



IGLC Standard

Annual Conference of the International Group for Lean Construction

1 Introduction

This document details the organisational and operational framework for the Annual Conferences of the International Group for Lean Construction (IGLC). It is intended to align with and act in accordance with the IGLC Charter and Operating Procedures and is subordinate to that document.

While this document sets forth the standard requirements and guidelines for organising and conducting the IGLC annual conferences, it acknowledges the necessity for flexibility. Therefore, any deviations from the stipulated standards are permissible, provided they receive formal approval from either the IGLC Business Meeting or the IGLC Standardization Committee.

2 Conference Duration, Timing, and Subevents

The Annual Conference of the International Group for Lean Construction shall be a weeklong event from Monday to Sunday, consisting of the following subevents.

- Industry Day (Monday)
- Workshop/Gemba Day (Tuesday)
- Technical Conference (Wednesday-Friday)
- IGLC Business Meeting (Friday Afternoon)
- PhD summer school (Saturday and Sunday)

Detailed information regarding the content, format, and specific requirements of these events is outlined in section 4 of this Conference Standard.

To accommodate academic schedules globally, the Conference should take place in July. However, to adapt to local circumstances, such as customary vacation periods within the local construction industry, the event can be scheduled for the last week of June or the first week of August should July present challenges.

3 Roles and Responsibilities

3.1 Local organisers

The local organisers are composed of the Conference Chair(s) and their team. The Conference Chair(s) are elected during the IGLC Business Meeting as part of the host bid process. They have the discretion to recruit members for their local organising team as needed. (Note: The technical chairs and the scientific committee are not considered part of the local organising team.)

The local organisers are responsible for managing all financial aspects and overseeing most practical arrangements for the Conference, including:

- Assuming full financial responsibility
- Maintain a website for the Conference



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- Acquire a licence for ConfTool and provide the Scientific Committee with admin access. (The IGLC has decided to standardise on the use of [ConfTool](#) for the paper submission and review process)
- Providing the venues for all the events outlined in 2.1
- Provide and financially cover accommodation and food for students and faculty of the PhD School.

3.2 Technical Chairs and Scientific Committee

The IGLC Business Meeting elects at least one Technical Chair as part of the host bid. The Conference Chair(s) and existing Technical Chair(s) can, in consultation with the IGLC General Secretary, appoint additional Technical Chairs to divide the workload. The Technical Chair(s) may recruit helpers and delegate some of their responsibilities to them, for example, Track Chairs to aid in the submission and review process and editorial assistants to aid with the production of the proceedings. However, the overall responsibility for the tasks in their purview remains with the Technical Chair(s).

The responsibilities of the Technical Chair(s) include:

- Creating and distributing the call for papers
- Recruiting track chairs if needed
- Managing the paper submission and review process
- Editing and producing the proceedings and handing them over to the IGLC webmaster for publication on IGLC.net.
- Choosing the recipient(s) of the best paper award(s)
- Selecting papers for journal special issues.
- In consultation with the local organisers, creating the program for the Technical Conference, including deciding on:
 - Keynote speakers, if any
 - Plenary papers
 - The mix of plenary and parallel session
 - The length of each session and presentation
- Recruiting session chairs for all plenary and parallel sessions

3.3 PhD School Dean(s)

The Conference Chair(s) and Technical Chairs together nominate the PhD School Deans (normally two) for approval by the IGLC standardisation committee. The dean candidates should be presented to the standardisation committee no later than nine months before the conference.

The responsibilities of the PhD School Dean(s) include:

- Soliciting applications
- Deciding on admissions
- Recruiting Faculty and keynote speakers
- Programming and chairing the PhD School event

3.4 IGLC General Secretary

The IGLC General Secretary is the highest-ranking officer within the International Group for Lean Construction (IGLC). In relation to the organisation of each Conference, their responsibilities are integral to the seamless operation and adherence to the group's standards. Their specific duties include:

- *Agenda and Organization of the IGLC Business Meeting:* The General Secretary is responsible for setting the agenda and overseeing the organisation of the IGLC Business Meeting.



- *Liaison for the Standardization Committee:* The General Secretary acts as the primary liaison of the IGLC Standardization Committee. The IGLC Standardization Committee provides guidance and grants permissions to deviate from established standards, ensuring that any adaptations are in keeping with the organisation's overall goals and maintaining the quality and consistency of the conference experience.
- *Approval of Key Conference Roles:* The General Secretary has the authority to approve the addition of Conference Chairs and Technical Chairs, not included in the original conference bid. This authority also extends to approving replacements for any originally nominated individuals.

