

ISPRS Keynote Speaker Programme

1. Introduction

The ISPRS Keynote Speaker Programme provides an opportunity for ISPRS Ordinary Members (OdM), Associate Members (AsM), and Regional Members (RgM) to support events organised under their umbrella by inviting top quality international experts, in order to attract more participants and enhance the scientific quality of the event. ISPRS will financially support a maximum of 10 applications per year on a *first-come, first-served basis*, limited to one Keynote Speaker per Member.

ISPRS will maintain a web page containing all presentations given in this programme, featuring the date and title of the event, the name of the Keynote Speaker, the presentation title and, provided permission is obtained, the presentation.

2. Request for an ISPRS Keynote Speaker

In case of interest, the ISPRS Member sends a request for a Keynote Speaker within this Programme, preferably together with a name of a potential Keynote Speaker together with information concerning the event (link, announcement or similar information), to the ISPRS Secretary General, at least 6 months before the event. Council must approve the Keynote Speaker request. In order to do so, Council may request the Member to provide more information on the suggested Keynote Speaker.

If no Keynote Speaker is suggested or if Council does not approve the suggested name, Council may suggest another name. In this case, the ISPRS Member will decide whether this person is suitable for their event.

3. Financial Conditions of the ISPRS Keynote Speaker Programme

ISPRS will cover the Keynote Speaker's travel expenses and the ISPRS Member will cover accommodation for maximum 3 nights, as requested by the Keynote Speaker, including full board, and will waive the Keynote Speaker's registration fee.

ISPRS will reimburse the travel expenses directly to the Keynote Speaker (economy airline tickets and most cost-efficient option for ground transportation). Other expenses are not refundable. Reimbursement is subject to written confirmation from the ISPRS Member that the Keynote has been presented. For reimbursement, the Keynote Speaker will send original tickets, boarding passes and payment receipts to the ISPRS Treasurer for all claimed expenses.

4. Communication with the Keynote Speaker

The ISPRS Member requesting a Keynote Speaker is responsible for all communication with the Keynote Speaker, except the reimbursement after the event. This includes discussion about the final date as well as the title and content of the presentation.