

REPORT ON THE 11TH

IEA CONGRESS

Paris, July 15-20th, 1991

You might consider this document long and boring. However, don't hide it away in a drawer. The information may not strike you as relevant when you receive it, but as the date of your congress approaches it could be useful to you.

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This report on the 11th I.E.A Congress was prepared at the request of the I.E.A for future congress organisers. We were all the more keen to do it since the report on the Sydney Congress was remarkable and helped us a lot.

It is up to others to judge the Paris Congress. Here, we shall give equal mention to the difficulties as well as the things that worked well. The report covers different aspects of organisation of the congress through analysing the different actions to be carried out through time and giving details of the organisation during the congress itself. We are obviously not trying to impose a model. Each congress has its specific features, its difficulties to be overcome and its stakes to be defined. We simply wish good luck to the future organisers of the I.E.A Congress.

## 1. AIMS AND TARGETS

The targets determined initially by the organisers were to offer the following to scientific congress-goers, but also to industrialists and trade union leaders:

- A general panorama of world ergonomics both in terms of its theoretical trends and its practical applications and the diversity of its research fields, approach methodologies and implementation conditions.
- At the time of dialogue between English-speaking scientists and French-speaking scientists, the attention would thus be directed towards certain non-French researchers whose vehicular language is nevertheless French, and certain French practitioners (ergonomists, doctors, psychologists) who are not used to debates in English.
- A tribune giving the possibility of expression to scientists who are isolated due to the situation of their country and their place of work. In this way we will be able to publicise their work which is sometimes missing from international literature (Central and Eastern Europe, industrially developing countries).

These targets seem to have been reached in view of the variety and content of the proposed sessions (see "Scientific programme" point further on).

Thanks to the structure of the programme, it was possible to group the speeches in six main "Routes" which represented the greatest concerns of international ergonomics. It would appear that this arrangement is efficient.

The problem of simultaneous translation was not easy to solve, but it appears to have worked in a satisfactory manner (see details under "Finance" point).

*Recommendation:* It would appear that the attention paid to the different trends of international ergonomics should be maintained in future congresses since it was probably one of the reasons for the large number of people who attended the Paris congress.

Simultaneous translation remains a necessity when the congress is held in a country where the language is not exclusively English.

This facilitates the presence of a proportion of participants from the organising country of around 50% (in Paris 43.5%). This proportion, which is indispensable for the financial balance of the congress, can only be reached if all the practitioners of the host country can take part in the congress in their own language.

## 2. THEMES

The choice of themes required substantial research based on two sources of information : first of all, the report established by the Chairman of the Organisation Committee which analysed the themes of recent international and national Ergonomics congresses (this report is enclosed in appendix 1 ); secondly, a summary of the answers to the questionnaire sent by the Chairman of the Organisation Committee in November 1988 to the 18 Federated Societies of the I.E.A as well as the Chairman of the nine technical subcommittees. The answers to the questionnaire were rather disappointing: only 13 Societies and two Sub-Committees answered.

The study then quickly crystallised around the theme "Designing for Everyone". Finally, the slogan "Designing for Everyone" was chosen and reproduced on the cover of the Congress Proceedings.

Following consultation and analysis of the previous congresses, the Executives proposed 12 detailed themes for three international experts who spent two days studying them (May 1989) before they were approved by the Organisation Committee.

*Recommendation:* It is true that a general consultation of those concerned is rather difficult to carry out. But it will be all the more so as the number of federated societies increases and their diversity leads to extremely varied answers. However, it is an interesting starting point which could no doubt take a new form.

### 3. ORGANISATION AND PLANNING

A - First of all mention should be made of the excellent cooperation between the Board of the I.E.A and the Organisation Committee. The members of the Board of the I.E.A, in particular its Chairman and General Secretary, should be thanked for the unfailing support and the enlightened advice they gave to the Organisation Committee throughout the congress preparation phase.

After four years work by an informal group (1984-1988), the SELF appointed Alain WISNER as Chairman of the Organisation Committee. The members of the Organisation Committee were appointed by the SELF at the proposal of Alain WISNER who himself selected the three other members of the executive.

The appointment of the members of the Executive satisfied the need to bring together personalities representing the different orientations of ergonomics research in France and basic university training :

Hugues MONOD, Professor of Physiology at Université Pierre et Marie Curie (Paris VI)

Yvon QUEINNEC, Professor of Ergonomics at the Faculty of Science of Toulouse-Le-Mirail,

Jean-Claude SPERANDIO, Professor of Ergonomics and Computer Science, director of the Psychology Institute of Paris V Université.

Alain WISNER, Professor of Ergonomics at the Conservatoire National des Arts et Métiers (rather special technical university).

The links between the SELF and the Organisation Committee of the 1991 I.E.A. Congress were very close due to the fact that Yvon QUEINNEC (Chairman), Hugues MONOD (Vice-chairman) and Jean-Claude SPERANDIO belonged to the board of the SELF.

However a formal distinction was maintained between the responsibilities of the Board of the SELF and those of the Organisation Committee. It was marked by the deliberate absence of Alain WISNER from the board of the SELF.

First of all the indistinct responsibilities of the members of the executive were gradually defined. Hugues MONOD was appointed Treasurer, Yvon QUEINNEC was appointed Chairman of the Scientific Committee which corresponded to the enlarged Organisation Committee, and Jean-Claude SPERANDIO was appointed in charge of logistic aspects.

The Executives were subsequently joined by two experts: François HUBAULT, Head of the Ergonomics and Human Ecology Department at University of Paris 1, was in charge of press relations as well as organisation of the exhibition, and François DANIELLOU, CNAM senior lecturer, was appointed as assistant to Yvon QUEINNEC for preparation of the scientific programme of the Congress.

Finally, the Executives recruited Michel MILLANVOYE, CNAM senior lecturer to take charge of the technical aspects of organisation of the congress, and Mrs. Dominique DESSORS, CNAM research assistant to take charge of the social aspects.

The Executives met 14 times between January, 1988, and July, 1991. Thanks to the regular presence of all its members at all the meetings, there was great cohesion in the work and a common spirit which facilitated the preparation of the congress at all levels. Since the problems overlapped each other from the outset, constant common orientation was vital for the success of the work to be done, in particular in order to permanently readjust the budget according to the needs to be satisfied and new available funds.

The report indicating the decisions made was drawn up after each meeting of the Executives (a set of these minutes is enclosed with the report (appendix).

