

**GUIDE ARTICLES
OF THE INTERNATIONAL
CONFERENCE INTERFOB**



INTERFOB.eu

GUIDE ARTICLES OF THE INTERNATIONAL CONFERENCE INTERFOB

The following articles are to be understood as guideline for organisation of annual Interfob conference. Former members of organisation teams of Interfob have written these articles. Meaning of this guide is to support organisation team by organising Interfob.

The organiser of the conference may plan and finance the conference in accordance to guidelines mentioned below.

I. GENERAL PROVISIONS

Article 1

The name Interfob comes from the expression **INTERN**ationale **FO**rmation du **Bois**. **Interfob** is a yearly conference and meeting of students of forestry, wood science and technology, and paper processing. It associates natural persons on a voluntary basis with the purpose of sharing opinions, experiences, and findings.

The conference shall work especially in the following fields:

- Rise in the level of knowledge among the participants;
- Cooperation of enterprises and students in practice;
- Education, training, and dissemination of knowledge of the members of the conference related to the linkage of training and students with home and foreign enterprises;
- Promotion and linkage of the research work among students and enterprises;
- Cultural and social activity of the members of the conference.

Article 2

The conference shall act in Europe. The conference is international and shall take place every year for the duration of 5 days around October in a different country. Only exceptionally may the date/month be changed if this is confirmed by at least 50 % of group leaders that were the leaders at the last conference.

Article 3

The group leader is a representing student of each faculty. By the end of the annually conference each faculty should provide group leader for the next year. This is to make sure that the organisational team has a proper addressee from every school. The group leader is obliged to support the organisational team in terms of solving problems with members of his team. Group leader is also direct link between the team in charge and the participant from his school. The group leader is supposed to manage preparation (T-shirts, gifts, trip, presentation ...) for the Interfob congress.

Article 4

The conference has its own logo and a seal.

The logo represents a tree of the future and linkage, and includes the word »Interfob.eu«.

Article 5

Anyone who shares similar purposes and goals, which do not conflict with these articles of association and the culture of the state hosting Interfob, may attend the conference.

Article 6

The conference is presented in the world by its logo, which is described in the Article 4, and its web page www.interfob.eu. The organiser in charge for the year in question is responsible for the publicity of the conference and has the rights to administrate the web page above.

Article 7

The participants shall also be obliged to use the common logo which is described in the Article 3 when media are included in the process of preparation for Interfob (when the name Interfob is used in printed or electronic form). This applies particularly to groups which use T-shirts to promote their country's reconcilability. In such event, these groups shall include the common logo which is described in the Article 3 in their design.

Article 8

The group leaders may request the administrators of the web page www.interfob.eu for the logo which is described in the Article 4.

Article 9

The group leaders shall meet every day during the conference with the purpose of informing themselves about the organisation of the conference and other current events.

Article 10

In the case of vandalism or any damage to the expense of the Organising Committee, the latter may decide to exclude an individual or his/her group from Interfob without returning the participation fee.

Article 11

The member states with lower social status may apply for a discount. This discount may be granted by the organisational team and the group leaders. Faculties asking for discount need to provide proper reasons.

II. ORGANISATION OF THE CONFERENCE

Article 12

Any Faculty, as mentioned in article 1, of any European state which undertakes to respect the principles and the guideline articles of Interfob may be a candidate for the organisation of the conference.

Probable candidates for the next organisation of the conference may apply during the group leader meeting on Interfob. In case of more than one applying faculty, each faculty needs to present the reasons for their application. The team of group leaders will then take the best decision. The result will be presented during the Gala dinner on the last evening.

In case of absence of candidates, the first candidate to show interest in the organisation of the next Interfob shall be chosen.

Article 13

The mandate of the conference starts on the first day after the conclusion of the last Interfob and lasts until the last day of the next conference.

Article 14

The organiser of the conference shall provide all necessary documents (mailing list, logos and presentation materials), to the next organiser of Interfob within 30 days from the last day of the conference and shall help him with eventual problems if there are any.

Article 15

During the conference, each participant shall wear any means of identity (badge, or any card, label) which is to be provided by the organiser of the conference and will promote the reconcilability of the conference. Only in this way the organiser shall recognise the participants and vice versa.

Article 16

The organiser of the next conference shall have access to sub-pages of the web page www.interfob.eu with the year of the organisation of Interfob (e.g. www.interfob.eu/2007). The next organiser of Interfob shall communicate this information to administrators of the web page www.interfob.eu within 30 days from the day of the conclusion of the last conference.

Article 17

The organiser of the conference shall equip the web page with all the necessary information on the next Interfob (the exact date, location, etc.) no later than by the end of March of the year of the organisation of concerned Interfob.

Article 18

The organiser of the conference shall also officially invite potential students of the faculties in printed form (poster or brochure) at least 6 months before the beginning of the conference. Besides the already participating faculties, it is in the best interest of the organiser to invite new faculties from Europe and outside Europe. As a principle, every faculty should get the chance to participate on Interfob. Due to organisational matters applications need to reach the organisers within the announced deadline.

Article 19

The organiser of the conference shall include the common logo which is described in Article 3 in all printed material (letters, fliers, posters, pamphlets, brochures, programmes), as well as on T-shirts, web pages, banners, CDs, and in all media.

Article 20

The organisation team may choose general sponsors and publish the sponsors logo's on the main page www.interfob.eu. After the end of the conference the content of the main page may be transferred to subpage, which may be used without limitation.

Article 21

The participation fee should be as low as possible with a maximum of 150 EUR. If an organiser requires a higher fee, the reasons need to be communicated to the group leaders.

Article 22

The organiser of the conference shall ensure a 5-day programme. The participation fee shall include lodging, food (at least two meals a day), and a programme with the gala dinner on the last day.

Due to Interfob traditions the program should contain the following activities :

- Excursions (give an insight to the wood and forest based sector of the hosting country)
- Sport activities
- Cultural presentations of the hosting country
- Presentation by each school (cultural and exchange study possibilities)
- Lectures (recent research, innovation...)

For a better understanding, all activities should be presented in English language, or translation should be provided.

Article 23

The organiser of the conference shall have a person (possibly the organiser himself) available all the time (through telephone or physically) to all participants in the case of various problems and shall communicate the information about that person to all participants.

Article 24

These articles can be changed by agreement of 2/3 of the group leaders on Interfob.

In order to improve organisational structure of Interfob, the organisers should provide a feedback questionnaire. The results should be shared with future group leaders.

This preliminary version of articles has been created by the panel of group leaders in Slovenia (see below) on April, 26th 2008.

Technical University in Zvolen – Faculty of Wood Science - Slovakia

University of West-Hungary Faculty of Wood Sciences – Hungary

Escuela Universitaria de Ingenieria Tecnica Forestal – Universidad Politecnica de Madrid – Spain

Escuela Tecnica Superior de Ingenieros de Montes – Universidad Politecnica de Madrid - Spain

University of Hamburg – Department of Wood Science and Technology /Interfob Hamburg 2002 e.V. – Germany

University of Applied Sciences in Rosenheim – Faculty of Wood Technology – Germany

University of Natural Ressources and Applied Life Sciences Vienna – Austria

Ecole Superieure du Bois - Nantes – France

Ecole Nationale Superieure des Technologies et Industries du Bois - Epinal – France

University of Ljubljana – Biotechnical Faculty - Department of Wood Science and Technology - Slovenia