

OPERATING CODES FOR THE INTERNATIONAL SOCIETY OF BIOMECHANICS (ISB)

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Written by: Professor Julie R Steele, Past-President
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INTRODUCTION

Under Article 5.1 of the Constitution, The Executive Council consists of the President, President-Elect, Past-President, Council Members representing various disciplines in Biomechanics, and a Student Representative. A Treasurer, Secretary-General, and Publications Officer are appointed officers, upon recommendation of the President, with approval of the Council. The Archives Officer can also be appointed in this fashion unless this position is a portfolio of an elected Council Member. Upon assuming office, the President assigns each Council Member a portfolio, with the relevant duties associated with each portfolio described in the Operating Codes. Each Officer is responsible for ensuring that the description associated with their portfolio in the Operating Codes is up-to-date and communicating, on an annual basis, any necessary changes to the Secretary-General. If no updates are necessary, this should also be communicated to the Secretary-General, annually. Each Officer is also responsible for transferring information requisite to their duties to their successor upon leaving the Council. The following descriptions of Officers and their responsibilities are considered working documents and should be monitored and updated as needed. Most changes to the Codes can be administered by a simple majority vote of the sitting Council. However, if changes require Constitutional amendments, then the formal procedures to follow are outlined in Article 6.12 of the Constitution.

OPERATING CODE FOR THE PRESIDENT OF THE ISB

The President is the Chief Executive Officer of the Society and is responsible for providing leadership and continuity during his/her two (2) year term of office. The President of the Society shall be elected according to the Constitution by the members “at large” two (2) years in advance of the time when he/she assumes office and will serve as “President-Elect”, assuming all responsibilities of that office for that two (2) year period. The President shall call at least one meeting of the Executive Council each year (Article 5.9). The first meeting shall be near the conclusion of the biennial Congress at which he/she assumes the office of President. The last of these Council meetings shall be just prior to the opening of the biennial Congress at which his/her term of office expires. The intervening meeting(s) should be held at a time and place of other important meetings concerning Biomechanics at which at least three quarters of the elected Council members plan to attend, as a quorum consists of at least three quarters of these members (Article 5.8). The President shall also call a meeting of the General Assembly of members at the time of the biennial Congress. All members of the Society may attend the General Assembly (Article 6.1).

Specific duties include:

1. Preside at all meetings of the Executive Council, the General Assembly and other official functions of the Society. Decisions of the Council shall be made by simple majority of the Council members present at the meeting, or if voting by other means, by simple majority of the respondents (Article 5.8).

2. Present a report to the General Assembly, together with the Treasurer and other Executive Council members (Article 6.2.1).
3. Guide the President-Elect in overseeing the planning and conduct of the International Congress scheduled during his or her term of office.
4. Participate in the Opening and Closing Ceremonies of this Congress, together with Congress organizers, and present a President's Lecture during the Congress.
5. Provide for the regular publication of the Quarterly ISB Newsletter, ISB NOW, by appointing a new or confirming the existing Publications Officer to serve during his/her term of office.
6. Appoint a new or confirm the existing Treasurer to serve during his/her term of office.
7. Appoint a new or confirm the existing Secretary-General to serve during his/her term of office. Although the Treasurer and Secretary-General can be elected members of Council, it is preferable that at least one, if not both, of these positions remain an appointed rather than an elected position to ensure there are sufficient members on the Executive Council to perform all Council duties.
8. Recommend, as the need arises, any subcommittees of Executive Council as he/she deems desirable to assist Council members undertake their duties for the Society. Under Article 5.5, the Executive Council then appoints all subcommittees as considered desirable.
9. Represent the Society in all communications with other scientific and professional organizations.
10. Speak for the Executive Council in matters of Society policy.
11. Serve as Chief Public Relations Officer of the Society.
12. Provide appropriate guidance to the President-Elect during his/her term of office to ensure a smooth transition to the next administration and the proper continuity of Society business.
13. Serve with the President-Elect and Past-President as a member of the Committee of Presidents of the Executive Council to make decisions on urgent business that may arise between scheduled Council meetings.
14. Inform the Executive Council members of their election and of their duties.
15. Correspond at regular intervals with the elected Executive Council members in order to keep them informed of new developments of concern to the Society and encourage them in their individual and collective efforts regarding Society responsibilities. This should be done at least every six (6) months.
16. Write at least two (2), and preferably more, short editorials to be printed in the ISB Quarterly Newsletter.
17. Appoint the Chair of the Muybridge Award Committee, who will typically be the Past-President. The Muybridge award is the most prestigious award of the Society and is awarded for career achievements in biomechanics. The Chair will subsequently select a committee to assist in the review of nominations.
18. In the case of a tied vote during any election, make the casting vote.
19. In conjunction with the Treasurer, arrange for appropriate certificates or plaques of recognition to be presented to retiring Executive Council members, including the Past-President, at the end of each member's term of office.
20. Ensure that all Honorary members are invited to attend the Congress and that their registration fees for the Congress are waived (Article 8.3).
21. Review who is serving as the ISB representatives on the Editorial Board of the Journal of Biomechanics. The two representatives should be ISB Council members or other active ISB members who are deemed suitable to represent ISB on the Editorial Board.
22. In conjunction with the Economically Developing Countries Liaison Officer, oversee relevant applications for the Training Assistance Economically Developing Countries Laboratory

Development Scheme and, where appropriate, support applications of up to a maximum of \$5,000 from this scheme. The President can allocate up to the amount specified in the most recent budget that was approved by the General Assembly.

OPERATING CODE FOR THE PAST-PRESIDENT OF THE ISB

The Society President shall assume the office of Past-President following the installation of the President-Elect to the office of President. This will take place during the General Assembly meeting at the biennial Congress. The immediate Past-President shall serve as an officer of the Society, and a voting member of the Executive Council, for two (2) years, terminating at the General Assembly meeting at the following biennial Congress.

Specific duties include:

1. Serve as an advisor to the President and Executive Council concerning protocol, Society business and other matters of importance to the ISB.
2. Be responsible for setting up a working party, of which he/she may or may not be a member, to select Honorary members of the Society. Honorary members are a restricted number of individuals who have made outstanding contributions to the field of biomechanics (Article 3.1). They are nominated by three full members through correspondence (including a letter of recommendation and curriculum vitae at the time of nomination) to the Executive Council, who shall award this status by two-thirds majority vote of the Executive Council (Article 6.4).
3. In conjunction with the Society Treasurer, arrange for an appropriate plaque of recognition to be available to present to new honorary members and to send letters of invitation to current Honorary members to attend ISB Congresses.
4. If appointed by the President, be responsible for setting up and acting as Chair of the Muybridge Award Committee. The Muybridge Award is the most prestigious award of the Society and is awarded for career achievements in biomechanics.
5. In conjunction with the Society Treasurer, arrange for a Muybridge Medal to be engraved and an appropriate certificate to be available to present to the recipient at the time of the Muybridge Award Lecture.
6. Serve as Chair of a Nominating Committee and solicit nominations for the office of President-Elect and Council members from the members of the Society. Specifically:
 - Solicit nominations for President-Elect and Council members (Article 6.3) from the members through the ISB Newsletter, web-site and/or any other medium deemed appropriate. This should be done on two occasions, approximately nine (9) and six (6) months prior to the biennial Congress. Self-nominations should be endorsed by current members of the executive council or fellows.
 - Prepare a slate of nominees and an appropriate ballot that may be distributed in two (2) issues of the Newsletter, electronically, or in a separate mailing at least three (3) months prior to the biennial Congress. Election shall be by secret ballot (Article 6.3.1).
7. Nominate a teller (unassociated with the voting process) to check and collate the results of the ballot. In the event of a tie in Council elections, the President shall have the casting vote. (Note: the number of elected Council members is currently ten (10). However, this number is at the discretion of the President, whereby additional members can be voted onto Council to enable the Council to achieve its goals).
8. Announce the results of the elections prior to the biennial Congress so that the new Council members can attend all meetings associated with their portfolio during the Congress.
9. Represent the Society in the absence of the President.