B - The general schedule, established at the first meeting of the executives, was as follows:

- |                   |  |
|-------------------|--|
| 1984              | Preparation of the congress project. Approval by the Board of the SELF.  |
| 1984              | Choice of the International Conference Centre of the Cité des Sciences et de l'Industrie de la Villette as the Congress venue. The Centre was not built at the time.                         |
| 1985              | Choice of the SELF as organiser of the 11th Congress by the Board of the I.E.A (Bournemouth, August 1985).   |
| July 1988         | Presentation at Sydney of a preliminary project for the scientific programme and organisation of the 11th I.E.A congress. Distribution of an "Intention to participate" forms.               |
| 3rd quarter, 1988 | Dispatch of the preliminary announcement of the congress asking for an answer in principle to any participation in the form of communication, organisation of workshops or special sessions. |

November 1988	Letter to Federated Societies asking for their help with preparation of the scientific programme.
May 1989	First meeting of the international experts and the Scientific Committee.
1st quarter, 1990	Dispatch of the first brochure announcing the congress and call for contributions determining the date for receipt of abstracts as 15.09.1990. Congress posters were enclosed with this dispatch.
March 1990	Choice of "Wagon-Lits Tourisme" as the logistics agency for the congress.
May 1990	The Chairman of the Organisation Committee wrote to the 12 invited speakers.
July 1990	Dispatch of the Congress announcement request to the Federated Societies.
Early Sept., 1990	Dispatch of the second brochure "Last announcement" extending the date for receipt of abstracts until 30.10.1990.
Sept/Oct/Nov, 1990	Receipt of abstracts. Analysis by French scientific experts.
Nov. 22/23, 1990	Second meeting of the international experts, the executives and certain French experts in order to examine and classify the abstracts definitively.
Early Dec., 1990	Letter of acceptance/modification/refusal sent to authors of summaries, accompanied by instructions from Taylor & Francis for drafting the text for the Proceedings.
December 1990	Proposed scholarships corresponding to the amount of registration fees for the congress for 50 scientists from Central and Eastern Europe or from Industrially Developing Countries.
February 1st, 1990	Deadline for receipt of texts for oral communications or those displayed for publication of the Proceedings.
March 1991	Dispatch of the provisional programme to each person who expressed the intention of coming to the congress, along with a memo concerning the audio-visual means made available to those who would make an oral or displayed communication.

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|------------------|--|
| April 1991       | The Chairperson of the Organisation Committee invited the Chairpersons of the Sessions.                            |
| April 1991       | The first press release was dispatched with the provisional programme.   |
| June 1991        | Dispatch of a dossier to the Session Chairpersons with the text of all the communications included in the session. |
| End of June 1991 | Dispatch of a press kit to the French "General Press".   |
| July 15th, 1991  | Distribution of the definitive programme to all the congress-goers.  |

*Remarks:* Two remarks concerning this schedule :

1. The time allowed for between the receipt of abstracts and the meeting with International Experts was too short in view of the fact that the French experts had to make an initial analysis and an initial classification. Secondly the time allowed for between dispatch of the experts' decision (December 1990) and receipt of the texts (January 30th, 1991) was also too short since the Christmas period often provokes major delays in mail.
2. Before the congress, it would be preferable to inform the authors of communications of the date and time of their communication as well as the exact venue where it would take place and also indicate if they would benefit from simultaneous translation. This avoids having to answer the numerous requests made by authors in the last weeks before the congress given that such information should be available at least two months before the congress.

C- List of Documents sent:

1. "Intention to participate" form distributed at the Sydney congress.
2. Memo to Federated Societies and Technical Sub-Committees asking for their contribution to the programme.
3. Preliminary announcement brochure sent to Federated Societies, to the publishers of information bulletins and to persons who had expressed their intention to attend the congress (see dispatch list and number in appendix 2 with circulation figure)



4. Second brochure "Last announcement" (dispatch list and number in appendix 3 - with circulation figure).
5. Letter from the Chairman of the Scientific Committee to experts giving directives for analysis of summaries (Appendix 4).
6. Letter from the Chairman of the Scientific Committee to all the authors of communications for acceptance/refusal/modifications and instructions from Taylor & Francis for dispatch of texts (appendix 5).
7. Provisional programme with instructions to speakers concerning the audio visual facilities at their disposal during the congress and instructions for written communications (Appendix 6).
8. First announcement of the congress to the press (Appendix 7).
9. Letter from the Chairman of the Organisation Committee to the Session Chairmen (Appendix 8).
10. Second announcement to the press and dispatch of a document (Appendix 9).
11. Definitive programme presented to participants when they arrived at La Villette (appendix 10).

Apart from the dispatch of these various documents, a large amount of personalised mail was sent from both Paris and Toulouse : request for subsidies, offer of scholarships, correspondence with speakers, experts, Session Chairmen, members of the I.E.A, etc. This represented around 6,000 letters.

#### 4. LOGISTICS

1. The Central Secretariat of the Congress was located in Paris at the CNAM laboratory led by Alain WISNER. First of all it was ensured by the Secretariat of the laboratory helped by Mrs. B. GOULD up till September, 1989, at which date Mrs. Jacqueline MONNIER took over responsibility, working one day per week from October 1989 until May, 1990, and part-time from September, 1990, to September, 1991. Considerable work was done by the members of the CNAM Ergonomics Laboratory (7 people worked for a period equivalent to 1 and 6 months per person working for the Congress).

2. A second centre for the entire scientific section in Toulouse at the laboratory led by Yvon QUEINNEC. This was in charge of the link with the authors of written and oral communications, experts, publication of congress documents by Taylor & Francis, and organisation of the scientific programme of the congress. A bilingual secretary and a librarian from the laboratory also carried out this logistic work.
3. A centre for the treasury department was located in Paris in the laboratory led by Hugues MONOD. Two persons were assigned to help him from the moment that the first financial aid was obtained.
4. Finally, for the exhibition and press relations, the work was done in Paris in the laboratory of François HUBAULT.
5. The "Congress" department of the "Wagon-Lits Tourisme" agency, the organisation chosen by the executives for certain questions of material organisation, was in charge of inscriptions, hotel accommodation, organisation of programme for the accompanying persons, etc.

The role of the central secretariat was vital in order to ensure the co-ordination of actions carried out by the executives.

*Recommendation:* For the preparation of a congress where the number of the participants - the main source of financial revenue - and the reality of promised subsidies remains unknown, it is necessary to make budget choices as regards the acquisition or rental of computer and communication equipment (compatible computers and software, fax terminals, telephone lines). Attention also has to be drawn to the choice of agency in charge of registrations, hotel reservations, etc., the capacity of which should be enough to face up to an unexpected rise in the number of participants (international experience necessary).

For the organisation of the 11th congress, an advance of around FF600,000 was made by the laboratories of members of the Board.

## 5. REGISTRATIONS

In total there were 1,407 participants at the congress, broken down as follows :

- 655 members from federated societies   i.e 46.58%
- 562 external members   i.e 39.90%
- 190 students   i.e 13.52%
- + 77 accompanying persons

Appendix 11 contains a table showing the number of registrations for each of the 52 countries represented along with an indication of changes of numbers through time. It should be pointed out that the importance of the Gulf War had a negative effect on the first registrations as well as the number of definitive communications (the deadline for receipt of texts for the Proceedings was January 31st 1991, right in the middle of the Gulf War) and quite a number of people called off (specially from the United States).

- The crucial date of May 10th corresponding to an increase in the amount of registration fees played a role of encouragement.

- There were numerous registrations in the last few days before the congress and during the congress. The 40 persons who were registered and did not attend the congress were deducted from the total of 1,407. 78 persons registered during the congress. Some registrations even had to be refused during the congress (only French) due to the size of the congress halls.

The percentage per sex was around 1/3 women and 2/3 men.

Finally, the industrial world was well represented at the congress as indicated in appendix 12.

### *Recommendation:*

1. In order to avoid saturation, it would be advisable not to indicate on the preliminary programme that registrations can be made at the time of the Congress.
2. It should be pointed out from the outset that the special conditions proposed to certain congress-goers (scholarships, special rates for students, etc.) should be negotiated at least one month before the congress date.

