



Asociación hispano-portuguesa  
de Economía de los recursos  
naturales y ambientales

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## BOARD OF DIRECTORS ORDINARY MEETING 3/18 MINUTES

Date: 29 November 2018

Start: 15:00 h

End: 16:45 h

Location: Skype meeting

### **Participants:**

President: Santiago J. Rubio Jorge

Secretary: Jose Luis Oviedo Pro

Incoming president: Alejandro Caparros Gass

Vocal: Renato Rosa

Vocal: Margarita Robaina

Vocal: Arantza Murillas

### **Agenda:**

1. President's report.
2. Secretary's report (AERNA accounts and economic report of Madrid conference).
3. Approval, if applicable, of the procedure to take decisions on specific issues by email.
4. Approval, if applicable, of the "Guidelines for expressions of interest and proposals" for the next conference.
5. Approval, if applicable, of the AERNA fees for 2019.
6. Approval, if applicable, of the period of duration of membership since the payment of the fee.
7. Approval, if applicable, of the Newsletter cancelation.
8. Request and questions.

### **Meeting development and agreements:**

1. The President welcomes the new members of the Board of Directors and explains the latest steps taken regarding the association: change in the Board, change of social address and statutes (still in progress) and authorization of President and Secretary to operate with the bank account of the association. It is also discussed whether the communications of the association must be sent only to the current members or to all current and past members. The members of the Board of Directors decide that the Newsletter should be sent to all current and past members with a note offering to the recipients the possibility of unsubscribing from the list by sending an e-mail to [secreatria@aerna.org](mailto:secreatria@aerna.org). It is also discussed that the Board takes a more active role to increase the membership. In this regard, it is decided that by the beginning of 2019 an e-mail encouraging to join AERNA will be sent to past members and to directors or secretaries of Phd and master programs of economic faculties of universities in Spain and Portugal.



2. The secretary presents the economic report of the 2018 Conference, as member of the local organizing committee, and of the association. This document was previously sent by e-mail to all members of the Board. The report was approved by unanimity. In January 2019, the secretary will send by e-mail to the members of the Board of Directors the final economic report of AERNA for 2018, and, after its approval, it will be uploaded to the web.
3. The president presents a proposal of an “express” procedure to approve specific issues concerning the management of the association by e-mail. These issues will be presented to the members of the Board by e-mail and, if the majority agrees, they will be approved. Afterwards, they will be ratified in the following Board of Directors meeting, and reflected in the corresponding minutes of the meeting.
4. The president presents the proposal of “Guidelines for expressions of interest and proposals” for the 2020 AERNA conference as well as a document of amendments presented by Arantza Murillas and Santiago J. Rubio. Both documents were previously sent by e-mail to all members of the Board. After some discussion, the document attached as an annex at the end of this document is approved.
5. The current AERNA membership fees are discussed and all members of the Board agree that these fees must remain the same for 2019. It is also agreed that the institutional fees must be revised and that this needs to be made before sending the e-mail to faculties mentioned in point 1.
6. Two alternatives for the period of duration of membership since the fee payment are discussed: (i) one whole year since fee payment; and (ii) the remaining of the year when the membership fee is paid. All members of the Board agree that this period must be one whole year since fee payment (alternative (i)).
7. All members of the Board agree (and ratify) that the Newsletter must be cancelled and that alternatives ways to reach out with AERNA members and people interested in the association must be explored. Concerning this, the President explains that he intends to keep alive the contact with the AERNA members transmitting them all the relevant information that arrive to the Board of Directors and informing on the decisions taken by the Board.
8. There are no requests or questions.

Santiago J. Rubio Jorge  
AERNA President

José Luis Oviedo Pro  
AERNA Secretary





**IX Conference of the Spanish-Portuguese Association  
of Natural and Environmental Resource Economics (AERNA)  
September 2020**

**GUIDELINES FOR EXPRESSIONS OF INTEREST AND PROPOSALS**

**Local Organising Committee and Conference Venue**

**Deadline for expressions of interest: 15 February 2019**

**Deadline for full proposals: 1 April 2019**

The Spanish-Portuguese Association of Natural and Environmental Resource Economics (AERNA) solicits proposals for the Local Organising Committee and for the Conference Venue for its IX Conference, to be held in early September 2020.

