

Guidelines for “European Colloquium of Arachnology” organisers

set by the European Society of Arachnology

1. European Colloquia of Arachnology (ECA) are international scientific meetings, where any scientific issues related to arachnids (excluding mites) can be discussed in the general form of scientific meetings.
2. ECA can be organised in any European country, but participants may (and are welcome to) attend from other countries, too.
3. ECA are meetings of the European Society of Arachnology (ESA), where according to the Statutes of the Society, ESA acts as a co-organiser. Still, ECA participants are not limited to ESA members, and organisers can be any group of scientifically acknowledged arachnologist, who – as the “Organisers” – are responsible for the whole organising process and the implementation of the meeting.
4. The relationship of Organizers and ESA is not symmetrical. ESA provides the traditions, its members, the scientific weight to these meetings, and gives modest contribution according to its means. The Organisers, building on this, and adhering to the present guidelines, create a Colloquium independently.
5. The Organisers, and the location of future ECA are decided by the ESA General Assembly (GA) by majority vote, after hearing presentation about the likely parameters (location, institutional background, facilities, finances, grant possibilities, etc.) of the meeting. At one GA meeting decisions can be taken about two consecutive ECA.
6. ECA are held yearly, except for every 3rd year when International Congress of Arachnology takes place. Timing within the year is a matter of discussion between the proposing Organisers and the GA. Traditionally ECA had taken place in July, but recently there are many exceptions to this.
7. To enforce cross-bindings and the flow of information, one ESA member from the Organisers should be included in the ESA Council one year prior the meeting, and should stay on board for the normal 3 years period. [Depending on General Assembly consent]]
8. Colloquia are financially independent, and Organisers should plan, so that it can be completed from funds taken in from registration fees and from any other funds they manage to get. The Organizers should give a discount to ESA members (amount pre-agreed with ESA Council or Treasurer and President), for which they get a compensation payment from ESA.

9. The publication of the ECA proceedings volume is part of the organization process. ECA proceedings form a series recognizable from their appearance. They have the distinctive title, e.g.: "European Arachnology 2003", where the year is the year of the meeting. Appearance inside and out should follow the first such volume, which was published at the Aarhus meeting in 2000. The Organizers nominate the editor(s) of the volume. The editor(s) should put incoming papers to a reviewing process, and assure scientific quality. Proceedings volumes can be published as 'standalone' books, or can be a special issue of any periodical publication, as long as title, appearance, format adheres to the above rules.
10. ECA participants should receive their proceedings volume free of charge, and all non-participating ESA members, who paid their dues in the year of the meeting, are also entitled to receive a free copy. The production costs of these extra copies and their mailing should be covered by ESA.
11. Apart from covering the membership discounts in registration fees and the membership copies, ESA Council can decide to give extra contribution to ECA Organizers, either in the form of direct payment, or in the form of targeted grants, prizes, etc.
12. Colloquium proceedings are listed on the web site of ESA, from where the Table of Contents is available for all webpage visitors, while full text (PDF) versions of the articles can be downloaded by members of the Society. This is enforced with password protection. Two years after publication this limitation expires, and the full text of the proceedings volume is made available for the public.