3. Certain speakers sent their text for the Proceedings after being registered (which was asked) but then withdrew and asked for reimbursement of the registration fee. It would be advisable to be explicit concerning this point and warn them that they cannot withdraw free of charge.
4. Finally, modulation of the amount of registration fees in three stages is mentioned further on under the "Finance" point.

## 6. FINANCE

A. Financial balance sheet - sent on request to the chairman of the I.E.A .

1. Subsidies: The subsidies received came from :

- either ministries
- or government agencies
- or private/public industries, including some in kind.

The list is shown in the congress programme but is enclosed with this report in appendix 13.

Subsidies were used for three purposes :

- to offer scholarships equal to the amount of registration fees to around 50 congress-goers from 7 countries in Central and Eastern Europe and 9 industrially developing countries.

Of these, 25 persons also benefited from a scholarship of FF2,000 to cover their accommodation costs in Paris.

Finally, the travel costs of 9 persons were paid by the congress (including 3 tickets offered by Air France).

- To offer 190 students a registration fee reduced to FF500. This sum did not even cover the cost price of the Congress Proceedings which were given to them.
- To cover the costs of simultaneous translation which totalled around FF140,000.

In this way the congress-goers were not burdened with this expenditure and there was no waste of "other people's money". However it should be noted that two months after the congress all the subsidies have still not been received.

## 2. Treasury department

- **Cash advances:** Mention has already been made of the cooperation from members of laboratories in both Paris and Toulouse. One of the main difficulties to be overcome when preparing an I.E.A congress is that, for a period of two years, sums have to be advanced to cover the cost of the secretariat, printing of brochures, travel expenses, reservation of the congress venue, etc. As such, FF600,000 were advanced by the Paris and Toulouse laboratories in the knowledge that this could have been done without security if there had not been a sufficient number of participants. Where the country hosting an I.E.A. congress does not have a sufficient infrastructure, the organisation could turn out to be difficult, if not impossible.

## 3. Modulation of the amount of registration fees

Two prices were determined for the five categories of participation

	Before May 10th	After May 10th
Member of Federated Society	2150	2550
Non-member	2300	2700
Student	500	600
Accompanying person	500	600
Registration for one day	1000	1300

### *Suggestion:*

For persons who register late, a higher price could be planned, for example an increase of FF750 two weeks before the congress and during the congress and FF200 for students. There were 190 registrations between July 1st and the end of the Congress (i.e around 13%). This could have represented additional revenue of around FF130,000 but the cost of reprinting the congress Proceedings would have to be taken into account.

#### 4. Payment of the costs relative to the I.E.A by the Congress

The following were paid at the Paris Congress :

- The registration fees of officers of the I.E.A board as well as their accommodation costs during the congress.
- According to a decision made during the congress, the registration fees of members of the I.E.A executive board were not taken or were reimbursed to those who had payed them.
- The rental of a meeting room for two days for I.E.A board meetings.
- The costs of the I.E.A Chairman's travel expenses to attend the congress
- The dinner for the members of the I.E.A board and their spouses, as well as the Chairpersons of the Plenary Sesssions.

These costs were in addition to reimbursement of the cash advance by the I.E.A and payment of the percentage of registration fees.

#### 5. Costs incurred by International Experts

In addition there were the costs representing the presence by three international Experts : H.HENDRICK, T.MEGAW and Dr. AKITA at two meetings before the congress. For these trips, the treasurer obtained free plane tickets from Air France. Where use is made of international experts in future congresses, possibly with the addition of a representative from the Latin and the Slav world, these expenses should be included in the budget.

### 7. SCIENTIFIC PROGRAMME

#### 1. COMMUNICATIONS

##### 1.1 Call

The start of the scientific programme was during the second half of 1988 following receipt of the first Intentions to Participate and in particular those of organising a Round Table or a Special Session. The Chairman of the Organisation Committee wrote to the different Committees of the I.E.A, to the 18 Federated Societies and to different personalities. The answers received (13), often rather disappointing, and especially the in-depth analysis of previous congresses or major scientific events over the last few years provided the basis of a programme organised around 12 main themes.

These themes, defined in cooperation with international advisers (meeting of June 1st and 2nd, 1989) provided a preliminary programme which was distributed in September, 1989, at the time of the annual SELF congress. An initial Brochure (5,000 copies in French, 10,000 copies in English) covering this programme was distributed in early 1990. This document indicated the deadline for receipt of summaries and proposals for special sessions as September 15th, 1990.

In view of the distribution deadlines for the Societies, in the month of May 1990, the Committee decided to postpone the deadline until October 15th (then, later, to October 25th). The second brochure produced in early July 1990 took in all the initial programme. Only a few new key words were introduced but the general organisation around the 12 main themes was conserved. These themes obviously reflected the state of Ergonomics at international level (contribution of Ergonomics to the Design of new Production Systems, approach to Work Risks, Design of Products, etc.) but also indicated the major concerns expressed by the Scientific Committee (Work Analysis, Management of Industrial Projects, Technology Transfers, Management of Work Populations). Although they certainly directed the answers received, it was obvious that the very numerous proposals did not respect the breakdown and especially the planned balances. As such it will be necessary to reformulate a real programme in view of the communications received. (see point 3 hereafter) from this point of view, the idea of organising special sessions turned out very useful (see 7.8).

## 1.2 Receipt of summaries

Although it was postponed twice and announced nearly a year in advance, the date for receipt of abstracts was not very well respected. In particular, more than 40% of abstracts were received in the last week of October, 1990 (often by fax).

The following points should be stressed: (a) The indication of a full and specific address (with fax number), (b) mention of key words facilitating the dispatch to competent experts, (c) The need to provide three copies, (d) The conditions for presentation of texts = title, authors, theme, general, field of activity concerned, methods, results and commentaries.

From this view point, short abstracts (one page) are often too vague and difficult to assess; inversely, a larger abstract (2-3 pages), needs a larger number of experts with a longer time (which is not always possible).

## 1.3 Selection of communications

Two procedures were selected. Communications integrated in a Special Session or a Round Table were selected, expertised and commented by the person(s) in charge of these sessions. The other proposals (more than 800) were all expertised by a group of experts (66 persons) most of whom belonged to the SELF. Each communication was given a double expertise with a classification in sections : A = excellent; B = good; C and D = accepted but with a comment calling for minor or major modifications; P = acceptable only as poster; R = refused.

These expert examinations were carried out in a one-month period, which is too short. In addition, certain colleagues were in great demand (more than 40 summaries per person) due to the disparity of skills. Care should be taken to ensure the balance of the committee of experts and a list of persons attending, who could be called upon at the last moment, should be drawn up

Of the 919 proposals, the results gave: 58 very good (6.3%); 222 good (24.15%); 187 to be revised (20.3%); 66 refused (7.18%) + 73 cases where 1 (or 2) communications were accepted but the second (or third) of the same authors were refused or placed in posters (7.9%). Therefore, 15.1% of refusals.

In addition to this there were 148 communications (16.1%) "invited" (by those in charge of sessions), 141 posters (15.3%) of which 23 requested (2.5%!!!). Finally, we allocated 11 communications to associated conferences.

#### 1.4 Information for the authors

Wherever possible, a receipt procedure should be planned for each proposal indicating the date of notification of the expert decision.

It is vital to have specific list, all the more so since many proposals sent by fax are also sent by post (later, of course).

