



The Geosynthetics Interest Group (ABN 27 845 329 614), trading/known as Australasian Chapter of the international Geosynthetics Society.

QUARTERLY TECHNICAL FORUM GUIDELINES

- IGS has four Technical Committees – Hydraulic, Stabilisation, Reinforcement and Barriers
- ACIGS has a geographic membership base through Australia and New Zealand but also has reach into Papua New Guinea and the Pacific Islands.
- ACIGS hold a range of educational events throughout the year including a quarterly forum themed around the four IGS Technical Committees. Each Technical Committee will receive one ACIGS forum per calendar year
- The events are organised entirely by ACIGS. There will be no sponsorship or paid industry case study for these events. All attendee names and emails will remain entirely with ACIGS.
- ACIGS will liaise with the Chair of the Technical Committee to help select the speakers and organise relevant topics.
- The ACIGS Technical Taskforce will review the content to ensure alignment to the ANZ market. The Technical Committee may also be asked to assist with the review of the content.
- At the start of the event, the Chair of the Technical Committee (or delegate) will be provided the opportunity to introduce their Technical Committee to the audience.
- The structure of the Technical Committee forum event is –
 - Duration of 60-90 minutes
 - ACIGS will provide the technology platform and the moderator
 - Introduce the TC theme (preferably from the Chair of the Technical Committee)
 - 2-4 independent speakers presenting for 10-15 mins each on a relevant, current topic of interest. The speakers will present for a maximum of 30 minutes
 - a Q&A session with a panel (including the speakers)
- the quarterly technical forums will be developed by the ACIGS Events taskforce
- where the Technical Committees are involved with ACIGS, it is understood that is an ACIGS event for ANZ members of the IGS. The event shall not be called a joint event however the Technical Committee theme will be recognised in the promotion.
- There will be no charge to attend the Technical Forums
- Time frame for organisation -
 - 2-months prior notify our audience via email campaign
 - 1-month prior open for questions form audience and contents from speakers
 - 1-week prior questions and content confirmed and communicated between speakers/panellists

ACIGS Responsibility	Technical Committee Responsibility
Organise the event incl the topic & liaising with speakers	Ratify the topic
Handle promotion & registration	Nominate possible speakers
Host the event on the technology platform & provide MC	Introduce the Technical Committee
Review content prior to event	As required by ACIGS, assist with content review