



RDA Plenary Meeting Guidelines

Researchers and innovators openly share data across technologies, disciplines, and countries to address the grand challenges of society

www.rd-alliance.org

The RDA Plenary meeting is the twice-annual meeting where the members¹ of the RDA meet to discuss possible new topics, hold working and interest group meetings, and to conduct RDA business. These plenary meetings serve as important milestones in the life of working and interest groups, especially in terms of achievements and outputs. Furthermore, the RDA coordination groups such as the Council, RDA Funders Forum, Technical Advisory board, Organisational Assembly, Organisational Advisory Board, Secretariat and other RDA committees also take advantage of these face-to-face opportunities to interact with members on the current state, progress, achievements, and future plans.

TABLE OF CONTENTS

1	Plenary Meeting Overview	2
2	Dates	3
3	Tender Submission Procedure	3
4	Plenary Meeting Organisational Structure	3
5	Venue & Facilities	4
6	Branding, Communications & Media	7
7	Registration	8
8	Local Staff Support	10
9	Audio Visual, Streaming & Remote Participation.....	10
10	Other	11
11	Costs & Financial Details	11
12	Tender Submission Outline	15
13	Annex RDA Endorsement and Logo Usage Guidelines.....	16

¹ <https://rd-alliance.org/about-rda/who-rda.html>

1 Plenary Meeting Overview

Hosting an RDA Plenary Meeting is a possibility for any country/region/organisation and selection of region and venue is based on a bidding procedure.

The meetings are held twice a year, usually in March and in September and cover a 2,5 to 3 day programme (ideally (but not necessarily) with the main Plenary Meeting Programme beginning on a Wednesday & finishing on a Friday) with co-located events and coordination meetings organised before the plenary. Growth in terms of the number of delegates since the first plenary indicates that participation levels are over 500 delegates from 40 countries and increasing.

Meeting	Date	Venue	Hosted / Supported by	Delegates
Plenary 1	18-20 March 2013	Goteborg, Sweden	RDA Europe	241
Plenary 2	16-18 Sept 2013	Washington DC, US	RDA US	364
Plenary 3	26-28 March 2014	Dublin, Ireland	ANDS, DRI	497
Plenary 4	22-24 Sept 2014	Amsterdam, Netherlands	RDA Europe	555
Plenary 5	9-11 March 2015	San Diego, US	RDA US	395
Plenary 6	23-25 Sept 2015	Paris, France	RDA Europe	679
Plenary 7	29 Feb – 3 March 2016	Tokyo, Japan	RDA Japan	360
Plenary 8	15-17 September 2016	Denver (CO) US	RDA US (IDW)	580
Plenary 9	5-7 April 2017	Barcelona, Spain	Barcelona Supercomputing Center, RDA Europe	620
Plenary 10	19-21 September 2017	Montréal, Canada	Research Data Canada & Université di Montréal	430
Plenary 11	21-23 March 2018	Berlin, Germany	German Research organisations, RDA Europe	660
Plenary 12	5-8 November 2018	Gaborone, Botswana	International Data Week organised with CODATA & WDS	
Plenary 13	2-4 April 2019	Philadelphia, US	RDA US / North America	

Tentative schedule for future plenaries:

Meeting	Date	Hosted / Supported by
Plenary 14	Sept/Oct 2019	Possibly organised in Europe
Plenary 15	March 2020	Possibly organised in Asia / Oceania
Plenary 16	Sept 2020	Possibly organised in North /South America
Plenary 17	March 2021	Possibly organised in Europe

2 Dates

RDA plenaries are typically organised in March/April & September/October each year. It is important to try to avoid public and religious holidays as much as possible.

3 Tender Submission Procedure

Tenders are invited from organisations, agencies and countries worldwide. Bids, where relevant and feasible, should be prepared in agreement with the RDA Regional representative and have support from leading organisations in the region together with demonstrated connection with RDA.

4 Plenary Meeting Organisational Structure

4.1 Plenary Meeting Committees

The local host may choose what committees to set up, i.e. Programme Committee (PC), Organising Committee (OC), etc. and at least one representative from each of the RDA Coordination groups must be included in these committees.

4.2 RDA Coordination Group involvement

The RDA Secretariat provides communications, web and organisational support for the plenary meetings and Yolanda Meleco² is the official Secretariat Liaison for all Plenary Meetings and should be an official member & co-chair of the Organising & Programme Committees. RDA also recommends that the PC chair or another member of the PC from the previous & future (if already identified) plenary meeting be involved in the PC.