These Guidelines for Expressions of Interest and Proposals have the objective of offering applicants an overview of the administrative, organisational and financial responsibilities they are requested to undertake, and detailed instructions on how to forward their proposals to the AERNA Council.

**CONTENTS**

1. Conference Overview .....	2
2. The Conference Venue.....	4
3. Scientific Programme.....	5
4. Awards .....	6
5. Pre-Conference Workshop.....	6
6. Accommodation.....	6
7. Registrations .....	7
8. Communication and Conference Documentation .....	7
9. Transportation.....	9
10. Social Programme.....	9
11. Institutional Programme.....	9
12. Finance.....	9
13. Reports.....	11
14. Summary.....	12
HOW TO SUBMIT .....	13



## **ADMINISTRATIVE, ORGANISATIONAL AND FINANCIAL RESPONSIBILITIES**

Universities, research organisations, or groups of organisations, that intend to present their candidature as Local Organising Committee (LOC) and Venues will assume all of the administrative, organisational and financial responsibilities listed below.

### **1. Conference Overview**

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The Conference will be held in early September 2020 and will run for 3 days (tentatively from Monday to Wednesday). Day 1 is usually dedicated to registration and a welcoming reception. The scientific activities usually occur Days 2 and 3. Social events and AERNA institutional meetings are organised during the conference. Table 1 (in page 3) shows an example of a programme overview. The total number of academic (paying and invited) participants is expected to be between 60 and 80.

The LOC will be responsible for the overall conference management and collaborate with the Programme Committee (PC) and AERNA. The PC will be co-chaired by two persons: one person appointed by the LOC, and one by AERNA. It is strongly recommended to facilitate the coordination between the LOC and the PC that the person appointed by the LOC be the President of the LOC. The PC Co-Chairs will be responsible for preparing the scientific programme. The PC Members will be appointed by the PC Co-Chairs. Definition of the call for papers, selection process mechanisms, and definition of the total number of sessions and their typology (plenary, thematic, policy, panel or parallel oral sessions) are amongst the PC's duties.

The LOC will make sure that the PC activities be supported by a software to coordinate the online process of paper submissions and review, as well as the preparation of the scientific programme. The paper submission platform will be selected by the PC Co-Chairs and its cost should be included in the Conference budget.

AERNA provides the institutional framework with experience and know-how from previous conferences, with a view to guarantee that the minimum standards typical of AERNA conferences be complied with.

Because of the intense interaction among the LOC, the PC Co-Chairs, and the Association, meetings among the three parties could be organised to discuss facilities and procedures if the LOC find it advisable. An AERNA delegate in-site visit and meeting with the LOC may be tentatively organised in March 2019 (before the submission of full proposals), with costs covered by the LOC candidate.

In some cases, the LOC may find it efficient to engage a Professional Congress Organiser (PCO) to carry out specific duties, as hotel reservations.

PRELIMINARY PROGRAMME OVERVIEW

MONDAY		TUESDAY	WEDNESDAY
		Registration 08:00 – 09:00	Registration 08:00 – 09:00
Pre- Conference Workshop		Parallel Session 1 09:00 – 11:00	Parallel Session 3 09:00 – 11:00
		Coffee Break 11:00 – 11:30	Coffee Break 11:00 – 11:30
		Opening Ceremony 11:30 – 11:45 Plenary Session 11:45 – 12:45	Plenary Session 11:30 – 12:30 Awards and Closing Ceremony 12:30 – 12:45
	AERNA Council Meeting 12:45 – 16:15	Lunch 12:45 – 14:15	Lunch 12:45 – 14:15
		Parallel Session 2 14:15 – 16:15	Parallel Session 4 14:15 – 16:15
	Coffee Break: 16:15 – 16:45		
Registration 18:00 – 20:30	General Assembly 16:45 – 18:15		
Welcome Reception 20:30 – 22:30	Conference Dinner 21:00 – 01:00		

Table 1: Example of a Programme Overview

## 2. The Conference Venue

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The LOC is responsible for the arrangements concerning the Conference Venue. A venue suitable to the requirements from the point of view of the location, scientific sessions and facilities should be arranged.