Notification of decisions to the authors, which was initially planned for 30/11/1990, was only slightly postponed (15/12/1990). Each author received a letter informing him of the decision plus an official acceptance letter (without indicating if this was a poster or if modifications were required) for finance requests plus a series of instructions concerning the preparation of definitive texts. Prepared in an envelope by the publisher (Taylor and Francis) these included : 4 pages "camera ready", one text of standard presentation instructions to be respected, one page of copyright authorisation.

#### 1.5 Receipt of texts for Proceedings

Despite respect of the schedule by the congress secretariat, we had to postpone the deadline for receipt of definitive texts until March 1st, 1991 (i.e. 4.5 months before the congress) which led to an additional workload for preparation of the Proceedings. A receipt should be systematically sent along with an answer coupon (return date 15/05/1991) concerning requirements in audio-visual equipment. Indicate the size of slides (see further on in point 9).

Due to the poor level of English or the mediocre material quality of the texts from certain countries, it was necessary to rewrite and retype more than 50 texts. This task, which was not planned at the outset, came at a time when the secretariat were already overworked. Additional staff should be planned.



## 1.6 Audio-visual information with answer form.

See point 1.5 previously and 9.3

## 1.7 Information for Session Chairmen

Six weeks before the congress (i.e. early June), each Chairperson received the texts for his session. This dispatch included a letter drawing their attention to the functions expected (in particular the recommendation (a) of preparing questions to start discussions, (b) respect of schedules and (c) information about the help they would be given (presence of student-assistants, Chairperson's document presented on arrival at the congress, etc.).

When the congress-goers were given the documents, all the session Chairpersons were given an additional envelope containing the updated list of communications making up their session, a reminder of recommendations (respect of the timetable, leading of discussions, etc.) and two cards ("5 minutes" and "time over").

Some chairmen wanted to have a short curriculum vitae in order to present the speakers but, on the whole, the reading of documents presented (in advance or on the day of the congress) remained very limited. In particular, the recommendation to check that all the speakers were actually present when the session opened was rarely respected. This led to gaps in the discussion and subsequently to idle periods!

## 1.8 Special Sessions

The importance of Special Sessions must be strongly underlined. They actually constitute the "shop window" of the Congress and the backbone of the programme. Their choice is both strategic and scientifically important.

When the first "spontaneous" proposals were received, and at his own initiative, the Chairperson of the Organisation Committee wrote to all the persons who wanted to (or were liable to) organise a Special Session. The definition of the targets set, the list of persons invited, clarification of the target public and the reputation of leaders, enabled the scientific committee to select thirty special sessions or round tables in September 1990. Six additional sessions were constituted at the initiative of the Committee in view of the definitive texts which had arrived by January 1991.

These 36 sessions gave a very comprehensive panorama of the major preoccupations and practices of ergonomists. "Normal" communication sessions were attached to them wherever possible. In addition, great care should be taken with the international representation of the leaders of these sessions. As such, while giving priority to the inviting Society (12 chairmanships or joint chairmanships) 13 other nationalities were represented.

## 2. GUEST SPEAKERS

- 2.1 The choice of Guest Speakers resulted from a search for the best possible adequation among the 12 initial themes, the determination to bring together top personalities in view of current data in the field, and really international representation without hegemony from either the Inviting Country or the main Ergonomics Societies. As such, for the 13 full conferences, the speakers came from 9 different countries (3 Americans, 3 Asians, 7 Europeans).

The invitations, which were sent out more than a year in advance (May, 1990) by the Chairman of the Organisation Committee, were given a warm welcome. As soon as acceptance was confirmed by the interested parties, the scientific content of the conferences was defined.

- 2.2 Publication of these texts in a special issue of *Ergonomics* magazine appeared to be essential (regardless of the publisher chosen for publication of the Proceedings). It confirmed a tradition which is now well established and provides assurance of a publication by persons competent in ergonomics, who are particularly attentive to respect of deadlines.

In view of publication in a journal whose issues are planned more than a year in advance, the choice of *Ergonomics* had to be envisaged nearly two years before the Congress date. The texts were submitted to top scientists more than eight months before the congress under the responsibility of the editors (A. WISNER, Y. QUEINNEC) who, on the whole, made very few comments due to the professionalism of the persons selected. Respect of the deadlines raised a few problems all the more so since, in negotiations with Taylor and Francis, an alternative solution had been planned (section 6 instead of issue 5).

The definitive texts (December, 1990), accompanied by the editorial, were composed and corrected (by the authors) in the first half of 1991. They represented a total volume of 218 pages (195 pages of articles in the strict sense of the word) which is the upper limit for an issue of *Ergonomics* and increases the printing cost.

## 3. DEFINITION OF THE SCIENTIFIC PROGRAMME

### 3.1 Two basic options seemed important

- (a) The idea of forming main "routes" providing all specialists with a particular field where, at any time, they could find at least one session satisfying their expectations; (b) The fact of standing out from the initial themes by looking for really consistent groupings.

3.2 These groupings were done by 9 scientific personalities chosen for their competence in the fields already indicated by the two programme managers (F. Daniellou and Y. Quéinnec) and for their complementarity. This work of grouping per sub-theme and even per session (blocks of 5 communications) is very important. It requires very good coordination among the nine "experts" but leaves managers great (too much) room for manoeuvre since many texts (at least 20%) are difficult to allocate when first read. As such, only full reading of all the texts (or almost) by the two managers enables the final grouping to be made and therefore the definitive programme to be chosen. It is clear that the attention paid to certain thematics leads to the constitution of sessions which are not obvious at first glance (Women at Work, Methodology in Project Management, Information Intake when Driving a Car, Training in Ergonomics, etc.). Furthermore, the solicitation of Trade Unions at the initiative of the Committee led to the organisation of two original and important communication sessions.

The groupings carried out on the basis of definitive texts (February-March 1991) gave the sessions greater consistency but had the double disadvantage of not being able to format the Proceedings and only deciding the scientific programme at a very late stage.

3.3 These groupings sometimes encountered obstacles due to the existence of groups that had already been formed (structured scientific networks used to working together) or "closed" special sessions (refusal to integrate a communication which nevertheless dealt with the theme). As regards the organisation of Special Sessions, it is vital to indicate clearly what is expected from the organiser. Although these sessions are very often well run by the leader(s), the latter sometimes depends on the Scientific Committee for organisation of the session!

3.4 The management of communications (oral or displayed) i.e. more than 700, required substantial follow-up, encoding and indexing work facilitated by the use of a rather suitable software programme (File, Microsoft) which was independent from the address file, thus leading to numerous difficulties : (a) The congress-goer entered (whose name and address we have) is not necessarily the first author (sometimes only the address is shown on the abstract; (b) Many colleagues change address (and country) between the time of registration, receipt of the texts, and the congress itself; (c) The titles and the authors of abstracts do not comply with the titles and authors of the definitive texts.

Use of these data imply, in particular, the possibility of being able to print :

- the index of the authors (including secondary authors)
- the programme of each session
- the general programme.

In addition, it should be possible to automatically identify (a) the name (and the sex) of speakers (not always the first author); (b) contradictory allocations: 2 communications at the same time in two different rooms or 1 chairmanship and 1 communication; (c) the rules of the registration fees in order to avoid a publication in the documents without participation in the congress.

These few remarks underline the interest of the task of programming files from the outset (at least 18 months before the congress).

This is all the more important since files have to be updated in a practically permanent way during the congress.