4.3 Plenary Programme & Scheduling

The Plenary Meeting programme, while the responsibility of the Programme Committee, should include a series of RDA organisational presentations and should be circulated to the RDA Secretariat and TAB for feedback and discussion before being made public. Each day should have at least 1 plenary session for a duration of 90 – 120 minutes and scheduling should allow for different plenary presentations, including but not limited to:

- Welcome addresses Local, regional and / or national dignitaries, government representatives or local hosts with addresses lasting 10 minutes' maximum each;
- Keynote presentations with scientific or socio economic focus of relevance to RDA (maximum 2) lasting at the very most 45 minutes including Q&A;
- RDA recommendation, output & adoption highlights / demos (number and duration based on recommendations being showcased at the time of the plenary in question);
- RDA Business: report to members from Secretariat, TAB, OAB & Council (30-45 minutes)
- Joint WG / IG plenary sessions (45-60 minutes) the definition of those will be part of the breakout programme proposed and managed by the Secretariat & TAB;

² Yolanda Meleco – melecy[at]rpi.edu



- RDA funder / policy panel (45 minutes) focusing on RDA regional government representation;
- Future plenary announcements (10 minutes per plenary) & Closing remarks (15 minutes) in the Final closing Plenary session.

4.4 Plenary Structure

Local organisers are encouraged to propose new and innovative structures of the plenary meetings, the results from the previous meeting's survey should be analysed to understand if there were specific requests from the participants. Ample time and space should also be considered for the Working and Interest group and Birds of a Feather meetings as well as the joint group sessions.

4.5 Poster Areas

Poster sessions for RDA Working Groups, Interest Groups, and Birds of a Feather as well as RDA support programmes and associated initiatives should be organised over the course of the meeting. At least 30 poster spaces should be made available during the meeting and must be located in an area where catering is served to ensure visibility. RDA strongly encourages the local hosts to incorporate the poster session into a social / networking event organised at the conference venue over the course of the plenary meeting.

4.6 Exhibition / Demo Stands

Facilities for exhibition and / or demonstrations stands are welcome and can be offered as a benefit to sponsoring organisations or opened as a call to RDA members to demonstrate the working group outputs or other related initiatives. These stands should be in a central location at the meeting.

4.7 Networking Opportunities

Opportunities for plenary participants to network in informal and social surroundings must be included in the planning of the meeting. This includes pre-dinner cocktails, entertainment, dinners, breakfast meetings in addition to the coffee and lunch breaks.

5 Venue & Facilities

5.1 Venue

The plenary meeting venue should have a capacity of between 500 to 800 participants, be in an accessible location well connected to the local transport system and have an international airport with excellent global connections within a short distance.

5.2 Facilities

The venue should offer facilities for 1 large plenary (at least 500 participants), at least 12 parallel breakout meeting rooms of varied sizes (20-50 and 50-150) participants per meeting, 3-4 board rooms for 15-25 people, registration area, poster & demo areas and catering / networking facilities (as described above). Where possible venues with central networking areas are strongly preferred offering participants an opportunity to meet, and interact. 3-4 meeting rooms with different capacities should

be available for 1-2 days before³ and after the plenary meeting for RDA meetings for RDA coordination meetings, one of which should be able to host 150 participants.

5.2.1 Catering

The hosts should, as a minimum requirement, factor in morning & afternoon coffee breaks, lunches for all days of the meeting and at least one social event (cocktail or dinner according to budget possibilities). Desirable additional catering services are breakfast, all day coffee and water stations, further networking options (cocktails, dinners, parties, etc.).

During registration participants are invited to indicate any eventual special dietary requirements e.g. vegetarian, vegan, gluten-free, lactose-free, nut allergies, etc., local caterers will be provided with a list of these dietary requirements. Special dietary requirement stations or distribution points during the catering should be set up. Ideally all ingredients should be clearly listed beside the food being served.