### 2.1. Location

The location of the Conference Venue should present the following characteristics:

- (a) access for international and national participants should be straightforward and not too costly or time-consuming;
- (b) accommodation for all participants should be straightforward and not too costly.

### 2.2. Scientific sessions

The LOC is responsible for the adequate provision of rooms for the scientific sessions<sup>1</sup>. The minimum requests that the Conference Venue should meet include:

- (a) 1 hall capable of accommodating all scientific participants for the plenary sessions and the AERNA Assembly (approximately 60-80 people);
- (b) 4 rooms capable of holding up to 25-30 people;<sup>2</sup>

All of the rooms should be provided with computer presentation facilities<sup>3</sup>, be capable of restricting sunlight in order to facilitate computer projections, as well as not being noisy. Microphone facilities should be available wherever necessary. If the location requires, air conditioning facilities should be provided. On-site technical assistance should be available for the various conference rooms throughout the sessions.

### 2.3. Other facilities

In addition to the rooms for the scientific sessions, the Conference Venue should include:

- Space for the Information and Registration Desk, where the LOC should provide the following services: general Conference information, last minute and accompanying persons registrations, hotel information, tourist information, pre and post Conference activities whether it applies. AERNA should be provided with one stand in the proximity of the Information desk; the stand would have one table and two chairs and be provided at no charge;
- a wifi connection, is strongly recommended.
- a room for institutional and private meetings;
- a catering area, where coffee breaks and lunches will be served for all of the scientific participants during intervals of the scientific sessions. Alternatives for

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<sup>1</sup> Final decisions on the number of rooms requested for the scientific sessions will be taken by the PC following the selection of papers. The number of rooms to be used for the scientific sessions may therefore be modified at a further stage.

<sup>2</sup> The rooms hosting plenary and parallel sessions should be provided with fresh water at the speakers' disposal.

<sup>3</sup> Computers should be provided with software suitable for presentations (e.g. PowerPoint and PDF Reader) and a beamer.

participants with dietary restrictions (vegetarian food, allergies, etc) should be provided.

- a concourse area, with informal seating sufficient for a reasonable proportion of the participants.
- medical advise for the duration of the Conference just in case of a medical urgency, for instance, providing a list of hospital close of the venue.

An efficient signage system for moving inside the venue should be implemented.

### **3. Scientific Programme**

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The preparation of the Scientific Programme involves the co-operation of the PC and the LOC.

The maximum number of parallel sessions should be 6, and the maximum number of accepted papers in oral presentations should be 100, plus special sessions (plenary or panel sessions). There may be flexibility concerning these figures, but any deviation must be agreed with the Association.

The preparation of the call for papers is the responsibility of the LOC, with the agreement of the PC and AERNA. The contents of the call for papers should be agreed with the PC. The call for papers should be sent to the Association's e-mailing list and inserted in the Conference website.

An electronic deadline reminder to the Conference mailing lists at intervals of 30 days, 15 days and 7 days before the deadline for papers submissions.

The LOC should create an e-mail account ([programme\\_aerna2020@locorganization.xx](mailto:programme_aerna2020@locorganization.xx)) dedicated to inquiries concerning the submission of papers to be used by the PC Co-Chairs.

The assignment of the session rooms is the responsibility of the LOC. The PC should inform the LOC about the expected number of participants in each session. Each paper will have a slot of 30 minutes, divided in 20 minutes for presentation, 5 minutes for the discussant and 5 minutes for questions from the floor. The discussant assigned to each paper as well as the title of the sessions are under the responsibility of the PC that has to translate to LOC this information. It is recommendable to have four presentations in each parallel sessions.

Keynote speakers are chosen starting from a proposal made by the Programme Committee Co-Chairs to the AERNA Council, who evaluates the Programme Committee Co-Chairs' proposal; the AERNA Council can accept the proposal or make a counterproposal to be discussed by the Programme Committee Co-Chairs. The final proposal must account with the approval of the AERNA Council.