OPERATING CODE FOR THE PRESIDENT-ELECT OF THE ISB

The President-Elect shall assume office at the meeting of the General Assembly during the biennial Congress when the current President-Elect assumes the office of the President.

Specific duties include:

1. Coordinate the selection of the next Congress site. Specifically:
 - Publish a call for proposals in at least two (2) issues of the Newsletter, on the web-site and/or any other medium deemed appropriate, four (4) years in advance.
 - Distribute application forms to interested parties.
 - Answer questions from applicants regarding their proposal and the application process.
 - Arrange for presentation of all proposals at a meeting of the Executive Council, three (3) years in advance of the Congress.
2. Serve as liaison between the ISB Executive Council and the organizers of the Congress that occurs at the end of the President-Elect's term as President.
3. Observe activities of the President in preparation for his/her term of office in order to maintain the best possible continuity of the business of the Society.
4. Arrange for a new Executive Council meeting at the end of the congress at which he/she assumes the office of the President.
5. Oversee other Council Members in recruiting sponsors and maintaining a relationship with all present and proposed sponsors interested in Society activities.
6. Collaborate with the Treasurer to ensure timely payment of invoices related to sponsorship.
7. Liaise with the Publications Officer to ensure proper credit is given to sponsors in advertising and the Informatics Officer to ensure proper exposure for all sponsors on the web-site.
8. Ensure that naming of the Emerging Young Scientist Award is listed as an agenda item for discussion at least once during the term of each new Council (see further details in the Sponsorship of Awards table below).

Sponsorship guidelines

The Society seeks financial contributions from commercial, industrial and philanthropic sources to support the mission of the Society. Any potential sponsor must consider their support as underwriting the scientific and educational activities of the ISB. This support does not imply any role for the sponsor in Society policy or decision-making. Support for sponsorship is sought according to the specifications listed below.

Sponsorship of Awards: The main avenues for sponsoring ISB via awards are listed below. Other awards may be established by the President, Past-President or President-Elect, after approval of the Executive Council, in response to interest shown by a potential sponsor. Further details of the awards are described in the duties of the ISB Congress Awards Officer.

Award	Description	Sponsorship Amount
Muybridge Award	This is a single contribution associated with a particular ISB Congress. It provides the opportunity to be associated with the most prestigious award of the Society and the Society's most visible congress activity. The Award will be identified in all material as the Muybridge Award supported by "Company Name". This is an opportunity for only one sponsor at a given Congress.	USD \$3,000

Promising Scientist Award	This is a single contribution associated with a particular ISB Congress. The Award would be known as the Promising Scientist Award supported by "Company Name". This is an opportunity for only one sponsor at a given Congress.	USD \$5,000
Clinical Biomechanics Award	This is a single contribution associated with a particular ISB Congress. The Award would be known as the Clinical Biomechanics Award supported by "Company Name". This is an opportunity for only one sponsor at a given Congress.	USD \$1,250
Young Investigator Award (Podium)	This is a single contribution associated with a particular ISB Congress. The Award would be known as the Young Investigator Award (Podium) supported by "Company Name". This is an opportunity for only one sponsor at a given Congress.	USD \$750
Young Investigator Award (Poster)	This is a single contribution associated with a particular ISB Congress. The Award would be known as the Young Investigator Award (Poster) supported by "Company Name". This is an opportunity for only one sponsor at a given Congress.	USD \$750
Emerging Scientist Award	This is an in perpetuity contribution associated with all ISB Congresses. The award will be known as the "Emerging Scientist Award supported by Carlo De Luca". The award has been committed for a term of five consecutive Congresses (2011, 2013, 2015, 2017, 2019). At the expiration of the term, the Foundation will have the option to renew the award for another term of five (5) consecutive conferences, and to continue to renew in perpetuity. The Foundation requests that each of the following Councils consider changing the name to "The De Luca Prize for Emerging Scientist", at which time they will commit the funds in perpetuity.	USD \$2,500 in 2011 (↑ 7% compounded for each consecutive ISB congress; rounded to the nearest \$100)

Undesignated ISB Sponsorship Options:

Platinum Member	Gold Member	Silver Member	Bronze Member
USD \$8,600	USD \$5,000	USD \$2,500	USD \$1,250
Visibility at biennial ISB Congress in printed and electronic materials	Visibility at biennial ISB Congress in printed and electronic materials	Visibility at biennial ISB Congress in printed and electronic materials	Visibility at biennial ISB Congress in printed and electronic materials
Listed as Platinum member in ISB newsletter	Listed as Gold member in ISB newsletter	Listed as Silver member in ISB newsletter	Listed as Bronze member in ISB newsletter
Listed as Platinum member on homepage with link. Frequency of logo appearance on web is the highest of all sponsor categories	Listed as Gold member on homepage with link. Frequency of logo appearance on web is the second highest of all sponsor categories	Listed as Silver member on homepage with link. Frequency of logo appearance on web is the third highest of all sponsor categories	Listed as Bronze member on homepage with link. Frequency of logo appearance on web is the fourth highest of all sponsor categories
Banner ad across the bottom of all pages of ISB NOW (Society newsletter)	Sidebar acknowledgement as Gold Member and link to webpage in ISB NOW (Society newsletter)	Sidebar acknowledgement as Silver member and link to webpage in ISB NOW (Society newsletter)	---
Three (3) free registrations to ISB Congress	Two (2) free registrations to ISB Congress	One (1) free registration to ISB Congress	---
"Free" exhibition at ISB Congress, capped to USD \$4,000*	"Free" exhibition at ISB Congress, capped to USD \$3,500*	---	---
Two (2) subscriptions to	One (1) subscription to	---	---

<i>Journal of Biomechanics</i>	<i>Journal of Biomechanics</i>		
Choice of available exhibition and parking locations	---	---	---

* "Free" exhibition fee was capped in 2009 (to be reviewed in 6 years' time, i.e. 2015).

OPERATING CODE FOR THE SECRETARY-GENERAL OF THE ISB

The President appoints the Secretary-General for a two (2) year term of office. This may be either an elected member of Council or an appointed position. If an appointed officer, the Secretary-General attends all Executive Council meetings, participates in discussions, but does not have an official vote at these meetings.

Specific duties include:

1. Record the official minutes of all Council meetings and meetings of the General Assembly. These minutes will then be distributed to all appropriate parties in a timely manner following each meeting.
2. Maintain a file of the official minutes of both the Council and General Assembly meetings. Records of the minutes should be arranged in chronological order as an official file for the Society and maintained by the Secretary-General.
3. Prepare a summary of all General Assembly minutes for submission to the Publications Officer to be published in the next regular issue of the Newsletter.
4. At the conclusion of his/her term of office, pass the file of the official minutes of both the Council and General Assembly meetings to the succeeding Secretary-General.
5. Assist the President in preparing and distributing meeting agendas.
6. Assist the President in gathering official committee reports and distribute them to Executive Council members before or at meetings.
7. Work with all Council members to maintain up-to-date Operating Codes of the Society, including a description of the responsibilities of all Council members and appointed officers. These codes will be maintained on the web-site and be available to all members of the Society. The Codes will be reviewed each year and, if necessary, updated.
8. Provide a copy of the ISB Operating Code to each of the Society officers at the time when they assume office. Each officer should read the Operating Code for their respective office, revise it as deemed appropriate, in conjunction with the President, and have the revised Code tabled for consideration/approved by the Executive Council at its next regularly scheduled meeting. The purpose of this procedure is to ensure that the Operating Codes are kept current.
9. Maintain a copy of the Society's Constitution and make any approved changes in these documents when appropriate.
10. Ensure a copy all official records are forwarded to the Archives Officer so they can be in repository at the ISB Archives.
11. Update the ISB letterhead and distribute this to all Council Members at the beginning of a new Council Member's term.