4 Practical requirements and considerations

For each sub-event outlined below, the typical days they are held during the conference week are indicated in parentheses next to their titles. However, these suggested schedules are flexible and can be adjusted to meet the specific needs and logistical constraints of each Conference.

4.1 Industry Day (Monday)

Content

The content of Industry Day is typically tailored to reflect the local context where the Conference is hosted, varying with the level of Lean Construction adoption in the local construction sector. In regions with advanced Lean Construction practices, the emphasis is often on inviting local practitioners to share insights on best practices and their experiences. Conversely, in emerging markets, the focus may shift towards bringing in external experts to educate local professionals about Lean Construction principles. To minimise costs, it is advisable to predominantly engage speakers already attending the Conference, thereby reducing the need for additional travel expenditure.

Format

Industry Day is generally organised as a continuous plenary session, facilitating a unified and cohesive experience for all participants fostering a comprehensive understanding of Lean Construction as it applies both locally and globally.

Venue

The chosen venue must accommodate the expected number of attendees comfortably and be conducive to the format of the event. It should support the seamless delivery of presentations and facilitate effective engagement between the speakers and the audience.

Pricing

The pricing strategy for Industry Day should be designed to cover all associated costs, ensuring the event is financially self-sustaining and preferably helps subsidise the fees for the technical conference. Local Organisers are advised to set the participation fee in a way that offsets the expenses specific to Industry Day, such as speaker fees, without depending on the revenue from other segments of the Conference.

4.2 Workshop/Gemba Day (Tuesday)

Content

The Workshop/Gemba Day should offer a practical and immersive experience in lean construction methodologies through a combination of workshops, site visits, or a mix of both. The workshops aim to provide participants with hands-on learning experiences, showcasing the latest tools, effective



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strategies, and engaging training games in lean construction. These sessions should enhance skills, foster the exchange of ideas, and ensure participants gain valuable, actionable knowledge and a deeper comprehension of lean construction techniques.

The local organisers coordinate the site visits, ensuring they are meaningful and relevant, while the IGLC community members typically facilitate the workshops. Local organisers must solicit workshop proposals well before the Conference to schedule a diverse array of sessions catering to varying interests and learning objectives.

Format

The arrangement of Workshop/Gemba Day may vary, integrating workshops, site visits, or a combination thereof. The scheduling can be flexible; for instance, workshops could occupy the morning schedule with site visits in the afternoon, or site visits could run concurrently as alternative workshop options. There is also the flexibility to organise full-day workshops if the content warrants a more extended session.

Venue and Transportation

Workshop venues should cater to interactive group activities rather than traditional lecture-style presentations, requiring spaces that facilitate collaboration and engagement. The specific needs will vary depending on the workshop size and type but should ideally support a hands-on learning environment.

The Local Organizers must provide transportation for all participants from the conference venue to the site locations.

4.3 Technical Conference (Wednesday-Friday)

Content

The core of the Technical Conference is dedicated to showcasing academic papers submitted by participants and fostering scholarly discussions. Additionally, it may feature one or two keynote presentations. It is a standard practice to include at least one session focused on interactive lean construction training games, enhancing the learning experience.

Format

The Conference's structure should predominantly consist of paper presentations, conducted in either plenary or parallel sessions. To ensure participants can attend as many of the presentations as possible, the parallel sessions should be limited to a maximum of three concurrently. If the volume of submissions would necessitate additional sessions, or if individual presentations would be restricted to less than 10 minutes, alternative formats like poster sessions should be considered to accommodate all content effectively.

Venue

Local Organisers are tasked with providing a suitable venue that aligns with the Conference's format requirements. This includes a large plenary hall for all attendees and additional rooms for parallel sessions. These spaces should be in close proximity, ideally surrounding a common break area to facilitate networking and community-building within the IGLC.



4.4 PhD School (Saturday and Sunday)

Timing

The PhD School is typically held on the Saturday and Sunday immediately following the Technical Conference. Scheduling it after the main conference ensures the availability of faculty members, many of whom attend the Technical Conference but may not participate in the Industry or Workshop/Gemba days.

Content

The IGLC PhD School gives 10-15 graduate students studying Lean Construction-related topics the opportunity to present their projects and get feedback from a panel of leading Lean Construction Faculty.

Format

The event is mainly structured around the student presentations. Each student is given around 15 minutes to present their PhD project, followed by 20-30 minutes of feedback from the faculty panel. In addition, there are typically two keynote lectures related to doing Lean Construction research.

Venue

The conference organisers are free to select a suitable venue for the PhD School.

