

AC2018 Research Group Guest Nomination Criteria

**Royal
Geographical
Society**
with IBG

Advancing geography
and geographical learning

To encourage participation in the RGS-IBG Annual International Conference from non-geographers based in the UK, and from both geographers and non-geographers from overseas who may have difficulties in paying their registration fee, each Research Group is entitled to request complimentary guest registration totalling six days.

The six days may be applied as the Research Group sees fit (for example, two guests attending for three days, or six guests each attending for one day). No part days are allowed. Guests who are nominated for 1 or 2-day registrations have the option of upgrading their registration at a concessionary rate.

The conference will pay for registration fees only. Guest(s), or their sponsoring Research Group, should pay for their own travel, accommodation and other costs of attending the conference. If the nominated guest has already paid for their own registration at the time of being awarded a guest pass, RGS-IBG will refund the fee paid in full.

Names of the guests may be printed in the conference programme book or listed on the conference website. If circumstances for a guest change after the application is submitted and approved, Research Groups must inform the RGS-IBG promptly.

Where a Research Group does not use its full allocation of guest passes, they may be offered to other Research Groups which may be over-subscribed for guest passes, on a competitive basis. Final approval of the distribution of unallocated guest passes lies with the Head of Research and Higher Education.

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For more information or advice, contact E RHED@rgs.org.

Criteria for applications

- 1) Nominated guests must be making a substantive contribution to the conference programme, e.g. presenting a conference paper, acting as session panellist or discussant, or convening a conference session.
- 2) Nominated guests are expected to also be active participants in the conference, attending sessions beyond the one in which they are directly involved.
- 3) If the nominated guest is from the UK, they must not be a geographer or a member of a university geography department.
- 4) If the nominated guest is based overseas:
 - a) For EU transition states, the global South and other economically less-developed countries, nominations may be made for either geographers or non-geographers
 - b) For developed countries (including but not limited to, North America, Canada, Singapore, Australia, New Zealand and members of the EU) nominations may only be made for those who are not geographers or members of university geography departments.
- 5) Research Groups must inform the nominated guest of the financial arrangements and scope of the guest pass prior to submitting their application to avoid any misunderstandings.
- 6) Current or recent Research Group committee members are not eligible for Research Group guest passes.
- 7) Applications cannot be accepted for those who do not fulfil all the above criteria.

Applications should refer directly to the above criteria, outlining which criteria are being met.

Submitting applications

Applications should be sent by the Chair of the Research Group or another Committee representative using the Research Group Guest Application Form to: RHED, Royal Geographical Society (with IBG), 1 Kensington Gore, London SW7 2AR; E RHED@rgs.org.

Applications submitted directly by conference session organisers or delegates will not be considered.

Copies of the form are available from RHED@rgs.org and are posted on the Research Groups website at **W** <http://www.rgs.org/ResearchGroups> when Annual Conference online registration opens.

Consideration process

- RHED/conference organiser will consider applications as soon as possible after submission, aiming to provide a response to the Research Group within two weeks of receipt of the application.
- If a Research Group is over-subscribed and is submitting additional guests for consideration, applications should be submitted in priority order.
- In the event of there being a problem with the application, the Head of Research and Higher Education will contact the Research Group representative who submitted the application.
- Where an application for guest passes is successful, RHED/conference organiser will notify the Research Group representative who made the application, and then contact the guest directly to arrange for the registration paperwork to be completed. If the Research Group does not want RHED/conference organiser to contact the guest directly, please make this clear in the application form.
- Where an application for a guest pass is unsuccessful, RHED/conference organiser will advise the Research Group representative who submitted the form, and the Research Group will be responsible for communicating this to the prospective guest.

The final deadline for Research Group Guest applications is **Friday 25 May 2018.**