#### 4. Awards

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An Awards Ceremony will take place during the Conference. AERNA concedes two awards: the *Best Paper Award for an Economist under the Age of Forty* presented at the Conference and the *Best Publication Award* for a paper published in the previous two years (2018-19 for the IX Conference). In this case, half of the authors of the presented paper for the Best Publication Award must be members of AERNA in the moment of the application for the award. A committee with three members will be appointed for each award. The PC Co-Chairs will propose 4 names, 2 for each committee, that can be selected for the list of names of the PC and the AERNA Council will propose another two names. Thus, it would be advisable when inviting people to belong the Programme Committee to inform them that they can be selected to participate in these committees. The deadline for application for the *Best Publication Award* must be included in the Conference Call and the Conference Website. For the other award, the interested people must indicate when submitting the paper that want to apply for the award. PC members can propose papers for the *Best Publication Award*. The winners of the Awards will receive a diploma during the Award Ceremony. The design and cost of the diplomas correspond to the LOC, but AERNA will decide the amount of the prizes and will take care of the payment.

#### 5. Pre-Conference Workshop

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The Pre-Conference Workshop is optional. If the LOC is interested in organizing the workshop, it should inform the PC Co-Chairs and AERNA about the subject selected for the Workshop and the list of invited speakers. All the presentations in the workshop can be by invitation or the LOC can make a specific call for the Workshop. In this case, submissions should follow the standard procedure and be evaluated by the PC. If a paper is selected for the Workshop, it cannot be presented in the Conference. There will be a registration fee for attending both events and a registration fee for people interested in attending only the Workshop. If the LOC decides to invite several speakers for the Workshop, it would be advisable to look for some extra financial support.

#### 6. Accommodation

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Participants are responsible for making their own hotel reservations, unless the LOC decides to handle reservations directly or through a professional conference organiser (PCO). This is a choice of the LOC and is not mandatory.

In any case, the LOC shall inform participants about hotels options in all price and quality ranges. The accommodation offer should take into consideration the location of the Conference Venue: access should be straightforward and not too costly or time-consuming.



## 7. Registrations

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Registration fees will be collected by AERNA through an online platform developed for this purpose at the Conference website. All inquiries about the payment of the registration fees will be answered by the AERNA Secretariat ([secretaria@aerna.org](mailto:secretaria@aerna.org)), which will be also responsible to emit the invoices for the payment of the registration fee. The LOC and AERNA will agree on the transfer of the registration fees collected from AERNA to the LOC. Transfers will take place periodically from April to August the year of the celebration of the conference.

It is important that on the first day there be an adequate staff of helpers to deal with the paperwork of registering arrival. The LOC must be take into account that some participants can ask for a certificate of attendance that should be signed by the President of the LOC.

The LOC and the PC should agree on the deadline for registration and inclusion of papers in the final programme: accepted papers will only be included in the final programme if presenting authors have registered by this date.

Registered participants are to be included in the list of participants and to receive a personal name badge. Participants are required to wear their personal name badge at all times. This will automatically provide access to the Conference Venue facilities, to the scientific sessions, lunches, coffee breaks and social events. Participants will be requested to confirm their attendance to the social events at the entrance.

The LOC should be prepared to provide assistance for visa purposes for those participants who need a visa to enter in the country where the conference will be held.

## 8. Communication and Conference Documentation

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The LOC is responsible for the publicity of the Conference and for the preparation of the Conference documentation.

### *a. Promotion activity*

The LOC should prepare and circulate the Conference Call, which should include the conference keynote speakers, main deadlines, essential logistical information about the Conference Venue and the Conference, and the Conference website.

The LOC should agree with AERNA on the timing and format of the inclusion of the call for papers and further Conference announcements in the Conference website. The President of AERNA acting as Spanish Representative of the EAERE will negotiate the support of this association to the AERNA Conference and will contact other economics associations to inform them about the Conference.

The LOC team should create a specific e-mail account ([aerna2020@locorganization.xx](mailto:aerna2020@locorganization.xx)) dedicated to inquiries concerning general information about the Conference (including visa, accommodation and logistic issues).

### *b. Information before the Conference*

In addition to the promotional activities and reminders, the LOC should carry out an intensive informative programme prior to the Conference, aiming at offering the participants information on scientific activities and on the logistical aspects of the Conference before their arrival at the Conference Venue. The detailed Conference Programme will be online 1 month before the start of the conference.