Meetings to schedule during a Congress year:

1. ***Executive Council Meeting:*** For the two (2) days immediately prior to the biennial ISB Congress Opening (usually Saturday and Sunday prior to the Congress). All outgoing Executive Council Members attend. Newly-elected (incoming) Executive Council Members, who will assume office at the General Assembly, are to be invited as non-voting observers to

enhance transition of Council Members).

2. **General Assembly:** For 1-2 hours, approximately midway through the biennial ISB Congress (usually lunch-time of the Wednesday of the Congress). All outgoing and incoming Executive Council Members attend, together with ISB members.
3. **Executive Council Meeting:** For 1-2 hours, near the end of the biennial ISB Congress (usually lunch-time of the Thursday of the Congress). All incoming Executive Council Members attend.

Meetings to schedule during a non-Congress year:

1. **Executive Council Meeting:** For two (2) days and held at a time and place of another important meetings concerning Biomechanics at which at least three quarters of elected Council members plan to attend. The site of the meeting should be decided by consensus and, if necessary, by majority vote of all Council members.

Preparation schedule for Executive Council meetings:

Month	Action
~ 4 months pre-meeting	<ul style="list-style-type: none"> ▪ Call for reports and agenda items (<i>Secretary-General</i>).
~ 2 months pre-meeting	<ul style="list-style-type: none"> ▪ ISB Council Members to send their reports to Secretary-General ▪ Submission of agenda items for the ISB Executive Council Meeting
~ 1 month pre-meeting	<ul style="list-style-type: none"> ▪ Distribution of ISB Council Member reports, ISB Executive Council minutes and agenda for the meeting to all Council members (<i>Secretary-General</i>)
Meeting	<ul style="list-style-type: none"> ▪ ISB Executive Council Meeting

OPERATING CODE FOR THE TREASURER OF THE ISB

The President appoints the Treasurer for a two (2) year term of office to maintain all financial and membership records of the Society. As an appointed officer of the Society, the Treasurer attends all Executive Council meetings, participates in discussions but does not have an official vote at these meetings, unless he or she is also an elected member of the Council.

Specific duties include:

1. Collect all Society dues, corporate sponsorship and pledges. Safeguard all credit card transactions and maintain all records of the income and expenditures of the Society. The General Assembly shall determine the dues following a recommendation made by the Treasurer (Article 6.7).
2. Maintain a file of all members, namely ‘Active’ members (Charter/Full, Student, Honorary, Emeritus, Affiliate and EDC member categories); as well as ‘Inactive’ members (those who have failed to remit dues for three (3) successive years (Article 8.4)). The names of those members who have deceased, have resigned from the Society, or whose contact details have been lost, should also be retained on file (with appropriate designation) unless a specific request is received to remove such a name. Honorary members are those restricted number of individuals with particular merit in the development of Biomechanics who have made outstanding contributions to the field (Article 3.2). Emeritus members are those retired, due to age or illness, from professional employment in Biomechanics, who have held membership of the Society for at least ten (10) years (Article 3.4).

Membership List: The ISB membership list shall only be available to ISB Council members for purposes directly associated with their role on Council, or in exceptional circumstances as agreed to by the ISB President. The Council is at liberty to distribute information to ISB members on behalf of other people or groups, if the information is likely to be relevant to and of interest to ISB members. The procedure to distribute information on behalf of others is up to the discretion of the ISB Executive. All requests to mail out information (including electronic distribution) on behalf of others will be circulated to the ISB Executive for their prior approval. Under Article 3.3.1, the use of membership for any kind of political, sales or public relations promotion is prohibited.

3. Prepare a membership report to be presented at the annual meeting of the Executive Council (Article 3.2.2) and to the General Assembly at its meeting held during the biennial Congress. (Article 6.2.1).
4. Send dues notices to all active members near the end of the calendar year. A list of membership benefits should be included when sending out membership renewals. All payments of dues are to be made on-line by the members. Follow-up notices should be made in May of each year to those members who have not paid their dues.
5. Inform active members who have not paid dues for two (2) consecutive years they will be placed on “inactive status” and relinquish all membership privileges. These notices will be sent in November and if not paid will automatically result in “inactive status” in July (or immediately following the ISB Congress) of the following year. This information should be updated in the Membership records.
6. Be responsible for the payment of all financial obligations of the Society as designated by the Executive Council and/or the President.
7. Submit a financial report to the Executive Council at its annual meeting and to the General Assembly of the Society during the biennial Congress.
8. Present an estimated biennial budget to the Executive Council and the General Assembly for approval during the meeting of the biennial Congress.
9. Hold funds in trust for the Society’s working groups and technical groups, where appropriate. All funds are to be held in a secure location as stipulated by the Executive Council. This location will provide for the most efficient handling of funds and the greatest financial benefit to the Society. The President and Treasurer, alone, have access to these funds unless otherwise stipulated by the President with Council approval.
10. If required, a second ISB account can be established and maintained in order to facilitate the Treasurer's administration of international payments in a specified currency (e.g. USD if the primary accounts are outside the US). This account will be maintained by an appropriate member of Council, approved by the President, who resides in the country where the second account is located. The President, Treasurer and Executive Council member approved to maintain this account, alone, have access to these funds unless otherwise stipulated by the President with Council approval.
11. The Treasurer, together with the Executive Council and final approval of the ISB General Assembly, is to invest Society earnings as approved by the Council.

Responsibilities for membership records include:

Maintain membership lists with records of dues payments. It is suggested that these records be kept in the form of computer listing with appropriate back-up made on a regular basis, i.e. every month.

Other relevant duties:

1. In conjunction with the Past-President, arrange for an appropriate certificate and the Muybridge Medal to be engraved and available to present to the recipient at the time of the

Muybridge Award Lecture.

2. In conjunction with the President, arrange for appropriate certificates or plaques of recognition to be presented to retiring Executive Council members, including the Past-President, at the end of each member's term of office.
3. In conjunction with the Past-President, arrange for appropriate plaques of recognition to be available to present to new Honorary members.

Relationship of Treasurer to the Executive Council

The Treasurer shall be appointed by the President of the Society immediately upon assuming office. This appointment shall be approved by the Executive Council during the first meeting at which the incoming President presides. The Treasurer need not necessarily be an elected member of the Executive Council. If he/she is not an elected member of the Council, the Treasurer shall become a non-voting member of the Executive Council upon approval of his or her appointment, with the privilege of engaging in all official discussions of the Council. Two important considerations by the President-Elect in deciding on a Society Treasurer for his/her term of office shall be:

1. The prospective appointee should be familiar with the activities of the Society and should have some international experience so that appropriate efforts are put forth to facilitate Society function.
2. The prospective appointee should be familiar with banking and accounting procedures to ensure accurate and appropriate functioning of the Treasurer's obligations.

