



An IUGS Event



**RFG** 2018  
RESOURCES FOR FUTURE GENERATIONS

PREMIERE INTERNATIONAL CONFERENCE ON  
ENERGY · MINERALS · WATER · THE EARTH

**June 16-21, 2018**

Vancouver Convention Centre, BC, Canada

## Quick Reference Field Trip Guidelines

Safe and efficiently run field trips are amongst the most important aspects of a technical conference as they provide the opportunity to learn by first-hand experience. To this end, Resources for Future Generation (RFG) 2018 will host a number of field trips sponsored by partner agencies and associations. The guidelines provided below are intended to assist with proposals from potential field trip organizers so that they are aware of the expectations, commitments and requirements for running a successful field trip at RFG 2018.

## Field Trip Working Group

Each field trip must identify a trip leader who is the primary contact and responsible for the technical planning of the field trip, and co-leader(s) or assistants who will help with planning and logistics. The leader, co-leader(s) and the assistant(s) constitute the field trip working group. The field trip working group must identify a sponsoring agency or partner that will be affiliated with the field trip (e.g. GAC, MAC, CIM).

## Objective

Through RFG 2018, the International Union of Geological Sciences (IUGS) and partners are bringing industry, academia and governments together to tackle the growing issues around increased demand for natural resources, and changes in the delivery of existing ones with a focus on environmental priorities and new technologies. A proposed field trip should have a clear focus and objective that is aligned with the conference's themes. Thus, we encourage submissions across a broad spectrum of topics that will provide opportunities to see a variety of geological environments and examine earth processes that are important for understanding formation of natural resources and their clean and efficient extraction. If possible, we encourage field trip proposals to identify an alignment with specific technical session(s) at the conference.

## Participants

A field trip proposal will include the maximum and minimum number of participants. This will be important for budget and logistics. Field trip leader(s) will disclose the nature of the field trip and identify settings and conditions for which participants need to be prepared. In some cases, there may be physical or logistical demands that may not be suitable for all participants. For example, strenuous hiking or high elevation stops in a helicopter may not be appropriate for individuals with certain medical conditions.

## Budget

A detailed budget using Canadian currency is required. A budget template is provided and needs to be completed as part of the field trip submission. Any upfront costs or seed money required to pre-book accommodation, rentals, charters, etc., is to be paid by the sponsor organizations (e.g., GAC, MAC, CIM, etc.). All costs and proceeds for a fieldtrip belong to, and are the responsibility of, the sponsoring organization. The field trip leader is responsible for contacting the sponsoring organization's treasurer to confirm their support as part of the field trip proposal. This support will be identified in the budget. Based on actual quotes, a budget of +/- 15% should include, but is not restricted to:

- Transportation (van rental, charter bus, flights, fuel, etc.)
- Meals (catering, breakfast, lunch, dinner, snacks, drinks, water, etc.)
- Accommodation
- Trip preparation (if not supported by other funding)
- Guidebook preparation and printing



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- Materials (maps, hard hats, props, tools, etc.)
- Contingency (10% of total budget)

The cost per person, based on maximum and minimum participation, should be calculated and fees set to break-even at 75% of the maximum capacity. The field trip risks cancellation if it fails to reach 60% of the maximum capacity by the RFG2018 early registration deadline (April 15, 2018). The organization sponsoring a field trip may build RFG2018 registration (or partial registration) for the leader(s) into the budget if they chose, but this must be managed separately from the conference. Please note that participants on field trips are expected to be registrants in RFG2018; there will be a \$100 surcharge for participants who do not register for the conference.

### Cancellation Risks

The field trip leader will identify possible cancellation risks and potential mitigative actions or alternatives. Cancellation risks might include inclement weather, access limitations (hazardous terrain, bridge washouts, forest fires), etc. No field trip shall compromise the health and safety of the participant.

### Guidebooks

A field trip guide book is recommended, but is not a requirement. Guidebooks will need to be prepared well in advance of the fieldtrip. The field trip leader and the sponsor organization are responsible for arranging the editing and printing, or publication if desired, of field trip guidebooks. All costs related to the preparation and printing of the guidebooks need to be captured in the budget. RFG 2018 will not provide technical or financial support for the production of guidebooks.

### Insurance

Field trips require insurance, and participants are expected to sign waivers. Most sponsoring organizations (GAC, MAC, CIM, etc.) have field trip policies and comprehensive liability insurance. The field trip leader is responsible for contacting the sponsoring agency and must demonstrate to the Field Trip Organizing Committee that appropriate liability insurance is available for the proposed field trip.

### Safety

Safety of the field trip leaders and participants is of critical importance and should be a key consideration for field trip working groups when planning the field trip. Potential hazards and the mitigative measures that are to be implemented need to be outlined in the field trip proposal.

### Submission Deadline

The deadline for submissions will be September 15, 2017.  
Notification that the proposal is accepted or rejected will be October 15, 2017.

### RFG 2018 Field Trip Committee Contacts:

<b>Chair:</b> Dan Gibson <i>hdgibson@sfu.ca</i> +1-778-782-7057	<b>Vice-chair:</b> Adrian Hickin <i>Adrian.Hickin@gov.bc.ca</i> +1-250-953-3801	<b>Vice-chair:</b> Vincent van Hinsberg <i>vincent.vanhinsberg@mcgill.ca</i> 1+514-398-8112	<b>Conference Coordinator:</b> Chantal Murphy <i>cmurphy@CIM.ORG</i> +1-514-939-2710 ext. 1309
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