*c. Information during the Conference*

As far as the Conference Documentation is concerned, the LOC should edit a Programme Book that must be available at the Conference Website 15 days before the start of the conference. The Programme Book should be designed as a guide to the Conference, and will include the Scientific Programme, the list of presenters and participants, the social programme, maps and general logistical details related to the Conference. A pend-drive containing the full versions of the papers presented at the conference should be delivered to AERNA for the Association's records.

The LOC should also provide participants with a badge, containing their title, name, surname, affiliation and country of origin.

*d. The Conference website*

The conference website platform will be provided by AERNA. The LOC is responsible for entering information in the website. This tool is the core of Conference information and should be designed to remain as a reference point for the participants throughout the Conference and after the conclusion of the event.

In organising the Conference, it is important to remain environmentally conscious and reduce the amount of paper normally produced for such events. Therefore, the Conference website should be used:

- for the Conference registration;
- for information on accommodation;
- for submitting papers to be considered by the PC providing a link to the software selected by the PC Co-Chairs;
- to download papers and abstracts included in the programme;
- to obtain information on the programme and related activities, including the social programme;
- to obtain travel information and information on the Conference Venue area – web pages links to tourism sites should be provided;
- to obtain information about scholarships;
- to access the list of participants;

Updated versions of the presented papers should be posted on the Conference website, which will remain active for at least 12 months after the end of the conference.

## 9. Transportation

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The LOC will inform participants about the transportation to reach the Conference Venue and, if possible, will make special arrangements allowing registered participants to use the public transportation system (bus or underground) free of charge for the duration of the Conference.

## 10. Social Programme

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The LOC is responsible for the preparation of the Social Programme scheduled within the Conference activities. It is usual to hold a welcoming reception for all scientific participants and registered accompanying persons on Day 1, and a Conference Dinner on Day 2. The LC may decide to complete the Social Programme with other cultural or recreational activities.

## 11. Institutional Programme

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The LOC is responsible for the organisation of the institutional events requested by AERNA, which should be organised at no cost for the Association. Information on these events (usually the AERNA Council Meeting) will be given to the LOC by the Association in due time. The General Assembly must be included in the Programme.

## 12. Finance

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The LOC is responsible for all of the financial aspects linked with the administration and organisation of the Conference. The Conference should be strictly self-financing and meet the administrative and organisational obligations agreed to with AERNA and specified in these guidelines. The financial risk of the event is to be incurred exclusively by the LOC, and will not be a burden to AERNA. This means that any liabilities arising from Conference accountings will fall on the Conference budget, which is the responsibility of the LOC. It also means that if financial guarantees need to be provided, they are to be provided by the LOC.

AERNA strongly recommends candidates to check the national law regarding VAT (value added tax) at their earliest convenience and before presenting their candidature.

The LOC is responsible for the determination of the registration fees, in agreement with AERNA. The registration fees should be high enough to cover all of the expenses incurred within the Conference and should be kept at a comparable level to that adopted in preceding Conferences.

The structure of the registration fees must be approved by AERNA. Registration fees should, as far as possible, be paid before the start of the Conference and a discount offered for early registrations.



AERNA membership in the Conference year is a requirement to attend the Conference. Non-members will be requested to join AERNA as part of the Conference registration process.

*Description of Registration Categories*

- Standard registration fee: Includes access to all sessions, coffee breaks, lunches, welcome reception, social events and conference dinner.
- AERNA member: AERNA members who are in good standing in the Conference calendar year.
- PhD Student – reduced fee: The category includes AERNA members in good standing in the Conference calendar year who are PhD students.
- AERNA membership for the Conference year is bundled with the registration fee.
- AERNA membership for the Conference year at reduced fee is bundled with the registration fee. This category applies only for PhD students.
- AERNA biennial membership for the Conference year and the next year is bundled with the registration fee.
- AERNA biennial membership for the Conference year and the next year at reduced fee is bundled with the registration fee. This category applies only for Ph-D students.

Accompanying persons can be registered by conference participants during the registration process. Accompanying persons’ registration includes access to the welcome reception and social events. (Access to sessions, coffee-breaks and lunches is not included.)