OPERATING CODE FOR THE PUBLICATIONS OFFICER

The President appoints the Publication Officer for a two (2) year term of office. This may be either an elected member of Council or an appointed position. If an appointed officer, the Publication Officer attends all Executive Council meetings, participates in discussions, but does not have an official vote at these meetings.

Specific duties include:

1. Responsible for the collection and layout of material and articles, suitable for inclusion in the Newsletter, ISB NOW.
2. Work in direct collaboration with the Informatics Officer to ensure the Newsletter is uploaded on the ISB web-site.
3. Responsible for publishing a minimum of four (4) regular issues per year (with or without copy).
4. Contact Executive Council members and ISB members to request material.
5. Accept or refuse paid and/or free publicity.
6. Accept or refuse material that is sent to him/her for publication. When in doubt, he/she will consult Officers of the Council.
7. Facilitate the publication of any scientific materials, e.g. the ISB book series and working with Congress organizers in publishing the invited presentations from the biennial Congress.
8. Collect and organize Society materials and send them to the Society Archives when appropriate at the end of each year.

ISB Newsletter and its distribution

The ISB Newsletter, known as ISB NOW, is published quarterly at approximately the following time frame:

- Issue 1 - February/March.
- Issue 2 - May/June.
- Issue 3 - August/September.
- Issue 4 - November/December.

Typical topics for the Newsletter include:

- President's Blog.
- Students' Corner.
- ISB and Membership News.
- Technical Groups News.
- Affiliate Societies News (profile at least one Society each issue).
- Special articles (including from the Archives), such as profiles and stories of Congress Award winners, including the Muybridge Award winner, and Honorary members.
- Profile biomechanics laboratories around the world (e.g. research and teaching programs).
- Congress news and information.

The Publication Officer is responsible for sourcing sufficient copy in order to complete the Newsletter.

OPERATING CODE FOR THE INFORMATICS OFFICER

The Informatics Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The primary responsibility of the Informatics Officer is development and maintenance of the ISB web-site, <http://isbweb.org/>.

Specific duties include:

1. Maintain and develop, in a user-friendly manner, the ISB web-site. Ensure that all material on the web-site is kept up-to-date.
2. Include information regarding membership, conferences, employment opportunities, links to Affiliate Societies, and other information that would be of interest to ISB members.
3. Provide access to all ISB documents including the Constitution and Operating Codes, history of the ISB, and ISB Technical Group sections.
4. Assist all Council members in use of the web-site to enhance their function within the ISB Council.
5. Promote the field of Biomechanics and the ideals and goals of the ISB via the web-site and support other appropriate web-sites to foster biomechanics throughout the international biomechanics community.

OPERATING CODES FOR THE ARCHIVES OFFICER OF THE ISB

The Archives Officer is either an elected or an appointed member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Archives Officer is responsible for the collection and organization of the Society's documents.

Specific duties include:

1. Archive all documents related to the Society, including Newsletters, Congress proceedings, minutes of Executive Council and General Assembly meetings, financial records, details of

nominees and recipients of Society awards, copies of correspondence, and other relevant materials.

2. Solicit material suitable for archiving, and reporting to the Executive Council and the General Assembly on relevant activities.
3. Facilitate the electronic archiving of relevant information for the ISB web-site, including past and present officers, congresses, Congress proceedings, and similar information.
4. Make archived material available to ISB members, where appropriate.
5. At the end of his/her mandate, the Archives Officer will pass to the incoming officer all relevant material and instruct him/her about pending matters.

OPERATING CODE FOR THE AFFILIATE SOCIETIES OFFICER

The Affiliate Societies Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Affiliate Societies Officer is responsible for all matters related to the Affiliate Societies of the Society and reporting to the Council and the membership on such matters.

Specific duties include:

1. Keep all documents related to the Affiliate Societies and provide the Secretary-General, Treasurer and Congress organizer with relevant updated membership lists of these societies, where possible.
2. Coordinate all matters regarding the application and continuation of the status of the Affiliate Societies to the ISB. This includes the application process, renewal status, and updating of contact details for the Executive of each Affiliate Society. The General Assembly approves, by open vote, and grants affiliate memberships upon recommendations by the Executive Council (Article 6.5).
3. Report all matters related to Affiliate Societies to the Executive Council and membership of the ISB.
4. Serve as the liaison person to existing national societies of Biomechanics.
5. As soon as possible after ISB Congress dates have been set, contact all Affiliate Societies and notify them of the Congress dates to ensure these dates do not conflict with other congresses to be held by Affiliate Societies.
6. The Affiliate Societies Officer may appoint as many committees as he/she deems necessary to assist with the running of activities within this portfolio.
10. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.
11. Oversee the Affiliate Societies Meeting Grant scheme, whereby the Affiliate Societies Officer can allocate money to fund an appropriate keynote lecturer (USD \$2,000) and/or a young investigator-type award (USD \$500) for Affiliate Societies' annual or biennial meetings. The Affiliate Societies Officer can allocate up to the amount specified in the most recent budget that was approved by the General Assembly.

OPERATING CODE FOR THE ECONOMICALLY DEVELOPING COUNTRIES (EDC) LIAISON OFFICER

The Economically Developing Countries Liaison Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Economically

Developing Countries Liaison Officer is responsible for all matters related to promoting opportunities to develop Biomechanics in Economically Developing Countries and reporting to the Council and the membership on such matters.

Specific duties include:

1. Keep all documents related to ISB activities in Economically Developing Countries and report all matters related to these activities to the Executive Council and membership of the ISB.
2. Liaise with locations/groups in Economically Developing Countries where ISB has established projects to assist the development of Biomechanics in order to ensure these projects are sustainable. A description of current projects in Economically Developing Countries is listed at <https://isbweb.org/activities/economically-developing-countries>.
3. Ensure that a Memorandum of Understanding (MoU; <https://isbweb.org/activities/economically-developing-countries/get-involved>) is completed before any new project in an Economically Developing Country is initiated. Information contained within each MoU can be used to review the progress of each project.
4. In conjunction with the President, notify relevant applicants of the availability of the Training Assistance Economically Developing Countries Laboratory Development Scheme and, where appropriate, support applications of up to \$5,000 per application from this scheme.
5. Identify and work with ISB members, including Council members and members in general, to promote and stimulate international collaboration in Biomechanics with Economically Developing Countries, and to ensure activities are consistent with identified needs of these countries.
6. The Economically Developing Countries Liaison Officer, with the President's approval, may appoint as many committees as he/she deems necessary to assist with the running of activities within this portfolio.
7. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.

OPERATING CODE FOR THE STUDENT GRANTS OFFICER
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The Student Grants Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Student Grants Officer is responsible for the affairs regarding the Matching Dissertation Grant Program, the International Travel Grant Program, the ISB Congress Travel Grant Program and the International Affiliate Development Grant Program.

Specific duties include:

1. Ensure up-to-date descriptions and deadlines for the following grant schemes are listed on the ISB web-site (<https://isbweb.org/students/student-grants>) and in relevant issues of the Newsletter, ISB NOW:
 - Matching Dissertation Grant Program.
 - International Travel Grant Program.
 - ISB Congress Travel Grant Program.
 - International Affiliate Development Grant Program.
2. Constitute the Grants Review Committee and serve as the Chair of this committee, to evaluate applications for each of the four granting schemes. The Student Representative should be

invited to serve on the Grants Review Committee.