5.2.2 Social Dinner & Networking Reception

Local organisers should organise the social dinner and reception and both events must be able to accommodate all participants. Fees to subsidise the cost of organising the social events may be charged in addition to the registration fee (see section 11.1.6)

5.2.3 RDA pre- & post- Plenary meeting rooms

As part of the bid, local hosts should include the costs for rooms and catering services to cover the following meetings which are organised before or after the Plenary meeting:

Meeting	Duration	Approx Participants	Catering required	Pre / Post
RDA Council	Up to 1 full day	20 - 25	Coffee & lunch	Pre
RDA Funders Forum	4-5 hours	50	Coffee & lunch / reception	Pre
RDA Secretariat	1 full day	15	Coffee & lunch	Pre
RDA TAB & WG / IG Chairs	4 hours	100+	Coffee	Pre
RDA for Newcomers	2-3 hours	100 - 200	Coffee / cocktail (if feasible)	Pre
Women in RDA Networking	1-2 hours	200+	Breakfast or cocktail on Day1	Day 1
RDA OA & OAB meeting	2-3 hours	65	Coffee	Post (usually PM directly after Plenary meeting finishes)
RDA TAB Debrief	4 hours	20	Lunch & Coffee	Post (usually PM directly after Plenary meeting finishes)

³ Dependent on when the first day of the RDA plenary is, e.g. Monday & Tuesday for a Wednesday start.



Any other RDA “business” meetings are an integral part of the breakout session programme and are managed by the Secretariat & TAB.

5.2.4 Accessibility

All venues should cater for participants with reduced mobility, requiring wheelchair access. Any eventual caveats to smooth accessibility (use of different access points, limitation on meeting room access, etc.) should be communicated to the Plenary OC in order to facilitate access to participants with reduced mobility.

5.3 Wifi

A stable, reliable and robust internet service is required. It should have multiple access points and be able to support at least 2 devices per participant and coverage should be throughout ALL conference facilities / venues.

5.3.1 Basic technical assumptions⁴ include:

The number of attendees/participants in the RDA Plenary is estimated to be around 500. It is very common nowadays that the number of wireless devices are not one to one, that is one wireless device for one individual. In most cases, there are three wireless devices per participant, i.e. one primary device such as netbook or laptop, a tablet and one smart phone (either iPhone, Android based, Windows OS, etc.).

It is anticipated that not all participants will carry two devices but the majority will (and some of the participants will carry more than two – usually a laptop, a PDA and a smart phone). These assumptions raise the number of distinct wireless devices distinguished by different MAC Address to reach the number of 1500 devices (that is 500 x 3). Out of this potential number of 1500 wireless devices 70-80% of users are estimated to have their WiFi switched on and no more than 50% of these devices will be active at the same time (phones usually have a timeout in their wireless after which they shutdown). Therefore:

$500 \text{ attendees} * 3 \text{ Wireless Devices/attendee} = 1500 * 0.75 = 1125 * 0.5 = 560 \text{ concurrent devices.}$

In addition, the requirement for the Minimum Acceptable per Connection Bandwidth (BW) is 1 Mbps per device therefore 560 Mbps will be the total bandwidth consumed if all connected devices were consuming the bandwidth simultaneously. In addition to this bandwidth we should add an additional 100 Mbps of traffic generated by specific exhibitors that will be sharing hidden SSID(s). In general, the wireless devices will be “scattered” in the Venue.

Assuming a mixed pattern of 802.11g & 802.11a clients a cell yields an aggregate throughput of 25 Mbps of bandwidth per radio approximately. As each of the Access Points used will support dual radios, a number of 40 devices per AP will be supported for the average aggregate 1 Mbps per client throughput. Taking under consideration the fact that frequency reuse will be active the number of

⁴ Source: GRNET S.A.



concurrent devices in a given location will be multiplied by the number of APs deployed in the specific location.

For each WiFi cell that will be created the following stand true:

- All cells will be mixed service cells, as they will be servicing both 11n clients as well as legacy 11a/g clients. This mixture is not optimal but it is the only way to serve legacy devices as well as 11n devices together.
- In the same way, 11b client devices will not be supported as the throughput will suffer significantly with the presence of old 11b clients.
- For 11n clients the channel bandwidth will be kept to 20 MHz instead of 40 MHz in order to be able to reuse more WiFi channels in both the 2.4 GHz and the 5 GHz band.

5.4 Power

Multiple power points and charging stations should be available in all meeting rooms, networking areas and plenary meeting facilities.

5.5 Co-located Events

Hosts are encouraged to support the organisation of collocated events around (but not in conjunction with) the RDA plenary meeting and agree an appropriate financial support model (commission fee for organisation, facilitating organisation at no extra cost to organisers, etc.) directly. Co-located events should be of direct relevance to RDA and all co-located events should be discussed and approved by the Programme Committee before official acceptance. Priority should be given to relevant applications from plenary host organisations, RDA organisational members and RDA affiliates.