#### 4. PROCEEDINGS

- 4.1 The first contact with the different publishers dated back to October, 1989. At that time, it was difficult to indicate the size and the volume hoped for or the circulation figure, but the estimates of the different publishers already helped to make a choice. Great attention should be paid to the contract modification clauses (reduction or increase of the number and volume of Proceedings; legal and financial effects: non-respect of dates planned for the different production stages, etc).

The contract, signed on March 31st, 1991, envisaged modifications until May 1st, 1991. But a correct appreciation of the number of copies could not be done until the end of May. In June, then in early July 1991, an additional request was refused and this led to the reprinting of 200 copies after the congress. Other than the inconvenience for congress-goers, this deplorable situation, which certainly was a reflection of its success, led to additional costs and dispatch work which had not been planned, and, in particular, legitimate deception on the part of the last arrivals. Therefore, care should be taken to introduce the greatest amount of flexibility on the part of the publisher but also to obtain a real buffer stock.

- 4.2 The definitive texts were presented in early March 1991 for delivery to the Congress site in the week before the opening. The efficiency of the publisher chosen (Taylor and Francis) may be underlined.

- 4.3 The structure of the Proceedings resulted from the choice of making these volumes into scientifically consistent work and not simply the indication of an historically dated event. As such, the presentation in 11 chapters and 45 sub-chapters, facilitated the consultation of volumes long after the congress itself even though this required more handling from the participants during the congress. However it seems that this choice was attractive in the words of congress-goers.
- 4.4 In view of the thematic organisations selected, the presence of an index of authors was compulsory. On the other hand, that of a thematic index, which is very useful, may be optional. This considerably reduces the work of the writers.

## 5. SESSION CHAIRPERSON

The choice of the Session Chairperson (April 1991) satisfied some very specific criteria :

- the Organisers of a Special Session or a Round Table, while also ensuring the chairmanship ;
- Invited Speakers ;
- members of the I.E.A Board ;
- the Chairmen or General Secretaries of the different Ergonomics Societies federated to the I.E.A ;
- the former Chairperson of the SELF (inviting society).

On the basis of these initial criteria, some 60 chairmen were appointed. The 50 additional Chairmen were appointed from personalities entered for the congress. Once again, the Chairman of the Organisation Committee ensured good representativeness at international level. When contacted by A. WISNER, most of those eligible for a chairmanship accepted the task asked of them. Since there are always last minute call-offs, it is wise to plan a supplementary list of persons who can be asked to stand in at the last minute without any risk of offending them.

As mentioned previously (1.7), the details were sent to the Chairpersons, but it should be noted that very few of them read the papers sent in advance or even played the part expected of them. Therefore, personalised contacts should be planned during the congress in the knowledge that the organisation of the "Chairperson's Conference", in order to specify the functions inherent in this role, is utopian.

## 6. CONGRESS

- 6.1 When the congress-goers are welcomed, the dossiers presented to participants should include identification indicating:
- (a) the invited congress-goers;
  - (b) the chairpersons: presentation of the document to the chairpersons and a brief discussion of their responsibilities;
  - (c) the speakers: explicit instructions for the presentation of audio-visual documents and/or display of posters.
- 6.2 The management of sessions was facilitated by the presence of students in all the rooms. Students ensured that doors remained closed during communications, that the projection equipment operated properly, that titles of communications were displayed in the rooms, and that name tabs were renewed on the tables of the chairperson and the speakers.
- 6.3 Many modifications were made : speakers absent or those who wished to change sessions; switching of chairpersons; change of communication titles or speakers. The difference between what was planned and what actually happened led to permanent rectification of the scientific programme. This implied : (a) total availability of at least one programme manager; (b) the provision of a microcomputer with the different files; (c) a link (telephone, walky talky) with the reception desk and the different rooms; (d) excellent co-ordination with the slide management station in order to make last-minute changes; (e) the need to have statistics concerning the attendance of the different rooms in the case where their very varied accommodation capacity could lead to changes in the planned allocations.
- 6.4 Real-time management of the Congress would undoubtedly have led to great improvements by giving the participants early warning (more than a month) of the day and time of their communication, of the room where their speech would take place (indicating the size of the room and the presence or absence of simultaneous translation), and of the vital need to warn the secretariat of any change. This information implies the use of definitive programming decided nearly 2 months before the congress. It leads to additional work but avoids any requests in the last weeks by telephone or by fax. Since they failed to allow for this, the secretariat had a work overload.

## 7. CRITICAL ANALYSIS OF THE CONTENT OF THE PROGRAMME

Since the organisers of a Congress cannot organise it while taking part in the work sessions, the analysis of the real content of the programme is difficult to assert. Feedback to the secretariat during or after the congress, indicated a high level of satisfaction. Didn't the General Secretary of the I.E.A, now Chairman of the Association, write that this congress would stand out in the history of the I.E.A in terms of its quality?

The idea of "routes" turned out to be very interesting. The communications were broken down as follows :

Physiology and work medicine	291 communications
Data processing and its applications	131
Practice of ergonomics	195
Cognitive psychology	111
Hygiene and work safety	150
Engineering and organisation of production	107
No allocation	81

Concerning scientific themes, the speeches were distributed as follows :

Measurement and analysis of the physical workload	128
Analysis of work and tasks	52
Cognitive ergonomics	115
Evaluation of work stations	52
The design of products and work spaces	45
Analysis and design of production systems	84
Ergonomics of transport	42
Integration of the specific requirements of the working population	35
The role of workers in the improvement of their working conditions	19
Competence and practice of ergonomists	21

These few figures do not indicate the full extent of the Congress. Mention should be made of the good performance of traditional disciplines (Physiology, Work Analysis, Psychology) which, while continuing to expand conventional fields (Musculoskeletal impairments, the impact of environmental factors, comparison of real activity and prescribed work, allowance for the characteristics of the staff concerned, etc), are developing new approaches both from the methodological and theoretical viewpoints (in epidemiology or in work organisation for example).

In addition more recent applications are being reinforced. This applies to the Design of products and workstations, but especially Project Management.

It is also the case of Ergonomics linked directly or indirectly to information technologies (Control of Dynamic Processes, Interfacing, Man-computer Dialogue, Computerized Aid for Process Management, etc.). In the same way, the cognitive dimension of work activities and the problems linked to technology transfers (to Industrially Developing Countries or countries which are highly industrialised) are confirming their strong insertion in the field of ergonomics.

On the whole, these fields were properly evaluated when the Congress was planned and when the rooms were allocated. There were few nasty surprises on this side. The reasons for satisfaction mainly came from the success of new problematics or the "spontaneous" display of thematics which was practically non existent in previous congresses. The same goes for sessions based on the Management of Work Populations (in particular, the Ageing of Workers), those dedicated to Relations with Trade Unions and, finally, those which tackled the role and place of Training in Ergonomics in the company or in an intervention approach, but also Strategies for the Development of Ergonomics or the Ergonomics Trade.

In general, the Congress indicated the pertinence of two major trends, one based on actions, the environment and the decision process; the other more based on the workstation and more concerned by actions on man. Although the study of communications and the underlying processes was well represented, it had a few drawbacks nevertheless : practically nothing about cognitive ageing or the activity of designers. Furthermore, the computer stood out as THE model of human cognition. Finally it was regrettable that maintenance activities, collective work or certain aspects of safety had little or no representation. Very little research into the consequences of work on computers, on thought, expression and the personality of the workers concerned.