3. Respond to requests for information about the grant schemes.
4. Accept grant applications and disperse appropriate materials to the Grants Review Committee.
5. Verify ISB student membership status, with the Treasurer, and communicating with all applicants.
6. Compile scores, announce results and secure award cheques for successful applicants.
7. Receive reports and follow-up on any delinquent reports from successful applicants.
8. Maintain communication with the Publications Officer related to any reporting of grant activity.
9. Prepare a final report in relation to all student grant schemes for presentation to the ISB Council.
10. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.

OPERATING CODE FOR THE EDUCATION & TUTORIALS OFFICER

The Education & Tutorials Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The Education & Tutorials Officer is responsible for all matters related to the educational mission of the Society, including organizing and implementing the educational tutorials, which are run immediately prior to the biennial ISB Congress.

Specific duties include:

1. Coordinate, in conjunction with the organizers of the ISB Congress, pre-Congress tutorials or workshops scheduled around the biennial Congress. Typically, four tutorials are scheduled prior to the opening ceremony of the Congress. In non-Congress years, the Officer is encouraged to consider organizing an ISB-sponsored tutorial at another relevant conference, such as the conference at which the ISB Council meeting will be held.
2. Identify tutorial and/or workshop themes and appropriate speakers. Themes must be of potential interest to groups of ISB members.
3. The fee to attend a tutorial for ISB members will be approximately half the fee that will be charged to non-members to attend the same tutorial. In 2011 the fees were 20 Euros for ISB members and 40 Euros for non-members.
4. Ensure that tutorial speakers are in agreement to have their tutorials recorded and provide copies of their supporting materials, for use as an ISB educational resource. If a tutor agrees to this, they are to receive an honorarium of USD \$2,000; if not, the honorarium will be USD \$1,000. Tutorial speakers will be responsible for all other costs they incur in attending the tutorials and/or the Congress.
5. Maintain appropriate deadlines for notification of confirmed speakers at such events, i.e. 12 months prior to the event.
6. Co-ordinate, in conjunction with the organizers of the ISB Congress, for all tutorials and any other relevant lectures (e.g. the Muybridge lecture) to be recorded using high-quality video. The quality of the video recordings must be suitable to allow the tutorials to be used as a web-based educational resource.
7. In conjunction with the Informatics Officer, prepare the video recordings and supporting materials so they are suitable to be used as a web-based educational resource.

8. Send the Publications Officer any education information for possible publication in the Newsletter, including information in relation to tutorials and workshops.
9. Coordinate the organization of any educational events, not associated with the biennial Congress, that are sponsored by the ISB, e.g. serve as liaison between the ISB and educational events surrounding a meeting of an Affiliate Society.
10. Solicit and accept applications for workshops, symposia or workshops presented between biennial Congress meetings, requesting approval of ISB support of such events, i.e. requesting the patronage of the ISB.
11. Regularly check any section(s) of the ISB web-site that are related to his/her portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.
12. Oversee any relevant committee on issues such as terminology and units of measurement used in biomechanics. He/she will report to the Executive Council and the General Assembly on all relevant activities. At the end of his or her term, this officer will pass to the incoming officer all relevant material and instruct him/her about pending matters.

OPERATING CODE FOR THE ISB AWARDS OFFICER

The ISB Awards Officer is an elected member of the Council and is appointed by the President of the Society for a two (2) year term of office. The ISB Awards Officer is responsible for all matters related to the awards presented and processed by the ISB at each ISB Congress and reporting to the Council and the membership on such matters.

The Awards Officer is responsible for five (5) awards that are presented and processed by the ISB at each ISB biennial Congress. These five awards include the:

1. Young Investigator Award (Podium)
2. Young Investigator Award (Poster)
3. Clinical Biomechanics Award
4. Promising Scientist Award
5. Emerging Scientist Award

The ISB Awards Officer serves as Chair of the Awards Committee for each of these awards. Other local awards will be sponsored and processed by the local organizing committee of the ISB Congress.

Specific duties include:

1. Regularly check the ISB web-site (<https://isbweb.org/activities/awards-and-honours>) to ensure that all information related to all awards is correct, including contact details, up-to-date descriptions of each award scheme, and deadlines for each award.
2. Advertise details of each award to ISB members in relevant issues of the Newsletter, ISB NOW.
3. Establish and chair an Awards Committee/Jury for the selection process for each award.
4. Organize the awards ceremony(s) and work with the Treasurer to arrange for appropriate certificates to be available to present to the relevant winners of each award.
5. Publish, in collaboration with the Publications Officer, all relevant information related to the awardees.
6. Collaborate with the Congress organizers regarding the coordination of deadlines related to

award applications and abstract submission.

7. Collaborate with the Treasurer to provide cheques for the award winners and the reimbursement of Congress fees, if appropriate to the award.
8. Develop any procedures required for awards developed in the future.
9. Report to the Executive Council and the General Assembly on relevant activities. At the end of his/her term, this Officer will pass to the incoming Officer all relevant material and instruct him or her about pending matters.

David Winter Young Investigator Awards (YIA)

There are two (2) YIA awards, one for the best podium presentation and one for the best poster presentation. The award recipients are offered a certificate, a monetary award, and free ISB membership for 2 years. A short biography with an outline of the professional background of the recipients is published in the ISB Newsletter and on the ISB web-site.

Sponsors

Poster: Organizers of the previous ISB Congress (USD \$750).

Podium: Journal of Biomechanics, Elsevier Science Ltd. (USD \$750).

Award

1. The winner of the YIA Poster receives a certificate, a monetary award of USD \$750, and free ISB membership for 2 years.
2. The winner of the YIA Podium receives a certificate, a monetary award of USD \$750, and free ISB membership for 2 years.

Requirements

1. Candidates must be first author of a paper submitted for presentation at the ISB Congress.
2. Candidates should not have been awarded a PhD prior to submission of their abstract.
3. Candidates must be younger than 35 years of age at the time of the abstract submission deadline for the ISB Congress.
4. Candidates must have made the major contribution to the research paper.
5. Candidates must personally present the paper (whether podium or poster) at the ISB Congress.
6. Whether a paper is best suited to the YIA (Poster) or YIA (Podium) is at the discretion of the YIA Awards Committee.

Procedures YIA (Poster)

1. Papers are solicited for this competition with the call for papers for the ISB Congress. For this purpose a check box is used on the abstract form where the first author can indicate that he/she wants to enter the competition for the YIA and fill out their date of birth.
2. The scientific committee that reviews all abstracts submitted for the Congress, nominates the 10 best scoring papers for poster presentation.
3. The nominated abstracts are transferred to the ISB Awards Officer who takes over from there.
4. A jury of minimally seven (7) members is selected by the ISB Awards Officer from the ISB membership. The jury evaluates the abstracts and the candidates are ranked 1-10, with the top five to be judged at the Congress.
5. The candidates are informed about their nomination.
6. The five nominated posters are scheduled in one and the same poster session, which takes

place before the last day of the Congress.

7. A conference jury (selected by the Awards Officer and comprising some or all of the abstract judging jury) evaluates and rank the poster presentations.
8. The jury selects the winner of the YIA for poster presentation based on a final majority vote.