The registration fee includes the AERNA membership fee that will remain in the AERNA account.

Table 3 proposes an example of structure and categories of fees.

Registration fee categories	STANDAR REGISTRATION FEE	
	Early registrations	Late registrations
AERNA member	$n$	$1.2n$
AERNA member – reduced fee	$0.5n$	$1.2 \times 0.5n$
Joining or renewing annual membership	$n + m$	$1.2n + m$
Joining or renewing annual membership at reduced fee	$0.5n + r$	$1.2 \times 0.5n + r$
Joining or renewing biennial membership	$n + t$	$1.2n + t$
Joining or renewing biennial membership at reduced fee	$0.5n + u$	$1.2 \times 0.5n + u$
Accompanying person	$0.2n$	$1.2 \times 0.2n$

**Table 3:** Example of structure and categories of fees



Where:  $n$  = amount sufficient to cover all of the LOC (fixed and variable) costs; it is recommended that  $n$  does not exceed € 275.00.

$m$  = membership fee

$r$  = reduced membership fee

$t$  = biennial membership

$u$  = reduced biennial membership

The following cancellation policy is recommended: Registration can be cancelled upon written notification to the AERNA Secretariat, preferably by email. A full refund of the conference fees will be given if the cancellation is received until the 6th of July. A refund of 80%, 50%, and 20% will be given if the cancellation is received before the 13th July, 27th May, 10th July respectively. For cancellations received after the 10th of July no refund will be given. In any case, no refund of the AERNA membership fee will be given.

Those whose papers have been accepted by the PC should be informed that their papers will only be included in the final scientific programme if they register before the deadline defined by the LOC and the PC.

All invited speakers are exempt from the payment of the registration fee; their travel and accommodation should be arranged and covered by the LOC.

The expenses of the Conference should be adjusted to the revenues coming from the registration fees yielding a Conference balance as close to zero as possible. If the Conference ends with a profit generated by the registration fees, this will be transfer to AERNA. However, any profit based on external funding got by the LOC, will belong to the LOC.

It is advisable that the LOC be prepared to organise fund-raising activities: financial, scholarships, and inkind contributions towards the Conference are welcome.

#### *Workshop Finance*

If the LOC decides to organize a workshop, a Table 3 with the registration fees only for the Workshop must be agreed with the AERNA Council. For this table the value of  $n$ , that in this case must be calculated to cover also the workshop costs, should be multiplied by  $1/3$ . Nevertheless, as the attendance to the Workshop uses to be much lower than the participation in the Conference that could create a cross subsidy of the participants in the Conference in favour of the participants only in the Workshop. For this reason, it is strongly recommended to look for additional sources of financing for the Workshop.

### **13. Reports**

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The LOC is required to keep AERNA up-to-date with the progress of its organisational efforts through the presentation of preliminary written reports upon request.

The LOC is also required to send the final report on the Conference not later than two months after its conclusion. This should include:

- the Conference final budget;
- comments on the flows of funds experienced;

- any lessons likely to prove useful to the successor LOC;
- any other information requested by AERNA.

#### 14. Summary

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The Conference is jointly organized by the LOC, the PC and the AERNA Council. The tasks of each committee are the following:

##### AERNA Council

- It should appoint one of the PC Chairs.
- It should appoint one person for the Committee selecting the *Best Paper Award for an Economist under the Age of Forty* and one person for the Committee selecting the *Best Publication Award*.
- It should approve the final list of keynote speakers.
- It should agree with the subject and invited speakers for the Workshop.
- It should approve the structure of the registration fees for both the Conference and the Workshop, the amount of the prizes and pay them to the winners.
- It is responsible through its Secretariat of collecting the registration fees and transfers them subtracting the the membership to the LOC.
- It is responsible of sending the invoices of the registration fees.
- It should answer the inquiries about the registration process through the e-mail: [secretaria@aerna.org](mailto:secretaria@aerna.org).
- It should translate the LOC and PC the names and affiliations of all registered people.