In fields which have already been the subject of very structured research (for example Process Control), a general congress obviously cannot offer the same level of quantity and quality as a specialised conference. This leads to underlining the interest of Associated Conferences, a good example of which was seen in Paris with the Conference on Hospital Ergonomics and that on Shift Work.

## 8. CONGRESS VENUE

Seven years ago, the organisers chose the Cité des Sciences et de l'Industrie which was being built at La Villette in the north-east of Paris.



The intention was to offer congress-goers the best technical facilities to ensure a successful congress and the possibility of becoming familiar with the most recent French technical and scientific achievements.

Although, initially, the centre appeared to be largely sufficient and perhaps too big for the 800 participants who were expected from the start, the final number of congress-goers ended up being a problem and certain registrations had to be refused during the congress.

The International Conference Centre (CIC) has two amphitheatres. One, "Gaston Berger" with 920 seats and the other "Louis Armand" with 400 seats, divisible into two parts, containing 200 seats each; unfortunately, in this case, they are not very well sound-proofed. Eight small rooms were to be made available for sessions of between 40 and 80 persons. This was clearly insufficient and did not enable good distribution of the congress-goers into several parallel sessions. Outside the full sessions, the large amphitheatre was underused while the other rooms were saturated. But it is difficult to find a place to hold 1,400 people (900 + 500) in one go (full sessions) and then spread them over 10 or 11 rooms.

These small rooms were not very comfortable. Other than the lack of space, it was difficult to move around. Congress-goers had to enter through the front of the room and those who arrived late (which is inevitable) hesitated to sit down, thus blocking the entrance and disturbing the speaker. They were not very suitable for projections. Finally, in some of them, the paintwork was damaged.

The rental cost was considerably increased compared to the initial price and, up to a few months before the congress, there was a lack of detail concerning the services included in the contractual price and the supplementary services which would be practically inevitable (audio-visual facilities, translation booths and accessories, poster panels, insurance, additional day for supervision of equipment, etc.).

However the Centre de La Villette did present advantages: the car park is well situated and has easy access; hotel facilities are close at hand.

*Recommendation:* Trying to find a suitable conference location for 1,400 persons, with subdivision into a large number of sessions, without knowing the number of participants in advance and providing simultaneous translation for some of them, remains a challenge and will be one of the difficulties of organising future congresses. Each organising society will have to find its solution.

## 9. INTERNAL ORGANISATION OF THE CONGRESS

9.1 The following principles were adopted during the congress :

- The members of the executive kept the responsibilities they took on during preparation of the congress
- The congress itself was run by an experienced and united team : that of the CNAM Ergonomics Laboratory: 8 persons. This was vital for the congress to be organised properly.
- The welcome and service for session chairmen (projectors and liaison) was provided by students; these students did not have to pay fees and were fed free of charge.
- The grouping of all the services of the general commissioner's office - very large room in which each one had a clearly-defined sector and his equipment (3 computers with a printer, a photocopier, a telephone set per sector, a Minitel terminal and a fax terminal) led to efficient, well co-ordinated work which was done in a good humoured way.

However 2 small closed rooms should have been set aside, one for the Chairman of the Organisation Committee and one for the treasurer who had to deal with matters which were often confidential. But only one was available.

### 9.2 Role of the students

They helped in the following sectors :

- everything concerning audio-visual facilities (see details in point 9.3)
- installation and removal of posters
- filling and presentation of bags to congress-goers
- liaison service for chairman
- "messages" service
- cloakroom
- any other service which could be requested : photocopies, postal services on the last day, etc.

The students themselves chose the straw hat as a means of identification. So it was important for them to wear it all the time and they brought a greatly appreciated humorous touch to the congress.

- It should be pointed out that a large number of students came from MST d'Orsay. They knew each other well and this often simplified their task.

The attention of future congress organisers is drawn to the fact that the number of benevolent students providing this type of service should be assessed on a large basis so that each of them may attend the scientific sessions of the congress at least on a part-time basis (45 students were used in Paris. This number turned out to be insufficient)

### 9.3 Audio-visual facilities:

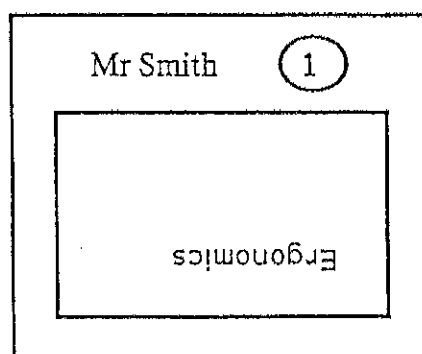
The importance of this item should not be minimised since it affects all congress-goers : those who presented their communication and those those who listened to them.

#### (a) For speakers:

Three months before the congress, the Chairman of the Scientific Committee sent the speakers instructions concerning audio-visual facilities with an answer form in which they could express their requirements.

It is obvious that memos are not always read. Instructions should indicate that slides must be presented at least a half-day before the session and they should be numbered (by giving the authors the following diagram) and that the name of the author should be shown on each of them.

Attention! This means that the type of projector should be known a long time in advance.



Example : slide used with a Kodak SAV 2000 turntable projector or equivalent.

It had not been stated that for communications presented at the first morning session, slides would have to be deposited the previous night. Some authors arrived 10 minutes before the inaugural session which caused a certain panic.

In addition, many authors came with transparencies. This had not been recommended. So overhead projectors were necessary in each room.

Finally, speakers were supposed to recover their slides before the end of the congress. A lot of them did not do this.

#### (b) Necessary space

The space should be sufficiently large to :

- allow for two circuit locations for reception and return of slides
- provide a video station for authors (two projectors are necessary: some authors spend an hour here)
- Have a video station for organisers (verification of sequence and direction of slides - two projectors are necessary).
- Facilities for the storage of the slide magazines prepared and filing of slides before return to authors.

#### (c) Necessary equipment:

- At La Villette, the three amphitheatres were provided with equipment and staff (transparencies couldn't be shown since the cost of any presentation would have been prohibitive).
- The eight small rooms were each equipped with a slide projector and an overhead projector provided by the laboratories for reasons of economy.
- There were as many projectors in reserve as in circulation, along with spare lamps (around 20 were changed during the congress).
- It is vital for all the projectors (rooms, reserves, video stations) to be identical (therefore identical slide magazines) in order to avoid additional handling. However three times as many slide magazines than projectors should be planned.
- 1 or 2 students per room for handling.

- Only 1 technician in charge of repairs, breakdowns, etc., would appear to be insufficient (read "nightmare" in appendix 14).

To give an idea of the scale, between 6,000 and 12,000 slides were handled during the congress. Each author often had more than 20 slides (The record was 75 slides for a 15-minute communication).

#### (e) Request for on-the-spot production of "transparencies"

We received too many requests for on-the-spot production of transparencies from paper data which were directly unusable: work of recentering, magnification, or even correction!

This implies :

- the use of a photocopier
- the time of immobilisation of a competent person in order to avoid any manoeuvre that is dangerous for the machine (manoeuvre that is difficult to avoid in "self service").
- not forgetting a sufficient stock of transparencies.