6 Branding, Communications & Media

The plenary meeting main organiser is RDA with the *support of* and *co-organisation of* by other organisations and all communications should clearly indicate all organisers and supporters. Communications about the plenary meeting must include the RDA logo, links to both the RDA web site and plenary meeting pages and where appropriate state clearly the RDA mission statement and / or vision:

VISION: “Researchers and innovators openly share data across technologies, disciplines, and countries to address the grand challenges of society”.

MISSION: “RDA rapidly builds the social and technical bridges that enable open sharing of data.”

6.1 RDA Branded Material

RDA will supply branded RDA pop-up / roll-up banners, flyers and posters to be used at the event. Support and contributions on the promotional texts, articles, and news pieces will be provided by the RDA secretariat.



6.2 Event Branding

RDA will support the hosts in defining a brand image for the meeting to be used in all promotional material leading up to the event and during the plenary itself. This includes a logo, PowerPoint template, flyer and poster design. The design should be included on the badge, programme and any other material produced for distribution at the meeting.

6.3 Delegate Packs

Hosts should cover the costs of documentation for the delegates, including badges, lanyards and hand-outs. To keep paper to a minimum, RDA plenary meetings provide a badge, holder, lanyard and printed programme outline (supplied in the badge) to each delegate and the costs should be covered in the budget. Hosts are free to provide delegate bags, notepads, pens, USB keys and other items that are sponsored directly or paid for from surplus budget. The cost of these items should not be included in the event budget.

6.4 Other Documents

Chair documents for the plenary sessions including the speaker line-up, presentation details, bios and other relevant information should be prepared and distributed to the plenary chairs prior to the event in electronic form and at the start of the event in paper form.

6.5 Signage

Posters, logos, lectern signs, breakout room signs, plenary speaker name places, daily programme signs and posters, etc. should be produced by the hosts. All signage should be of adequate size and visibility in the venue.

6.6 Press & Media Partnerships

Hosts are encouraged to arrange partnerships with local, national and international press and media to cover the meeting. Press packs and press conferences can be organised in close collaboration with RDA Secretariat & Communications Liaison⁵. Press briefings and releases are prepared by RDA.

6.7 Social Media

Dynamic and innovative ways of leveraging on social media coverage of the meeting is encouraged, for example twitter walls, slide share presentations, social media curation, etc. Engaging with local universities or colleges with Social Media study programmes is a good way to identify volunteers to work on this activity as part of their course work. RDA has its own social media accounts that are managed directly by RDA Secretariat & Communications staff.

7 Registration

The RDA web platform (rd-alliance.org) provides all the facilities needed to manage registrations (except the payment gateway – see below). Registration fee management and on-line payment is

⁵ <https://www.rd-alliance.org/groups/rda-secretariat.html>

covered under the financial section below. Use of an external web site is not permitted for the following reasons:

1. RDA plenary meetings are for members and therefore all participants register as members to RDA and accept the guiding principles⁶ in the event of an external system being used then some mechanism for having the participants who are not already members sign up should be put in place
2. RDA Plenary meetings give web traffic & visibility and many of the WGs & IGs work directly on the web platform during the event, moving participants between 2 separate web platforms would be confusing
3. RDA Plenary meetings should create awareness, engagement & visibility to RDA via the web platform
4. the RDA web platform provides real time participant lists on-line, statistics for analysing participation to tracks, social events etc. and has the added value of not asking registered members to complete their contact data once again

The web support team⁷ will provide all assistance to create, maintain and manage the plenary meeting content on the web site.

7.1 RDA Plenary Registration Database

To facilitate management of the meeting and registration fee tracking, RDA (Trust-IT as data controller) must abide to certain data privacy conditions. When people register to both the RDA platform and the event it is clearly stated that their contact details will not be divulged and shared with external sources. Therefore, details shared with plenary committees must agree to NOT reusing the contact details circulated for any other activity and must agree not to share the database with others. The participant list, including Name, Surname, Organisation & Country is published on the RDA web site once 100+ registrations are reached and can be used as a reference for providing information on participants.