Time schedule

Date	Task
Congress abstract deadline	Abstracts submitted to the Conference Secretariat
4-5 months prior to Congress	Top 10 abstracts submitted to ISB Awards Officer by Conference Secretariat
As soon as possible (to allow Congress program to be finalized)	Selection of five (5) best scoring abstracts by YIA jury
As soon as possible	Notification of the nomination
Congress	Final decision and presentation of the Award

Procedures YIA (Podium Presentation)

1. Papers are solicited for this competition with the call for papers for the ISB Congress. For this purpose a check box is used on the abstract form where the first author can indicate that he/she wants to enter the competition for the YIA and fill out their date of birth.
2. The scientific committee that reviews all abstracts submitted for the Congress, nominates the 10 best scoring papers for podium presentation.
3. The nominated abstracts are transferred to the ISB Awards Officer who takes over from there.
4. A jury of minimally seven (7) members is selected by the ISB Awards Officer from the ISB membership. The jury evaluates the abstracts and the candidates are ranked 1-10, with the top five to be judged at the Congress
5. The candidates are informed about their nomination.
6. The five (5) nominated presentations are scheduled in a plenary session that takes place before the last day of the Congress.
7. A conference jury (selected by the Awards Officer and comprising some or all of the abstract judging jury) evaluates and ranks the podium presentations.
8. The jury selects the winner of the YIA for podium presentation based on a final majority vote.

Time schedule

Date	Task
Congress abstract deadline	Abstracts submitted to the Conference Secretariat
4-5 months prior to Congress	Top 10 abstracts submitted to ISB Awards Officer by Conference Secretariat
As soon as possible (to allow Congress program to be finalized)	Selection of five (5) best scoring abstracts by YIA jury:
As soon as possible	Notification of the nomination
Congress	Final decision and presentation of the Award

Clinical Biomechanics Award (CBA)

Sponsor

Clinical Biomechanics, Elsevier Science Ltd. (USD \$1250).

Award

1. The winning paper is published as the ISB Clinical Biomechanics Award paper in Clinical

Biomechanics (subject to a normal peer review process if required).

2. The first author of the winning paper receives a certificate and a monetary award of USD \$1,250.

Requirements

1. Any scientist may submit a paper for the award, except the members of the ISB Executive Council and members of the Clinical Biomechanics Award jury.
2. The paper must be entirely original, not published at the time of the ISB Congress nor submitted for publication to any journal or book other than Clinical Biomechanics.
3. The candidates must be members of the ISB.

Procedures

1. Papers are solicited for this competition with the call for papers for the ISB Congress. For this purpose a check box is used on the abstract form where the authors can indicate that they want to enter the competition for the Clinical Biomechanics Award.
2. The scientific committee that reviews all abstracts submitted for the Congress nominates five (5) best scoring abstracts.
3. The nominated abstracts are transferred to the ISB Awards Officer, who takes over from there.
4. The candidates are informed about their nomination and are solicited to submit a full manuscript.
5. The jury consist of five (5) members: The Editor of Clinical Biomechanics, the President, Past-President and President-Elect of the ISB, and the ISB Awards Officer.
6. The jury members evaluate and score the manuscripts.
7. The manuscript that receives the best scores is selected as the winner.
8. The authors of the submitted manuscripts are notified of the decision.
9. The first author of the winning paper is invited to give an oral presentation of the winning paper at the ISB Congress in a plenary session.

Time schedule

Date	Task
Congress abstract deadline	Abstracts submitted to the Conference Secretariat
5 months before Congress	Notification of the nomination
4 months before Congress	Submission of full manuscripts to jury chairman
As soon as possible	Decision and notification
Congress	Presentation of the Award

Promising Scientist Award (PSA)

Sponsor

Motion Analysis Corporation (USD \$5,000).

Award

1. The winner receives a certificate and a monetary award of USD \$5,000 to be used for scientific purposes.
2. The winner is invited to give a plenary presentation at the ISB Congress in the year they receive the award. The presentation should be an account of the research that formed the basis

of the winner's application. The registration fee for that Congress is waived.

Requirements

1. The award is to recognize superior research performed in a single area of Biomechanics.
2. The candidates must be members of the ISB.
3. The candidates must have been awarded a PhD but not be more than 5 years post-PhD.
4. Each candidate must identify at least two (2) first author full articles in peer reviewed scientific journals that he/she has written in a single area of Biomechanics and provide interpretative summaries describing the contribution of each article.

Procedures

1. Applications are solicited for this award with the call for papers for the ISB Congress, and also by sending an e-mail to each individual ISB member.
2. The jury consists of four (4) members: The Editor of Clinical Biomechanics, the editor of the Journal of Biomechanics, the editor of the Journal of Applied Biomechanics and the ISB Awards Officer.
3. The jury members evaluate and score the articles and the summaries.
4. The candidate who receives the best scores is selected as the winner.
5. The applicants are notified of the decision.

Time schedule

Date	Task
Congress abstract deadline	Application, CV and interpretive summaries submitted to ISB Awards Officer
As soon as possible	Decision and notification
Congress	Presentation of the Award

Follow-up

The PSA recipient is required to provide the Executive Council with a full report on the funded activity. The recipient is also required to provide the Executive Council with a short biography together with a photograph, appropriate for publication in the ISB Newsletter and suitable for uploading on the ISB web-site.

Emerging Scientist Award (ESA)

Sponsor

Professor Carlo De Luca (USD \$2,500 in 2011; +7% increase compounded for each subsequent ISB congress, rounded to the nearest \$100).

Award

1. The winner receives a certificate and a monetary award of USD \$2,500 in 2011 (+7% increase compounded for each subsequent ISB congress, rounded to the nearest \$100), to be used for scientific purposes.
2. The winner is invited to give a plenary presentation at the ISB Congress in the year they receive the award. The presentation should be an account of the research that formed the basis of the winner's application. The registration fee for that Congress is waived.

Requirements

1. The award is to recognize excellence in graduate research in the area of motor control and electromyography.
2. The candidates must be members of the ISB.
3. The candidates must be at a very early stage of their scientific careers in Biomechanics (i.e. must not have received their PhD degree before the previous ISB Congress; that is, their PhD must not have been obtained prior to August 1, two years before the ISB Congress at which the award will be presented). Current graduate students – including MSc level students, are also eligible.
4. Each candidate must provide an up-to-date curriculum vitae and identify at least two (2) first author, full articles which have been published in peer reviewed scientific journals that he/she has written in the area of motor control/electromyography and provide interpretative summaries describing the contribution of each article. They must also submit an abstract, in the area of motor control/electromyography to the ISB Congress organisers.

Procedures

1. Applications are solicited for this award with the call for papers for the ISB Congress, and also by sending an e-mail to each individual ISB member.
2. The jury consists of four (4) members: All members must be senior researchers within the area of motor control and electromyography, and are typically drawn from the Editorial Board of the Journal of Electromyography and Kinesiology and the ISB Awards Officer.
3. The jury members evaluate and score the curriculum vitae and articles.
4. The candidate who receives the best scores is selected as the winner.
5. The applicants are notified of the decision.

Time schedule

Date	Task
Congress abstract deadline	Abstracts submitted to the Conference Secretariat
Congress abstract deadline	Application, curriculum vitae and articles submitted to ISB Awards Officer
As soon as possible	Decision and notification
Congress	Presentation of the Award

Follow-up

1. The ESA recipient is invited to give an oral presentation at the ISB Congress, based on the abstract they have submitted to the ISB Congress, in the year they receive the award.
2. The recipient should also provide the Executive Council with a summary report that is appropriate for publication in the ISB Newsletter, together with a photograph and a biography that is suitable for uploading on the ISB web-site.

OPERATING CODE FOR THE TECHNICAL GROUPS OFFICER

The Technical Groups Officer is an elected member of the Council and appointed by the President of the Society for a two (2) year term of office. The Technical Groups Officer is responsible for all matters related to Technical and Working Groups of the ISB and reporting to the Council and the membership on such matters. Technical groups of the Society are created for the purpose of advancing knowledge in a specialized area, or on a specific topic within the field of Biomechanics

(Article 9.1).