#### 9.4 Communications displayed

(a) The authors of communications displayed received specific instructions from the Chairman of the Scientific Committee along with details of the size of the media and the attachment system. However they did not know when and for how long their posters would be displayed. This could have been improved.

(b) A location independent from that of the slides should be set aside at the congress for handing in and returning posters.

(c) Equipment : Authors were given small-scale self-adhesive material, double sided or other, which turned out to be very useful.

(d) You should allow for the fact that certain authors arrive with elements of their poster which are not assembled and hope to find help on the spot in order to do this. This could be mentioned in the instructions prior to the congress.

## 9.5 Miscellaneous

### (a) Small equipment:

1. "Impose" a good choice of equipment for displays, i.e. put it in free self service so that the majority can benefit from this.

This saves money at the end of the day because it limits damage and the time spent doing this.

2. Set up a small pharmacy on the spot. The stock for stomach ailments, nausea and headaches had to be renewed twice during the week: so it is useful and the beneficiaries appreciated the attention. We received several requests for stain remover following mishaps at the midday meal and the news that we had some available got around very quickly on its own.

(b) Messages: It is necessary to find a way to inform people that a message is waiting for them. For example three times a day through transparencies. The use of at least loud-speaker calls is appreciated by several congress-goers and due to their "scarceness", loud-speaker calls were heard clearly on the whole.

(c) Coffee break: The experience of some split points was rather good. But the distribution of congress-goers should be managed by inviting them to head for the least busy points when they leave a session.

(d) Flowers: They seem to have been very much appreciated. Everyone likes flowers!

### *Recommendations:*

1. Where authors are informed by a memo of the date and time of their communication before the congress, don't forget the instructions for audio-visual facilities: slides should be deposited the night before the congress for communications to be made in the first morning session. Equipment should be made available to them for displayed communications and possibly the use of a photocopier to produce a transparency.
2. Separate the slide presentation station from that of the posters.
3. The team in charge of slides should remain the same throughout the entire congress, in view of the difficulty of transmitting specific instructions.

4. Geographically separate these stations from the secretariat (general commissioner's office). Those in charge of the audio-visual facilities were constantly asked questions which were not their responsibility since their room served as an ante-chamber of the general commissioner's office.
5. Before the congress, organise a general rehearsal of the functions of each member of the management staff. It is vital in order to indicate the role of each "boater".

## 10. Exhibition

This brought together 20 exhibitors, including one on a double stand and one who finally did not turn up but paid the reservation. The following were among this number : 5 non-French (Canada, Great Britain, the Netherlands and Sweden), 2 consultants, 5 publisher-librarians, 5 companies exhibiting their products or canvassing, a prevention and research institute, 5 manufacturers of furniture, a regional council network-group, a stand for the SELF and a stand announcing the Toronto Congress and other meetings.

All the exhibitors expressed their satisfaction: excellent attendance at their stands, interesting contacts, sales, etc. It should be noted that the rental price of FF28,800, which sometimes seemed prohibitive to certain persons, was fully justified in their opinion after the congress.

There were two types of problem :

- the events linked to the Gulf War penalised this aspect of the Congress. Wait and see attitude, fear of being too showy (particularly for large American companies), too little time to change one's mind when things cleared up.

It could be thought that under other circumstances, a better echo would have been received.

-The site of La Villette does have some defects in regard to these exhibitions.

- The space, designed to accommodate around 30 stands, was saturated with 20. Certainly 30 could be taken, but on condition that the site did not contain any welcome facility nor free distribution of brochures or anything that means that a congress cannot calculate its area like a department store from the moment that it has to encourage activities and free services.

- The location of columns makes it very difficult to move around in front of certain stands and leads to a considerable reduction in the visibility of these stands.

- The roof clearance is ridiculously low and for some unexplainable reason is a few centimetres lower than the standard size of all the collapsible display units. In its technical data sheets, La Villette should indicate the height which exhibitors must respect.
- The lack of supervision during the lunch hour raises a problem of security for stands.
- Finally, a telephone link per stand has to be requested. The general secretariat cannot act as a telephone exchange for exhibitors.

## 11. Social life

The social programme was aimed at satisfying three expectations :

- Welcoming the participants on the congress site the night before its opening and on the day following the French national holiday
- Offering those who wished a gala dinner in an historical and cultural setting: the choice was Chateau de Breteuil at around 50 kilometres from Paris.
- Finally, to invite each member of the I.E.A board and their partners to a "Parisian" restaurant.

These targets were reached. They are part of any successful congress!

These three events had various degrees of success depending on the difficulties to be overcome :

At the welcome cocktail reception, the organisers wanted to publicise a light, pleasant wine from Anjou. The buffet was planned consequently, salted canapés with no sweet elements. Unfortunately not everyone managed to taste this since we were expecting 600 people (out of 900 registered) and 1,000 turned up (out of 1,400 registered) without us being able to change the room and the amount of orders at the last minute.

In addition, the caterer did not spread the resources efficiently, presenting everything at the start.

In addition, the air conditioning in the room intended for 300 to 400 people was exceeded by the heat given off by 1,000 people. This was regrettable and regretted.

The experience (at Marty's for the dinner for members of the I.E.A board) showed that even by using a "good" company there is no guarantee against defective air conditioning, or as regards the quality of the food simply by reading the menu.



The reception in the Chateau de Breteuil, highlighted by hunting horns for the arrival and during the aperitif, seemed to achieve its aim. The participants had the time to visit the Chateau and the park before dinner and to forget the concrete of the conference halls for a time! However the dinner was too long since we had to raise the number from 300 to 350 participants in view of the demand, and this was beyond the caterer's capacity.

However a word of advice: make sure that each vehicle at the terminus is checked to ensure that no congress-goer leaves a bag containing: passport, money, papers, etc. Everything went off fine, but needed a lot of energy on the part of the organisers to find a missing bag.

Other than these hazards, cultural habits and religious rules linked to food must be taken into account. But there are also the problems of very strict diets for reasons of health which we were unable to handle at the time: either the people themselves had not indicated this when they entered or Wagon-Lits did not inform us of this detail! And yet, one of these cases appeared to be a rather serious risk.

## 12. Press relations

Press relations were organised in 4 "bursts" with a very different echo for each one, as this will be seen.

1. In September 1990, the dispatch of the "last announcement" brochure giving the main lines of the congress, with an accompanying letter giving a few general indications and proposing a "ready-to-publish" article.

We contacted around 100 French scientific and technical magazines and company periodicals; 10 English language periodicals and three German language periodicals.

This "announcement" type of mail was well accepted.

In addition, the societies federated to the I.E.A were asked to publish the announcement in the periodical media of these societies as well as in the ICOH.

2. The "preliminary programme" published in April, 1991, was sent with an accompanying letter concerning the planned registrations, the conference-goers, organisation of a special session, round tables, etc., the choice of la Villette. Here again, a short article was enclosed and this got a good response from newspapers (the same for the first burst).

3. At the end of June 1991, dispatch of a press kit containing a letter of invitation to the Congress, indicating its great public success, a one-page memo concerning ERGONOMICS in the world and in France, its industrial stakes, its social stakes, human stakes and an invitation to the press conference, a sheet entitled "the congress and a few figures. The congress and a few names".

4. During the congress, welcoming of some 15 people who, in total, either went to La Villette with the hope of collecting the documentation which we had not made available to them apart from the programme, or who followed the Congress (in fact three journalists "covered" the congress).