7.2 Non-paying Participants

All participants, including organisers, RDA co-ordination groups, etc. are expected to pay the registration fee. A series of non-paying (free) participants (registration fee and dinner costs) should be factored in and can include:

- European Commission & Other governmental staff;
- Dignitaries & keynote presenters for plenary sessions;
- Press & Media representatives: only on a clear agreement on the media coverage of the meeting and tangible outputs;
- Student & other volunteers supporting on-site logistics;
- Other participants at the discretion of the local hosts.

⁶ <https://www.rd-alliance.org/get-involved.html>

⁷ [support\[at\]rd-alliance.org](mailto:support[at]rd-alliance.org)

8 Local Staff Support

Many different types of “on the ground” support is required at the plenary meetings:

- Registration Staff: Hosts should secure 3-4 staff to manage the registration desks at peak times (opening day and mornings).
- Breakout Meeting Staff: to manage the door sign changes, breakout participant lists, interacting with meeting chairs for support
- Social Media coverage: local social media students to write press articles, generate blogs, curate social media, etc.
- Technical Support: the venue should provide at least 2 permanent technicians to provide audio visual support in the meeting facilities
- Internet / WiFi: an official representative of the internet provider should be available on-site at all times during the meeting and in particular during the first day.

9 Audio Visual, Streaming & Remote Participation

9.1 Audio Visual Equipment

The plenary room must be equipped with projector, large screens, sound system for up to 8 speakers on a panel, lectern equipped with microphone, laptop and laser pointer and wireless microphones. Parallel breakout rooms must be equipped with projectors, screens and sound systems if needed according to the size of the room.

9.2 Live Streaming Specifications

Local hosts must organise live streaming & recording facilities of all the main plenary sessions. The organisation that provides the streaming should guarantee a high-quality audio & video stream, post event recording in mp4 and preferably edited videos - in other words that they should cut the recordings by presentation (as no one can store or look at a whole session or block of 1 hour+).

The live streaming should be configured in such a way that it does not interfere with the Plenary meeting wifi network.

An on-line chat feature to allow people following the streaming to post questions to the speakers should be foreseen. This can be one way only - i.e. watchers ask questions but there are no live interactions. A *picture in picture* view is always easier to follow remotely, this means that the viewer sees the slides and a small insert of the speaker in the corner of the frame when slides are being shown and if not then a full screen shot of the speaker with the intermittent views of the audience. From an audio point of view, all streamed sessions should be linked directly to the audio system so the quality is clear and all speakers and participants should be asked to use the microphone when they speak.

9.3 Remote Participation Specifications

Local hosts should investigate and facilitate the remote participation of RDA members & newcomers to the parallel breakouts, particularly the Interest and Working groups. RDA can provide the on-line

meeting system and the local hosts should take into consideration that the following requisites should be met to provide user friendly remote participation:

- Laptop or pc from which the meeting can be broadcast
- Audio visual system to which the broadcast pc can be connected offering good audio quality
- Hands free microphones for speaker & participants to use at all times
- Well positioned video camera that captures the meeting room and participants

10 Other

10.1 Accommodation

All plenary meeting participants will pay their own travel & subsistence. Hosts should facilitate the identification of accommodation close to the venue or within a reasonable distance and should offer a range of different hotel categories. Hosts may organise and manage accommodation requests directly or through a local agency, the costs of which should not be included in the event budget.

10.2 Photographer

A photographer covering the dignitaries, plenary sessions and networking events should be engaged and should provide digital copies of the photos to the organisers. RDA and the organisers should have full access and usage rights to these photos clearly referencing the photographer in all cases.

10.3 Event Programme App

Local organisers should consider using an existing smart device apps / mobile conference assistant to provide on-line / real time programme information to the participants. The use of such technology provides important, up-to-date information in real time and saves considerable printing costs. One example, frequently used in Europe, is Conference4Me (<http://conference4me.psnc.pl/>) developed by the Poznan Supercomputing & Networking Center, Poland.

10.4 Visibility Opportunities for RDA members & others

Opportunities like poster sessions, material distribution, elevator pitches, etc. should be organised as much as possible. RDA members, early career grant recipients and newcomers can be offered visibility to showcase their activities to the participants.

10.5 Visa Applications

It is very important to outline clearly the visa application details, provide links to the correct national organisations / bodies that provide official information and relevant forms and timelines. Host organisations should identify which local, official organisation will issue the visa invitation letter and a specific email (plenaryX-visa@rd-alliance.org) will be set-up to coordinate the visa application process.