Specific duties include:

1. Oversee the establishment of new Working Groups.
2. Guide the establishment of new Technical Groups. Members of the Society who have worked together informally to advance knowledge in a specialized area, or on a specific topic, for a period of at least four years (during which they may be referred to as a Working Group) may submit an application to the Executive Council for their group to be designated as a Technical Group of the Society (Article 9.2).
3. Process applications for designations as a Technical Group. Applications for designation as a Technical Group of the Society shall be decided on a majority vote of those members of the Executive Council present at the meeting for which the formation of the group has been proposed as part of the circulated agenda (Article 9.3).
4. Report to the Council and the General Assembly on the activities of both Working and Technical Groups, including keeping up-to-date records of contact details for each group.
5. Ensure that the Chairperson of each Technical Group, or a person designated by him or her, presents, in person, a written report of the activities of the Technical Group to the Executive Council of the Society, at the time of each Congress (Article 9.8).
6. Communicate with the Technical Groups to ensure that their scientific meetings are conducted according to the Guidelines for the Technical Group & Working Group Scientific Meetings, as described below, and according to Article 9.6 of the Constitution.
7. Oversee the process to disband a Technical Group, if this has been recommended by the Executive Council. Technical Groups may be disbanded by the Executive Council of the Society when, through failure to meet the obligations of any of the clauses of Article 9 of the Constitution, or for other reasons, they cease to serve the best interests of the Society (Article 9.9).
8. At the end of his/her term, this Officer will pass to the incoming officer all relevant material and instruct him or her about pending matters.

Guidelines for the Technical Group and Working Group scientific meetings

Technical Group and Working Group Scientific Meetings are considered to be subordinate to an ISB Congress, which has the precedence in decisions concerning possible conflicts. Only Technical Groups and Working Groups of the ISB are entitled to organize such scientific events, provided prior approval for such meetings is obtained from a committee consisting of the President-Elect, President (Chairperson) and Past-President of the Society (Article 9.6).

Application

Groups shall plan and conduct Technical Group & Working Group Scientific Meetings, provided that prior approval for such meetings is obtained from the Technical Groups Officer and ultimately from the ISB Council. To this purpose groups must submit a proposal to the Technical Groups Officer at least 12 months prior to the event.

Dates and Venues

Technical Group and Working Group Scientific Meetings can be held anytime deemed suitable by the relevant Technical Group or Working Group. However, the Scientific Meeting must end prior to the starting date of an ISB Congress and associated pre-Congress Tutorials or begin later than the end of the ISB Congress. The time lag must be sufficient for the participants to comfortably displace themselves from one venue to the other.

Financial support

Technical groups can apply for a loan of up to USD \$5,000 from the ISB for organization of a scientific meeting. No other financial commitment of the Society is admitted. When granted, the loan must be reimbursed, without interest, no later than three (3) months after the end of the Congress.

Liaison with the ISB Congress organization

If held in conjunction with an ISB Congress, the groups involved in the organization of a Technical Group or Working Group Scientific Meetings must collaborate with the ISB Congress organizers and Technical Groups Officer of the ISB Council to ensure all meetings complement each other.

OPERATING CODES FOR THE STUDENT REPRESENTATIVE TO THE COUNCIL

The Student Representative shall be elected by the ISB membership every two (2) years from the student members of the Society. Student members of ISB include full time students in an academic program related to Biomechanics (Article 3.5). Elections for the Student Representative will be held at the same time as that for Council members and election shall be by secret ballot (Article 6.3.1). In the event of a tie in the elections, the President shall have the casting vote. The Student Representative will serve for a single term of two (2) years. This member will be a voting member of the Council.

Specific duties include:

1. Maintain a list of student members, working with the ISB Treasurer, and maintaining contact with all students on matters related to the ISB.
2. Work with the Informatics Officer to maintain and moderate a section of the ISB web-site for student matters and efficient communication between students. Regularly check any other section(s) of the ISB web-site that are related to this portfolio to ensure that all information is accurate and up-to-date, and liaise with the Informatics Officer to ensure these sections of the web-site are properly maintained.
3. Ensure all student members are informed of the Student Grant deadlines, Congress meeting places and dates, location and dates of all satellite symposia, workshops and seminars, and important facts for students to know about Society function.
4. Provide a “chat room” or other appropriate forum for student interactions on the web-site.
5. Work with Council members to attract new members to the Society.
6. Organize, together with the Congress organizers, a student meeting at the biennial Congress, such as a luncheon, with invited senior members of the Society to attend.
7. Maintain communication with student members of the Society related to possible student meetings at the biennial Congress to discuss student concerns and development of student chapters.
8. Maintain communication with the Affiliate Societies Officer and the Economically Developing Countries Liaison Officer on matters related to student members in these Affiliate Societies and Economically Developing Countries.
9. Assist the Past-President in soliciting nominations for the next Student Representative.

The Student Representative is entitled to receive a proportional amount of reasonable costs they incur in attending the Council meetings, as agreed to by the President.

OPERATING CODE FOR THE ISB CONGRESS ORGANIZER

Congress Organizer

1. The Congress organizer will plan, organize and conduct the Congress under the supervision of the President-Elect, with guidance from the President, Past-President and Executive Council and adhering to the points listed below.
2. The Congress organizer will report on the status of the organization to the Executive Council during its meetings or whenever he/she is asked by the Council.
3. The Congress organizer will appoint as many committees as he/she deems necessary. These will include a local responsible person to assist with the organization of the logistics for the Pre-Congress tutorials who will collaborate with the ISB Congress Tutorial Officer; a local liaison person for the Awards who will collaborate with the ISB Awards Officer; and a local liaison person for the ISB business meetings to be held just prior and during the Congress (Executive Council meetings, ISB General Assembly, Working and Technical groups meetings).
4. The Congress organizer is encouraged to organize joint sessions with other relevant societies, such as an ISB-ISEK (International Society of Electromyography & Kinesiology) joint session.

Dates of the Congress

ISB Congresses are normally held during June, July or August of odd years. However, dates may be changed, with approval of the Executive Council, when considering circumstances unique to the local site organizers.

Denomination of the Congress

1. The Congress is named the "N Congress of the International Society of Biomechanics", with N in Roman numerals (Note: "N" rather than "Nth"; in 2011 the XXIII Congress was held).
2. The Congress may be held in collaboration with a local Institution.

Next site proposals

1. A call for proposals is published in at least two (2) issues of the Newsletter four (4) years in advance.
2. Proposals should be written in the format indicated in the Call and described in the Guidelines for Applying to Host an ISB Congress. Completed proposals should be submitted to the President-Elect. Each short-listed applicant team will then be invited to present a 30 minute summary of their bid to the Executive Council.
3. One proposal is approved by the Executive Council. The Congress organizer, or their delegate, will then be appointed to the Executive Council at least three (3) years in advance of the Congress.

Loan

The Congress organizer may apply for a loan from the ISB up to a maximum of USD \$20,000 as start-up funds. No other financial commitment of the Society is admitted. When granted:

1. The loan must be reimbursed, without interest, no later than three (3) months after the end of the Congress.
2. 50% of any profit from the congress will be shared with the ISB.
3. The congress organisers must take out loan insurance.