The press conference organised on the first day of the congress, with the participation of the Chairman of the Scientific Committee and the Chairman of the I.E.A., attracted very few journalists.

As for TV, TF1 sent a journalist who attended the press conference, but, due to a lack of sufficient "visuals", appeared to give up the idea of presenting the congress on the news programme.

There remained the specialised trade press whose publication deadlines have prevented any coverage to date. In total, a disappointing result for a task which was important all the same: even if they move, journalists ask for a lot of information upstream which consumes a lot of paper and time.

To conclude, it seems that in order to really interest the press we have to organise a "campaign" which means one with a specific strategy, a plan, and differentiated techniques. In short, the availability and competence which was lacking. Otherwise, it's a game of bluff.

TO CONCLUDE

THE ORGANISATION TEAM OF THE 11th IEA CONGRESS IN PARIS

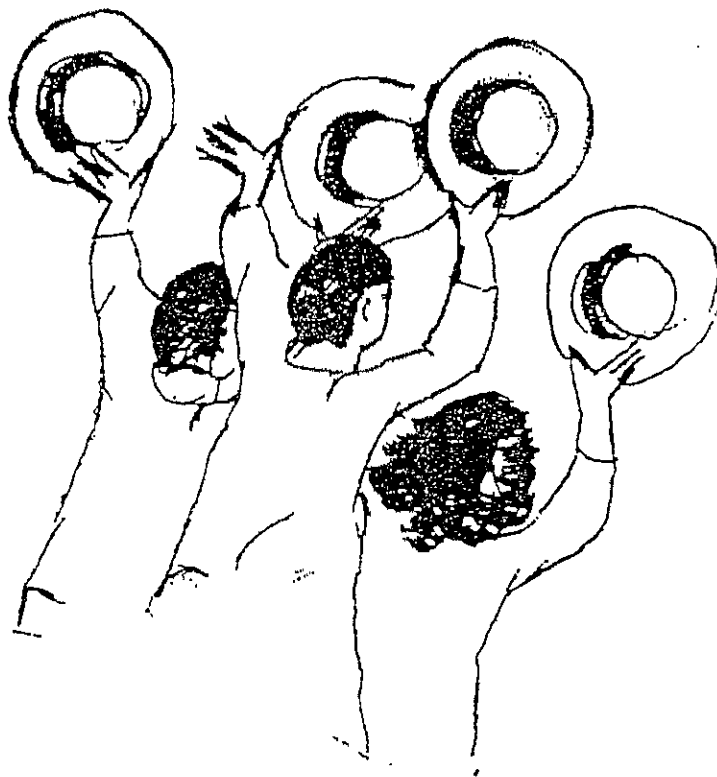
wishes

ALL THE BEST AND GOOD LUCK

to those who are preparing the 12th Congress in Toronto,

the 13th Congress in Helsinki

etc. ... etc. ...



11th IEA Congress, Paris, 1991

Circulation of 1st Announcement Leaflet

March 1990

Print Order : 10.000 EN  
5.000 FR

Number of Copies sent

	English	French
Australia	20	
Belgium		60
Canada (Ontario)	100	
Denmark	1.100	
NES Copenhagen	100	
Finland	150	
France		1.050
Germany	700	
Italy		300
Japan - Prof. AKITA	3.000	
New Zealand	130	
Norway	220	
Poland	45	5
Sweden	365	
Thailand	200	
Uruguay		100
U.K.	800	
IEA Executive Committee	111	
Secretaries IEA Federated Sties	108	
IEA 'For Information' List	129	
Newsletters Editors	54	
Individuals pre-registered	230	
Congresses in French-speaking countries		3.750
Total :	7.542	4.265

11th IEA Congress, 1991

Circulation of Last Announcement Leaflet

Early September 1990

Print Order : English : 16.000  
French : 10.000

Number of copies sent

	English	French
Australia	525	
Austria	100	
Belgium	50	150
Brazil	150	150
Canada	350	100
China	20	
Denmark, Finland, Norway, Sweden	2.500	
Germany	550	
France		800
Israel	50	
Italy	50	150
Japan - Dr. Oshima	2.500	
Dr. Horino	200	
Korea	100	
The Netherlands	600	
Poland	100	100
SEAS	600	
U.K.	1.000	
U.S.A.	1.500	
USSR	20	
Yugoslavia	40	
Prof. BROWN	100	
Ms. ROBERTSON	400	
Congresses		
H.F.S. Ottawa	300	100
SELF Montréal		400
H.F.S. ORLANDO	2.000	
IEA Executive Committee ( Secretaries IEA Federated Societies)	400	
IEA 'For Information' List ( Newsletter Editors )		
Organismes Français et Congrès divers		700
Envois individuels - Divers	600	200
Total :	14.805	2.850

## Evolution des Inscriptions - 11ème Congrès IEA, Paris 1991

	14/03	09/04	10/05	29/05	09/07	Congrès	Représentants	Industrie
Afrique du Sud	1	2	4	5	5	5		2
Algérie			2	2	5	6		4
Arabie Saoudite	1	1	1	1	1	1		
Allemagne	22	29	33	35	40	40		4
Argentine					1	2		
Australie	20	22	34	39	40	40		14
Autriche				2	2	2		
Bangladesh	1	1	1	1	1	0		
Belgique	9	13	19	19	27	28		2
Brésil	16	17	17	17	17	20		10
Bulgarie	3	3	3	3	4	3		
Canada	24	29	33	36	37	39		
Chine	1	1	1	1	2	2		1
Colombie			1	1	1	1		
Corée du Sud	1	1	1	1	1	1		
Côte d'Ivoire	1	1	2	2	2	0		
Danemark	21	24	31	33	36	36		9
Espagne			5	5	9	11		3
Etats-Unis	52	69	75	81	76	76		14
Finlande	14	29	33	33	35	33		
France	193	213	368	405	613	624		236
Grande-Bretagne	35	38	47	49	58	58		13
Grèce					1	3		
Hongrie	2	2	2	2	6	6		3
Inde	1	2	2	2	2	2		
Indonésie						1		
Iran						2		
Irlande	1	2	2	2	2	2		
Israël	1	1	3	4	7	7		
Italie	14	16	23	25	29	34		6
Japon	46	54	64	66	72	77		18
Maroc						1		
Mexique						1		
Norvège	2	3	4	5	7	7		5
Nle Zélande	1	1	4	4	4	4		
Pays-Bas	25	36	45	47	53	55		16
Philippines					1	1		
Pologne	10	16	18	20	21	20		1
Portugal	5	6	18	20	24	23		3
Rép. Centrafricaine					1	0		
Roumanie	4	4	5	5	3	5		
Sénégal						1		
Singapour						1		
Sri Lanka						1		
Suède	54	56	73	77	82	79		14
Suisse	13	13	16	16	16	15		
Tchécoslovaquie	1	1	1	1	1	3		
Thaïlande	1	1	1	1	1	3		
Tunisie						1		
Turquie	2	2	2	2	3	3		
URSS	3	6	9	10	11	11		2
Venezuela					1	1		
Yougoslavie	7	7	7	8	8	8		
Zaïre			1	1	1	1		
<b>TOTAL</b>	<b>608</b>	<b>722</b>	<b>1011</b>	<b>1089</b>	<b>1370</b>	<b>1407</b>		<b>380</b>
Nbre de Pays	36	36	40	41	46	51		