11 Costs & Financial Details

The local host is expected to cover a large part of the event organization and costs. Costs are offset by partnerships with pertinent local organisations, registration fees and to a lesser extent by sponsorship.

Additionally, RDA provides organizational support, mainly through the secretariat. RDA retains the right to claim a portion of the registration fee to cover Plenary and related expenses (as negotiated). For the purposes of tracking, analysis and future planning, RDA should have access to the overall budget file and a final version be provided post plenary meeting for RDA records.

11.1 Registration fees

Registration fees are not intended to cover all conference costs. The host is generally expected to provide additional support through sponsorship and other means. An indicative figure of €350 per participant is a suitable amount with a late registration (no earlier than 4 weeks before the event) fee of no more than a 25% increase and an on-site registration fee increase of approx. 60% (maximum) more to cover extra administrative costs. Implementing a reasonable fee also avoids the issue of no-show registrants if no fee is applied. A cancellation policy should be clearly defined and implemented when registration is launched⁸. Hosts should consider the availability of one day and student fees as options for registration in addition to the flat fee. Local organisers may, if deemed suitable, charge an extra fee to cover the social reception / dinner costs (see 11.1.2 below for more details). A possible registration simulation is outlined below:

Registration Fee	Flat fee	One Day Fee	Student Flat fee	Deadlines
Early Bird	€350.00	€150.00	€175.00	Launch 3 months before meeting and close no earlier than 4 weeks before the meeting
Late Fee	€425.00	€200.00	€225.00	4 weeks before the event
On-site	€550.00	€250.00	€300.00	On-site only

11.1.1 Eventual Student Registration Fees

Note that strict criteria for student fee eligibility should be defined and the relevant documentation should be requested upon registration to ensure valid applications. In the case of one day passes, the local organisers should identify a process for validating and checking that the passes are used for the day in question.

11.1.2 Eventual Low Middle Income Country (LMIC) Registration Fees

Local hosts are encouraged to offer reduced registration fees for Low and Middle-Income Country participants where possible. The reference for LMIC is World Bank Data⁹.

11.1.3 Eventual Remote Participation Fee

Given the growth in number of RDA members, the different location of the plenary meetings as well as financial limitations on many members, the facilitation of remote participation is important. The

⁸ Cancellations made 28 days before the plenary meeting will receive a 90% refund. Cancellations made between 28 to 14 days of the plenary meeting will receive a 50% refund. Cancellations made within 14 days of the plenary meeting will not receive a refund. Substitutions are possible at any time. All cancellation and substitution requests must be made in writing to <insert email>.

⁹ <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>

technical requirements outlined in section 9.3 could be subsidised by charging a remote participation fee. Some suggestions (based on a survey with members) on costs are outlined below.

Remote Participation	Flat Rate
One meeting	€ 30.00
Two meetings	€ 50.00
More than 3 meetings	€ 75.00

11.1.4 Liaising on Registration Fees

Before definition and publication, registration fees and deadlines should be clearly transmitted to the RDA Plenary co-ordinator and RDA Secretary General who will interface directly for any eventual negotiation and will provide final agreement in writing.

11.1.5 Previous RDA plenary Fees

The table below gives an overview of the previous registration fees charged. They should be used as indicative figures only. RDA strives to maintain a low registration fee for members to attend as they already invest considerable effort & travel resources.

	Venue	Currency	Early Bird	Full Fee	On-site
P1	Goteborg, Sweden	Euro	€ -	€ -	€ -
P2	Washington DC, US	USD	\$ 100.00	\$ 100.00	\$ 100.00
P3	Dublin, Ireland	Euro	€ 100.00	€ 120.00	€ 160.00
P4	Amsterdam, Netherlands	Euro	€ 175.00	€ 225.00	€ 300.00
P5	San Diego, US	USD	\$ 200.00	\$ 250.00	\$ 325.00
P6	Paris, France	Euro	€ 240.00	€ 300.00	€ 380.00
P7	Tokyo, Japan	YEN	JPY 25,000.00	JPY 30,000.00	JPY 40,000.00
P8	Denver, US	USD	\$ 300.00	\$ 400.00	\$ 400.00
P9	Barcelona, Spain	Euro	€ 225.00	€ 275.00	€ 350.00
P10	Montréal, Canada	CAD	\$ 340.00	\$ 385.00	\$ 460.00
P11	Berlin, Germany	Euro	€ 300.00	€ 350.00	€ 400.00
P12 ¹⁰	Botswana, Gaborone	Pula	BWD 6,000.00	BWD 7,000.00	BWD 9,000.00