Some conferences have elected to host the PhD school at locations some distance from the main conference, typically to have cheaper accommodations. If this is done, the conference organisers must provide transportation to the PhD school venue for all students and faculty after the conclusion of the IGLC business meeting on Friday.

4.5 Food services (All daytime events)

Catering must include daily lunch for attendees, with no stringent menu guidelines, allowing for flexibility from simple sandwiches to elaborate buffet spreads. Continuous access to coffee and tea is essential in the break areas. In regions where hotels do not typically include breakfast, offering morning refreshments is encouraged, maintaining the tradition of hospitality and convenience for participants.

4.6 Pricing and Fee Structure

Industry Day

The pricing strategy for Industry Day should be designed to cover all associated costs, ensuring the event is financially self-sustaining. Local Organisers are advised to set the participation fee in a way that offsets the expenses specific to Industry Day, such as speaker fees, without depending on the revenue from other segments of the Conference.

Workshop/Gemba Day

It is uncommon for attendees to register solely for the Workshop/Gemba Day; most participants are likely to attend this in conjunction with the Industry Day and/or Technical Conference. Hence, providing attractive package deals is crucial for encouraging participation in the Workshop/Gemba Day. The pricing strategy should reflect the value of the combined conference experience, encouraging broader attendance and participation.

Technical Conference

Pricing for the Conference should be as affordable as possible, ensuring broad accessibility. Revenue from the Technical Conference must not be redirected to subsidise other events. On the contrary, revenues from the Industry and Workshop/Gemba days should be used to subsidise the cost of the technical conference.

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A special pricing model should be available for students, capped at a specified percentage of the full participation fee, ensuring inclusivity for the academic community.

PhD School

The PhD School is free for all invited students and faculty, including accommodation and meals. Costs should be covered through revenues from Industry Day, Workshop/Gemba Day, and the Technical Conference.

Package offerings

It is customary to offer package deals for various combinations of Industry Day, Workshop/Gemba Day, and Technical Conference. The price of such should be less than the price of the individual pricing combined.

Student pricing

The conference should offer student participation rates at 50% of the normal rates.

Early bird deals

It is customary to offer early bird deals at X% lower price. Doing so benefits the conference organisers as it gives them an early indicator of how many participants there will be and can better plan the venue, catering, and so on. Early birds should be valid at least until the initial paper acceptance. Most authors will not register until they know their paper has been accepted.

Price for non-participating authors

Publication of papers in the conference proceedings and on IGLC.net is contingent on at least one of the authors paying the registration fee for the technical conference. In some cases, authors with accepted papers are precluded from travelling to the conference to participate yet still want to have their paper in the proceedings. In such cases, the conference organisers can offer them a reduced price. However, this price should not be significantly lower than the early bird price. The IGLC conference should not be a cheap and easy publication channel for authors who have no interest in participating in the conference.

Sponsor-participants

Sponsorship agreements often include a number of participation slots for the sponsor's representatives. The conference organisers are free to determine how many slots to offer, but the total value of the participant slots must not exceed the sponsorship amount.

Group-discounts

The organisers have the discretion to offer group discounts for participants.

Complimentary Participants

The conference organisers may waive participation fees for certain individuals. Typically, those who have made significant contributions to the conference, such as members of the local organising committee and the Scientific Chairs, will have their fees covered.

Note on Complimentary or Discounted Participation

As outlined in the IGLC Charter and operational procedures: "Individuals participating in the conference through complimentary or discounted rates not publicly announced on the website require approval from the General Secretary to be granted membership status."



Participants who receive complimentary registration due to their significant contributions to the conference will always be granted membership status. However, participants who receive excessively large group discounts will typically be denied membership status.

5 Social program

The social program of the IGLC conference plays a crucial role in fostering community and networking among participants. It is composed of events designed to welcome attendees and provide a convivial atmosphere for exchange and interaction.

5.1 Conference Reception (Monday afternoon/night)

The conference officially kicks off with a reception open to all participants, typically scheduled for Monday afternoon or evening. This event follows the industry day, bridging attendees from both the industry day and the technical conference segments. The reception serves as an initial networking opportunity, allowing attendees to meet and engage in a relaxed setting.

5.2 Conference Dinner

A highlight of the social program is the conference dinner, traditionally held on Thursday night, though Wednesday is also an option. This event requires careful planning to ensure the chosen venue can accommodate all interested participants, including provisions for attendees to purchase additional tickets for spouses or partners. While the dinner is often referred to as a Gala, the dress code remains business casual, consistent with the conference's general attire guidelines.

