEDURES AND TIMETABLE

INVITATION - Four years prior to the Symposium the management committee of the Group Analytic Society International (MC of GASI) should issue an invitation to all potentially interested international group analytic organisations to express an interest in entering partnership with GASi in organising the Symposium.

The invitation should contain a description of the Symposium regarding purpose, format, content, and organisational structure.

APPLICATION- Organisations that are interested in organising the Symposium should respond, identifying, and providing information about, the following:

Responsible local organisation

Responsible chair person

Venue description

Accommodation

Travel information and accessibility

Preliminary working title

Preliminary budget for the Symposium

GASI MC would like to receive applications before the May (Foulkes) weekend, three years before the Symposium to be considered during the committee meeting in May. This should allow the MC to make a decision about the Symposium and Symposium partner in time to allow these to be presented at the forthcoming Symposium.

**CONTRACT** - A contract/agreement should be signed between GASI and the local organisers, setting out the shared responsibility between the two organising parties regarding economic surplus and deficits.

**ANNOUNCEMENT**: Title and theme for the Symposium should be decided by the Symposium Management Subcommittee in cooperation with the SPC and the LOC.

A preliminary announcement could be distributed at the Symposium three years prior to the Symposium. The preliminary announcement should give information about the next Symposium, the local organisers and information about how further information could be obtained and distributed. The preliminary announcement can be in the form of a flyer to be distributed widely on social media and in paper format. (10 000 ex).

A poster must be designed, and a web page created.

The second announcement and call for papers.

The secondary announcement should be ready for distribution at least one and a half year prior to the Symposium, i.e. the May weekend the year before the Symposium. The second announcement should contain a description of the Symposium with title and theme, and also invitation for/call for abstracts/papers and provide a link to the website for information about registration, the site/venue, accommodation and travel information. The second announcement should be distributed at all relevant national, regional and international conferences, and also be sent to colleagues who are willing to distribute the announcement among other colleagues. The announcements should also be sent to delegates of EGATIN and other organisations to be distributed further.

The web site should contain all relevant information about the Symposium and the location. Online registration should be available at the web site. The web site should be updated regularly.

**ECONOMY (FINANCES)** - The Symposium Management Subcommittee is responsible for deciding upon a realistic and responsible budget, out of which a registration fee should be calculated. Reimbursement policy regarding invited speakers, committee members etc. should be decided upon in advance, and a budget set up according to these decisions. Members of GASI should have a reduced participation fee; a decision should be made whether there should be student fees as well. There should be a reduced fee for early registrants (before March 1st?) and opportunities for applications for bursaries and for ways in which participants can contribute to reducing fees for others.

**Appendix 1**

Reimbursement policy at the 2020 Symposium:

Symposium Scientific Programme Committee

Travel expenses and accommodation (to the level of GASI MC expenses policy) at face to face SSPC meetings and SMSC/LOC/SSPC meetings

Symposium Management Subcommittee

Travel expenses and accommodation (to the level of GASI MC expenses policy) at face to face SMSC/LOC/SSPC meetings

Local Organising Committee

Expenses during meetings

Invited plenary speakers

Travel expenses/accommodation (to the level of GASI MC expenses policy)/free registration/ honorarium

Respondents

Travel expenses/accommodation (to the level of GASI MC expenses policy)/free registration

Large group conductors

Travel expenses/accommodation (to the level of GASI MC expenses policy)/free registration

If there is a financial surplus the SMSC might consider whether to reimburse the committee members (SMSC, SSPC, LOC) for travel expenses and accommodation during the Symposium and the participation fee or whether to put the money towards funding the next Symposium.

May 2019.