##### Programme Committee Co-Chairs

- They should choice the software for managing the submission of papers and elaborating the programme. The cost of the platform will be included in the budget of the Conference.
- They should appoint the members of the PC.
- They should answer inquires about the submission process though the e-mail: [programme\\_aerna2020@locorganization.xx](mailto:programme_aerna2020@locorganization.xx).
- They should elaborate the scientific programme grouping the papers in parallel sessions, indicating the discussant of each paper and the title of the session, and completing the schedule of the Conference.
- They should appoint two persons for the Committee selecting the *Best Paper Award for an Economist under the Age of Forty* and two persons for the Committee selecting the *Best Publication Award*.
- All the members of the PC can propose papers for the *Best Publication Award*.
- It should agree with the subject and invited speakers for the Workshop.

##### Local Organizing Committee

- It should prepare and circulate the Conference Call.
- It may propose the celebration of a Workshop.



- It should elaborate the budget of the Conference including the structure of the registration fees for both the Conference and Workshop.
- It should run an information and registration desk at the venue and deliver the certificate of attendance to participants that demand one.
- It should allocated the space for the parallel and plenary sessions.
- It should answer the inquiries about the Conference logistic through the e-mail: [aerna2020@locorganization.xx](mailto:aerna2020@locorganization.xx).
- It should contact the invited speakers and organize their travel and accommodation that must be covered by the Conference budget.
- It should offer technical help for the perfect running of the parallel sessions.
- It should organize the coffee breaks and launches at the venue.
- It should prepare and pay the cost of the Award Diplomas.
- It should organize the social programme that should include at least a welcome reception the first day and a conference dinner the second day.
- It should present a final report not later than two months after the conclusion of the Conference and transfer to AERNA 40% of the surplus in case this exists.

In any case, the success of the conference will depend strongly on the coordination of three person: the President of the LOC, the Co-Chair of the PC appointed by AERNA and the AERNA Secretary. The AERNA Council commits to facilitate the communication between this team and give it all our support.

### **HOW TO SUBMIT**

Universities, research organisations, or groups of organisations that intend to propose their candidature for the Local Organising Committee and Venue are kindly requested to submit their expressions of interest by 15 February 2019 and their full proposals by 1 April 2019.

Expressions of interest consist of a formal letter stating that the candidate will assume all of the administrative, organisational and financial responsibilities listed in the "Guidelines for Expressions of Interest and Proposals" available in the AERNA website.

Full proposals consist of: (1) a presentation of the candidate including the candidate's relevant experience in organising and hosting conferences; (2) a preliminary conference budget; and (3) a presentation of the Conference venue. Full proposals may be accompanied by any other documentation that candidates judge useful for the evaluation process. AERNA may ask candidates to present additional documents at a later date.

Expressions of interest and full proposals should be sent by e-mail to AERNA at the address below. Any material that cannot be sent electronically should reach AERNA by mail by the relevant deadline.

Selections will be made by the AERNA Council. In case more than one proposal is judged noteworthy and meritorious, the candidates that will not be entrusted with the organisation of AERNA/2020 may be invited to organise the Association's Conference of the subsequent year (AERNA/2022). Therefore, candidates are requested to inform about their availability to organize the subsequent year's Conference in their proposals.



Proposals will be evaluated according to the following criteria: (a) location (including consideration of travel cost and time for participants, amenities, on-site transportation, etc.); (b) accommodation (cost, quality, capacity); (c) facilities (quality of plenary rooms, quality and number of meeting rooms, equipments, meals, social programme, etc.); (d) communications plan (evaluation of the plan for advertising the congress, availability of papers, etc.); (e) administration (budget, qualifications of Local Organising Committee and local supporting agencies); and (f) funding (grants for students, grants for participants from Eastern European and developing countries, other sponsorships).

A final decision is expected to be taken by the end of April 2019.

**Expressions of interest and full proposals should be sent to:**

José Luis Oviedo

Spanish-Portuguese Association of Natural and Environmental Resource Economics  
(AERNA)

Instituto de Ciencias Marinas de Andalucía

Campus Río San Pedro s/n

11519 Puerto Real, Cádiz, Spain.

Tel: +34.616.028.881 | e-mail: [secretaria@aerna.org](mailto:secretaria@aerna.org)

**Approved by AERNA Board of Directors on November 29, 2018.**