Culinary offerings at the dinner have varied over the years, ranging from buffets to plated dinners, with the IGLC imposing no specific requirements on the menu. The primary aim is to create an environment conducive to socialisation. Therefore, the evening's programming should limit long speeches and minimise non-interactive entertainment. Music and dancing are traditional elements, contributing to a lively and engaging atmosphere. Although alcoholic beverages are expected to be available, their cost may be passed on to participants.

5.3 Other Social Events

In addition to the required conference reception and dinner, conference organisers are encouraged to host other social events. Over the years, conference organisers have hosted a variety of different events, including morning yoga, volleyball tournaments, boat trips and karaoke.

6 Accommodations

Historically, the most successful IGLC conferences have been those where the conference venue and accommodations are located in the same place. This setup fosters frequent interaction among participants outside of the formal conference schedule, enhancing networking and collaboration. However, when such arrangements are not possible, certain key factors should still be prioritised.

- **Co-located Participants:** As much as possible, attendees should be accommodated in the same hotel. If this is not feasible, the accommodations should be within walking distance of one another to maintain easy access and interaction.
- **Socialising Venues:** It is important that the chosen accommodations are situated near venues for socialising, such as restaurants and bars, where participants can continue discussions and network informally.



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- **Affordable Options:** Among the accommodation options, there should be budget-friendly alternatives suitable for students, ensuring inclusivity for all attendees.

PhD School accommodations

The conference organisers are responsible for arranging accommodations for two nights for the faculty and students attending the IGLC PhD School. The following considerations should be met:

- **Faculty:** Faculty members should be accommodated in single rooms for comfort and privacy.
- **Students:** Students may share rooms, with two students per room, to reduce costs while fostering peer interaction.

7 Conference website

The conference organisers must establish a dedicated website for the event. This should be done no later than the time of distributing the Call for Papers (CFP).

Website URL

IGLCxx.com, where xx is the number of the conference. For example, IGLC32.com. Alternatively .net or .org.

The website should provide comprehensive and easy-to-navigate information, including the following key sections:

Conference Details

The date and location of the conference must be prominently displayed on the homepage to ensure visitors can quickly grasp when and where the event will take place.

About the Conference

An About section should describe who is hosting the conference. It should provide details about the organising institution(s) or association(s), and any other key stakeholders.

Contact Information

The website must clearly provide contact details for both the local organising team and the scientific committee. It is important to specify which committee handles different issues (e.g., logistical concerns vs. academic submissions).

Program Overview

A Program section should outline the overall structure of the conference, including key dates and sessions. Once the program is finalised, this section should display the full agenda with detailed information about sessions, speakers, and timings.

Registration

The website must include a Registration section that lists all available registration options, including pricing tiers (e.g., early bird, student rates). The section should also provide a link to an online registration form where participants can sign up for the conference.

Travel Information & Visa Requirements



This section should include details about the nearest airports and the best ways to travel from these airports to the conference venue. Any visa requirements for international attendees should be clearly outlined, with links to relevant resources for visa application.

Accommodation

The website must offer information about accommodation options, including hotels near the conference venue. Details on any special rates or partnerships with hotels should be highlighted.

Local Transportation

Attendees should be informed about local transportation options, including how to get to and from the conference venue and the various accommodation sites. This can include public transportation, taxi services, or shuttle options.

Paper Submission

A dedicated Paper Submission section must provide comprehensive information about the submission process. This should include:

- What documents need to be submitted.
- Deadlines for each submission stage.
- Links to all relevant templates and documents.
- A link to the conference's ConfTool installation for paper submissions.

IGLC PhD School

The website should include a section on the IGLC PhD School, providing details about the program and the application process for those interested in participating.

Local Attractions

It is advisable to include information about local sights and attractions in the host city and country. This can enhance the experience for attendees who may wish to explore the area during their stay.

8 Financial Considerations

The conference organisers bear the full financial responsibility for hosting the event, including any profit or loss that may result. Several key considerations should be noted:

- **IGLC Running Costs:** The conference must cover the annual running costs of the IGLC, which include expenses such as website maintenance, Crossref membership, and DOI registration. Currently, these costs amount to approximately 1,000 USD.
- **ConfTool**
- **PhD School:** The conference is responsible for covering all costs associated with hosting the PhD School. This includes providing the venue, as well as meals and accommodation for at least 15 students and 10 faculty members.
- **Sponsorships:** The organisers are free to seek sponsorship to support the conference. Typically, an IGLC conference secures between X and Y USD in sponsorship income.
- **Profit Considerations:** Any profit the organisers generate is expected to come from the Industry and Workshop days, as well as from sponsorships. The technical portion of the conference should ideally be run at cost, or subsidised where necessary.



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9 Related Standards

[Conference Name and Logo](#)