11.1.6 Social Event Financial Contribution

A further financial contribution to the cost of attending the social event (dinner) should be requested to avoid no shows and waste (food & drink not consumed). This can be increased to the full cost of social event per person for those registering on-site (to cover the administrative costs). Local organisers should identify a process for validating and checking social dinner guests and clearly indicate how that process will take place on event signage (dinner tickets, guest list, etc.). The table below gives a suggestion on possible social dinner costs.

Social Dinner contribution	Online fee	on-site Fee
Participants	€35.00	€70.00

¹⁰ Upper level fees for 4 day event which is organised in collaboration with IDW2018 and Student & LMIC fees were also available.

Accompanying guests	€45.00	€80.00
----------------------------	--------	--------

11.2 Registration Fee Payment Gateways

Local organisers should set up appropriate and secure on-line payment channels and the RDA web support team will provide all the necessary technical assistance to link the payment channel with the registration form and RDA web site. The Eventbrite (www.eventbrite.com) service has been used for Plenary meetings 3 and 4 and is a simple and easy way to manage registrations. Participants should be made aware that they need to register on this (or any other external) site separately, but it provides a secure payment system. Participants should be able to pay by **bank transfer, credit card, paypal**. Note that local organisers should clearly define the commission costs for on-line fee payment and factor them in to the overall registration fee or CLEARLY indicate them on the registration page BEFORE payment. A currency converter link should be included to facilitate participants understanding of the costs in their own currency.

The registration details requested on the payment gateway should be sufficient to match the registration with the payment, but the main information on participation (events, contact details, etc.) must be on the RDA web site for the reasons stated in section 7 above.

11.3 Invoices / Receipts

Local organisers are required to provide individual invoices / receipts for registration fees.

11.4 Certification of Attendance

Local organisers are required to provide attendance certificates for participants. To minimise on administrative overhead, these should only be issued upon direct request by the participant in question.

11.5 Financial Contributions from RDA regional bodies

Regional bodies (RDA-US, RDA EU, ARDC), where possible, may contribute to some plenary related activities. Some examples include reimbursing travel and subsistence for regional representatives in the role of working and interest group chairs or early career scientists and researchers, journalists to attend plenary meetings, etc. These contributions are implemented and managed directly by the regions.

11.6 Contribution to RDA Foundation

RDA requests the local organisers to include 5% of registration fee revenue (after commission) to be paid to the RDA Foundation after the event. In the event of a financial loss by the local organisers, this fee can be negotiated with the RDA Foundation – represented by the Secretary General.

11.7 Profit & Loss

Careful financial planning is necessary to avoid profit and loss scenarios. The organisation of RDA plenary meetings should not create any profit for the organisers. Excess budget should be used to offer increased on-site services in terms of technical support, catering, social events, event giveaways, etc. RDA regional organisations or the RDA Foundation do not take any financial responsibility in the plenary meeting organisation.



11.8 Sponsors

Sponsorship of RDA Plenary meetings is welcomed but must be agreed with RDA Council in all cases and **particularly in the case of commercial organisations**. Visibility at the event and in advance is allowed but should be agreed with RDA before publication. The sponsorship package developed by local organisers should outline distinct levels of visibility and corresponding financial (or other) contributions.

12 Tender Submission Outline

The bid should be provided by email to Hilary Hanahoe, RDA Secretary General, at [hilary.hanahoe\[at\]gmail.com](mailto:hilary.hanahoe[at]gmail.com) in electronic editable format and not exceed 10 pages. It should include the following details and sections:

12.1 Host Organisation Details

Names, affiliations, and email contact information for the main organizers. Please also describe the host organisation and its capacity for hosting and promoting a major international event and whether there is any level of government commitment (not a requirement, but sometimes appropriate).

12.2 Venue & Facilities

A detailed description of the venue(s) proposed outlining the facilities in terms of delegate capacity, meeting rooms' available, plenary capacity, networking areas, wifi capacity, catering facilities, audio visual equipment, accessibility (local transport, international airport connections, on-site reduced mobility access) and accommodation.