Congress fees

A financial member of the ISB is a member whose fees are paid in full. In setting the registration fees for the meeting, the organizers should follow these guidelines:

4. The target registration fee for financial members should be approximately USD \$650.
5. There must be a differential fee for financial members with non-members paying at least 15% more than financial members.
6. During registration, non-members must be given the option of a free 1-year ISB membership. The fee differential for those registrations should be paid to ISB after conclusion of the congress.
7. All individuals from “Emerging and Developing Economies”, as defined in the most recent IMF World Economic Outlook(<http://www.imf.org/external/pubs/ft/weo/2010/01/weodata/groups.htm#oem>), plus Cuba and North Korea, qualify for the same registration fee as ISB financial members. Upon request the ISB can provide additional financial support to members of economically developing countries to attend a congress. The ISB encourages the Congress organization to do the same.
8. There shall be a lower registration fee for students of at least a 30% reduction of the ISB financial member rate.
9. There shall be no registration fee for ISB Honorary members, who are listed on <https://isbweb.org/members/member-directory>. These fees will be met by the ISB.

Printed material

All printed material will carry the official logo and name of the Society. The printed material will include:

1. First Announcement.
2. Final Announcement and call for papers.
3. Book of Abstracts or similar format deemed suitable (such as a CD or online publication of Abstracts). The abstracts must be written in English and consist of two (2) A4 or Letter size pages. Suggested format is two columns, single spaced, with a character size at 12 points, using Times typeface. The title (in capital letters), authors' names and affiliations must be left justified. One blank line must be left after the title and the authors' names and affiliations.
4. A special issue of an affiliated journal carrying the Wartenweiler lecture, the Muybridge Award lecture, and Keynote lectures. The Wartenweiler Lecturer will be selected by the Congress organizers and communicated to the Awards Officer of the ISB. The Congress organizer will act as guest editor for all manuscripts associated with the invited lectures. He/she may appoint other co-editors to assist with this process.
5. The preferred publication is the Journal of Biomechanics with which the ISB has a standing agreement. The Congress organizer may negotiate with another journal only after consulting with the Executive Council.

Abstracts and copyright

On the abstract submission form, the corresponding author will be required to check a box with the text "I agree with the copyright policy of the Congress." "copyright policy" should hyperlink to a document, or a section in a more general document with submission guidelines, which states:

Copyright Policy

By submitting the abstract, all authors confirm that: (1) they own the copyright and have not used copyrighted material without permission, and (2) the abstract has not been previously published or submitted elsewhere.

By submitting the abstract, the authors transfer their copyright to the International Society of Biomechanics (ISB) pending acceptance of the abstract for presentation at the conference. In return, the ISB grants permission to the authors and to the Congress to publish the abstract in online repositories, provided that the abstract, and any reference to it, clearly identifies the ISB and the Congress where the abstract was presented. The authors also have permission to submit the work for journal publication.

The copyright will be returned to the authors if the abstract is withdrawn before it is included in the proceedings.

Deviation from these guidelines requires approval from the committee of presidents.

The ISB should be clearly identified on the proceedings pages.

There should be a deadline for withdrawal of abstracts. We suggest that at least one author is required to have registered and paid before this deadline.

Papers that have not been presented at the conference will not be included in the official proceedings.

Hospitality

The Congress organization will provide the ISB with the following hospitality services:

1. Meeting room for two (2) Executive Council meetings (at the Congress organization expense).
2. Refreshments during these meetings (normally at the ISB expense).
3. Congress registration fee, accommodation and travel expenses for the Wartenweiler Memorial lecturer (at the Congress organizer's expense).
4. Congress registration fee, accommodation and travel expenses for the Keynote Speakers (at the Congress organizer's expense).
5. Congress registration fee, accommodation and travel expenses for the ISB President (at the Congress organizer's expense). The ISB President will deliver a President's Lecture, traditionally held just before the closing ceremony.
6. Hotel reservations for the Council members (at each member's expense), will be made by the ISB Treasurer and is not the responsibility of the Congress organizers.

ISB responsibilities

The ISB will be responsible for payment of the following awards presented at the biennial ISB Congress:

1. Congress registration, accommodation and travel expenses for the Muybridge Awardee.
2. Congress registration fee for the author who is presenting the Clinical Biomechanics Award paper.
3. Reimbursement of the Congress registration fees paid by the Young Investigator Awards winners (both YIA Podium and YIA Poster).
4. Reimbursement of the Congress registration fees paid by the Promising Scientist Award winner.

5. Reimbursement of the Congress registration fees paid by the Emerging Scientist Award winner.
6. ISB Honorary members shall be invited, by the President, to attend the Congress and shall have the registration fee waived (Article 8.3) at the expense of the ISB.

Pre-congress tutorials

The Congress organizer shall organize pre-congress tutorials in close collaboration with the ISB Education & Tutorial Officer. If the Congress organizer is not willing to take this responsibility, then the Tutorials will be organized directly by the ISB Education & Tutorial Officer on behalf of the ISB Executive Council. In this event the Congress organizer will make the following facilities available:

1. Adequate rooms (normally at the Congress organizer's expense).
2. Coffee breaks (normally at the ISB's expense).
3. Registration desk facility (normally at the Congress organizer's expense – personnel may be provided by the ISB).
4. Arrangements to videotape the tutorials (normally at the ISB's expense). Guidelines for the format of the videos will be provided by the Education and Tutorials Officer and the Informatics Officer to ensure the videos are suitable to be uploaded on the ISB web-site.

In addition, the Congress Announcement will carry the announcement of the tutorials. The registration and the fees for the tutorials will be collected by the Congress organization. If the tutorials are organized jointly by ISB and the Congress organizers, the balance between the income and the expenses will be equally divided between the Congress organizers and the ISB [Note: \$8000 should be subtracted (and paid to ISB) before the profit is shared in order to cover the honorariums that ISB will pay to the tutorial lecturers]. If the Congress organizer is not willing to take on the responsibility, all profits will go to ISB. The Congress organizers are not required to offer the tutorial lecturers a free registration.

Administrative meetings

The Congress organization will provide rooms for:

1. At least two (2) hours, with no other event in parallel, for the General Assembly meeting of the ISB in the course of the second or third day of the Congress.
2. At least one (1) hour, with no other event in parallel, for the Working and Technical Groups business meetings.

ISB sponsors

1. The Congress organization will permit insertion of promotional material in the pack of delegates free of charge to those companies with whom the ISB has agreed to do so (that is, sponsors of ISB), as well as visibility of the sponsors in printed and electronic materials, where appropriate.
2. The Congress organization will ensure the following are provided to sponsors of ISB, at ISB's expense:

Platinum Member	Gold Member	Silver Member	Bronze Member
Three (3) free registrations to ISB	Two (2) free registrations to ISB Congress	One (1) free registration to ISB Congress	---

"Free" exhibition booth at ISB Congress, capped to USD \$4,000*	"Free" exhibition booth at ISB Congress, capped to USD \$3,500*	---	---
Choice of available exhibition and parking locations	---	---	---

- First choice of exhibition booth should be offered to Platinum sponsors, followed by Gold sponsors, and in discussion with the ISB Treasurer.
- Sponsors of ISB awards should receive a free registration for the one day when the award is presented, if they request it.

Advertisements

The Congress organizers may advertise the Congress free of charge in the ISB Newsletter, on the ISB web-site, and with those Publishers with whom the ISB has agreed to do so.

Financial relationship

The Congress will have no financial obligations to the ISB, other than those that have been mentioned above. The Congress may make a profit and use it as they wish. In previous years, Congress organizers have often offered (in the written proposal) to share profits with the ISB and this is encouraged.

ISB Booth

The Congress organizers will provide the ISB officers with a booth in the Congress registration area for the purpose of advertising the ISB activities and collecting membership applications.