



Booklet Guidelines

Welcome to the Scientific Events Guidelines!

Are you looking to organize the IAAS Scientific Events in your committee and promote the exchange of experience, knowledge, and ideas even more? This is for you!

By organizing an IAAS Scientific Event in your committee, you will directly be contributing to our IAAS's Vision, as well as our IAAS Strategy 2021-2024. We believe we can be one step ahead to achieve our vision through this initiative.

Check out the details on establishing an IAAS Scientific Event throughout the pages. We are looking forward to your IAAS Scientific Event!



Why should you create the IAAS Scientific Events?

There is more than just a 'why' we need you to create the IAAS Scientific Events. It is already our mission in IAAS to provide them access to everyone to learn more about agriculture and related sciences from any part of the world.



**Contribute directly to IAAS
2021/2024 Focus on Science.**



**Fulfill the Vision and Mission of
IAAS in your committee.**



**Promote your committee to gain
more international exposure.**



**Contribute to a science-focused
approach for IAAS toward our
members.**



**Attract students in your
committee to be new members
of IAAS after attending your
Scientific Events.**



**Gain more exposure to your
external stakeholders for
partnership opportunities.**

What are the benefits & support that you can get?

We provide you with our support to ensure the IAAS Scientific Events in your committee will bring impact and benefits for your members.



**Registration form and
promotion materials from IAAS
World's Communication Team.**



**Support and assistance by
IAAS World's QB of Scientific
Event and Program.**



**Feedback survey and
automated certificate for your
event participants.**



**Certificates for your event
Organizing Committee and
Speakers after finishing the
whole event.**



**Receive an event impact report
where you can use it for
partnership purposes for your
future events.**



**A chance for you to enhance
your project management and
teamwork skills.**

I want to organize a Scientific Event! How can I start?

Here are step-by-step for you to kickstart your IAAS Scientific Events in your committee.

1

Download and fill out the Scientific Event Concept Note at this link:
tinyurl.com/ScientificEventConceptNote

2

Shape your Organizing Committee Team and decide on a topic you want to bring with your Organizing Committee team. Check the next page to know more.

3

Set your date and time for your Scientific Event realization. If you want to make your event open for **international**, we recommend **choosing the prime time between 12 PM - 4 PM GMT+0**. During these times, most people can attend.

4

Reach out to your potential speakers by sharing your Event Concept Note with them. You can always modify the Concept Note to be more detailed. Feel free to do so.

5

If you have more than one session in your Scientific Event, create the event schedule, complete with the date and time of your timezone (don't forget!). If you don't know how to create it, check out the sample schedule at this link:
tinyurl.com/SampleIAASEventAgenda

6

Submit your Scientific Event Concept Note with a subject **[IAAS SE] - Name of your IAAS Scientific Event - Your IAAS Committee** to president@iaasworld.org, CCed to science@iaasworld.org, and vpcommunication@iaasworld.org.

The topic that you can choose for your Scientific Events.

These are our top choices of topics that you can bring to your Scientific Events. Nevertheless, **you can still choose any topic outside of these recommendations**, as long as your topic is aligned to our context: **Agriculture and Related-Sciences.**



**Climate-Resilience and
Adaptation in Agriculture**



Food Safety and Security



**Future Agriculture Innovation
(Urban Farming, Vertical
Farming, etc.)**



**Fermentation Technology
(Beer, Wine, etc.)**



Organic Farming and Gardening



**Agribusiness and
Agri-Management**

Organizing Committee Structures.

These are the recommendation of successful Scientific Events Management in the past. We recommend you to have at least this Organizing Committee (OC) team to deliver your Scientific Events. Nevertheless, we don't limit your creativity to create more team members to organize your event. Some positions are essential and need to be available in your team.

You can always add team members under each head responsibility if you want.



Event Manager/Head of OC

Responsible for leading and managing the whole scientific event management from the beginning until the end.



Head of Communication

Responsible for creating the communication materials for event promotion and collaborating with IAAS World Communication Team.



Head of External Relations

Responsible for outreaching the speakers for the event and looking for potential partnership and collaboration for your event.



Head of Delegation Experience

Responsible for working together with IAAS World QB of Scientific Event to manage the registrations process and assisting the participants for the whole event process.



Head of Platform and Logistic (Additional)

Responsible for managing the event logistic needs or management needs such as preparation of venue, online webinar platform. (You can use IAAS World Zoom, but the limit is only 100 participants.)



Head of Finance (Additional)

Responsible for managing the event budget whenever needed.

If you have any questions, feel free to contact us!

Let us know if you need anything! Feel free to contact us
whenever you need us!

Important Link (Click the text):

For Scientific Event Concept Note Template

tinyurl.com/ScientificEventConceptNote

For Session Agenda Sample

tinyurl.com/SampleIAASEventAgenda

For Event Impact Report Sample

[Beer & Sustainability by IAAS Belgium](#)



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