12.3 Programme

A draft outline of the schedule for the plenary meeting including proposed dates, starting end times, plenary & breakout timings and proposed networking events. Hosts may already suggest names and candidates for the Programme Committee at this stage.

12.4 Costs

A draft budget including eventual sponsorships, local, national, regional financial support and the proposed registration fee and eventual excess cost estimates to be covered. Details on the payment gateway and any related costs should be outlined in this section.

12.5 Media Coverage

A brief outline of local, national, regional & international plans for publicizing the plenary meeting.



13 Annex RDA Endorsement and Logo Usage Guidelines¹¹

13.1 Logo Usage

The RDA Logo are registered trademarks of the Research Data Alliance Foundation. To ensure consistent adherence to RDA Principles, permission is generally required to use the RDA Logo and branding. Permission is granted by the Secretary General (or designee) in consultation with the Council co-chairs. Typically, logo use is granted along with endorsement of a product or activity (see below). Requests to use the logo should be sent to enquiries@rd-alliance.org.

In the following situations, explicit permission is *not* required, but notification of the use is appreciated.

- Current Organisational Members and Affiliates may use the logo on their web sites and other promotional material to demonstrate their support of RDA.
- Organisations that adopt RDA Recommendations may use the logo on relevant media to indicate they are using RDA Recommendations in a particular product or service (i.e. a sort of “powered by RDA” concept).
- Current, endorsed Working Groups and Interest Groups may use the logo on materials related to official Group activity such as meetings outside formal Plenaries, RDA product promotion, community engagement activities, etc.
- Regional RDA’s may use their version of the logo (see below) as they see fit as long as the logo user adheres to RDA Principles.

RDA encourages broad use of the RDA logo to promote RDA products, activities, and principles, but retains the right to deny usage in any situation deemed inappropriate by the Secretary General in consultation with Council co-chairs.

13.2 RDA Endorsements

As appropriate, RDA endorses or supports events, products, statements, and occasionally proposals and projects. Unless otherwise noted, the Secretary General in consultation with the Council Co-chairs decide whether to endorse something. Endorsement allows the use of the RDA logo and includes help with promotion and coordination but does not include financial support. RDA also formally recognizes and collaborates closely with funded national or regional RDA initiatives (e.g. RDA/Europe, RDA/United States).

13.2.1 Events

Upon request, RDA endorses an event if the event:

- helps advance or lower barriers to data sharing, and
- involves one or more RDA officials (Chairs, TAB, OAB, Council, Secretariat) in the organization or conduct of the event.

¹¹ <https://www.rd-alliance.org/group/rda-secretariat/wiki/rda-endorsement-and-logo-usage-guidelines.html>



Note: Individual WGs and IGs may endorse events on behalf of their own groups.

13.2.2 Products

Typically, product endorsement is limited to formal RDA Recommendations, but, on request, RDA may endorse particular products that especially highlight other RDA deliverables or emphasize RDA principles.

13.2.3 Statements

Upon request, RDA endorses documents, whitepapers, statements of principle, etc. that advance data sharing and RDA principles and demonstrate broad community consensus (e.g. the Joint Declaration of Data Citation Principles). The endorsement of such principles requires approval of the full RDA Council.

13.2.4 Projects and Proposals

Unless it is a project that explicitly advances RDA organisational objectives, RDA only provides generic support. Requests for proposal letters of support must include a clear statement of how they will use RDA to further their project objectives as well as an agreement to adopt RDA principles. Letters of support issued by the Secretary General (or designee) typically take the following form:

Dear [colleague]

The Secretariat of the Research Data Alliance (RDA) actively supports and encourages all projects that advance research data sharing and adhere to RDA principles of openness, harmonization, balance, and consensus with a community-driven, non-profit approach. We provide communication tools and services, facilitation and coordination of global efforts, and a ready forum and neutral place for engaged work and discussion.

The [project] proposed to [agency] meets these criteria, and I look forward to working with you if it is successful. The broader Secretariat staff and I will actively help the group form and operate RDA Interest and Working Groups, as appropriate. This should help advance the work of the group and provide focus to certain deliverables in a broad and balanced international context.

13.2.5 Regional RDAs

A regional RDA is a geographically based branch of RDA committed to RDA principles and directly contributing to achieving the RDA vision and mission. Regional RDAs are approved and recognized in negotiation with RDA Council. RDA Regional logos are a replica of the RDA brand with the region indicated in blue underneath, example shown:

