



IP 11  
Agenda Item: 10.3  
Person Responsible: M Schneebeli

**XXXIV SCAR Delegates Meeting  
Kuala Lumpur, Malaysia, 29-30 August 2016**



**POLAR2018 – Update from the organisation**

**XXXV SCAR Biennial Meetings  
Arctic Science Summit Week ASSW  
SCAR/IASC Open Science Conference  
2018 Arctic Observing Summit**

POLAR2018 is a joint event from the Scientific Committee on Antarctic Research SCAR and the International Arctic Science Committee IASC. The SCAR meetings, the ASSW and the Open Science Conference will be hosted by the Swiss Federal Institute for Forest, Snow and Landscape Research WSL under the patronage of the Swiss Committee on Polar and High Altitude Research. The WSL Institute for Snow and Avalanche Research SLF is organising POLAR2018, which will take place in Davos, Switzerland from 15 - 27 June 2018.

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**Important Issues or Factors:**

The organisation for POLAR2018 is on track, deadlines can be found below.

**Recommendations/Actions and Justification:**

No actions need to be taken by SCAR on behalf of POLAR2018 at this stage, apart from the usual promotion and support of an upcoming SCAR meeting.

**Budget Implications:**

In the first meeting of the Local Organizing Committee for POLAR2018 in February 2016, it was suggested that SCAR could financially support webcasting during POLAR2018. The costs for this have not yet been specified.

The **International Scientific Organizing Committee ISOC** had its first conference call in June 2016. The next meeting will be scheduled for August in Malaysia. The call for sessions will go out on 31 August 2016.

The **Local Organizing Committee LOC** had its first meeting in February 2016 in Davos; the next meeting will be scheduled for late autumn 2016 in Davos or in Zurich.

Contracts for the bookings in the **Davos Congress Centre** have been signed; if further rooms are needed during OSC, it is likely possible to book more. Furthermore, SLF has several smaller meeting rooms which can be used as well. The Local Organising Committee LOC visited the facilities in February 2016. The conference manager is in touch with the catering company, details will be worked out at a later stage.

The **budget** is mainly based on an income from registration fees and sponsoring contributions. A balanced budget should be possible with an estimated 1500 participants. A draft of the **sponsoring brochure** should be available before SCAR 2016 and ready for distribution in autumn 2016. The Swiss government plans to support POLAR2018 substantially.

A **website** [www.polar2018.org](http://www.polar2018.org) is up and running and has had moderate traffic throughout. It is being updated continuously, including deadlines.

**Abstract handling** has been contracted to PharmaService, a German provider, with whom the organisers had good experiences for another large conference in 2013.

**Registration for OSC participants** will be handled through Davos Congress Services, the service provider attached to the Congress Centre. If further registrations are needed for participants of other meetings that do not join OSC, other arrangements can be made.

For the **marketing** of POLAR2018, two buntings and a postcard have been produced and delivered to the SCAR 2016 conference. The buntings will be displayed in the exhibition hall; the postcards will be inserted into the conference bags. Furthermore, a full-page advertisement will be printed in the programme booklet and a presentation will be given at the closing ceremony.

#### Deadlines

31 August 2016	Call for sessions (suggested follow-up dates, see below chapter 5)
10 January 2017	First circular (with deadlines)
1 August 2017	Call for abstracts
1 August 2017	Request for side meetings
1 November 2017	Abstract submission deadline, early-bird registration opens
15 November 2017	Submission definitely closed
20 November 2017	Review opens and notification to conveners on number of oral slots
15 January 2018	Deadline abstract review
31 January 2018	Acceptance notification w/ oral/poster information incl. prelim. programme
31 March 2018	Deadline side meeting requests
1 April 2018	Regular registration opens
26 May 2018	Late-fee/On-site registration opens