

AC2024 Research Group Guest Nomination Criteria

**Royal
Geographical
Society**
with IBG

Advancing geography
and geographical learning

Rationale

The Research Group Guest Registration scheme is intended to encourage and support participation in the annual conference, beyond UK geography. This includes:

- Colleagues from overseas, whether in geography or other disciplines, and particularly from the Global South and/or economically less-developed countries.
- Colleagues working outside academia in the UK and overseas, including policy, the third sector, arts, and more.
- Colleagues working in other disciplines in the UK (this is not for those already actively involved in research groups/geography communities).

The intent is to enrich the programme and engage new people.

Allocation

Each Research Group is entitled to request complimentary guest registration totalling six days. These can cover both in-person and online-only registration. Each online-only registration is equivalent to one day in-person registration, but will cover the whole conference. No part days are allowed. Guests who are nominated for 1 day in-person registrations have the option of upgrading their registration at a concessionary rate to the full 4 days.

The six days may be applied as the Research Group sees fit. Examples include:

- Six guests each attending in-person for one day
- Six guests each receiving online-only registration
- Combinations of these approaches e.g. 1 guest attending in-person for 3 days and 3 online-only guests; 2 guests attending in-person for 3 days.

Additional information

The Guest status applies to registration fees only. Guest(s), or their sponsoring Research Group, should pay for their own travel, accommodation and other costs of attending the conference in-person. 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 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.

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 also expected to 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 developing 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 etc.) 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 arrangements and scope of the guest pass prior to submitting their application to avoid any misunderstandings.
- 6) Current or past 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.

Process

- The Chair or another Committee Representative should submit applications to ac2024@rgs.org by **Friday 24 May 2024**. If you are oversubscribed, please indicate which applications are a priority for your group when you submit these. We may be able to approach other undersubscribed groups to see if they can support these additional guests.
- ***Applications submitted directly by conference session organisers or delegates will not be considered.***
- We will review all applications as quickly as we can (our target is within two working days) and come back to you with a decision. If we have any concerns or queries, we will come to you to discuss further.
- Where an application for guest passes is successful, the conference organisers 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 the conference organisers to contact the guest directly, please make this clear in the application form.
- Where an application for a guest pass is unsuccessful, the conference organisers 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 deadline for applications for the 2024 annual conference is **Friday 24 May 2024**. If you can submit your applications earlier than this, please do so. Final approval lies with the Head of Research and Higher Education (RHED).

The final deadline for Research Group Guest applications in 2024 is Friday 24 May 2024.