

ISOCARP'S 62nd WORLD PLANNING CONGRESS

ISOCARP World Planning Congress Team

Key Roles and Responsibilities

The World Planning Congress Team (WPCT) is composed of the General Rapporteur, the Practice Track Rapporteur, the Track Rapporteurs, and the ISOCARP Congress Director.

General Rapporteur(s)

The General Rapporteur (GR), with the support of the ISOCARP Congress Director, is responsible for the development of the congress content (subthemes, sessions, and special sessions for both the in-person and virtual congress) based on the congress theme. The General Rapporteur's role is to build and lead the Track Rapporteur team, guiding its members throughout the abstract review process, the organisation of abstracts into sessions, session moderation, and the production of all post-congress materials.

The General Rapporteur also ensures that the development of the content takes place in a coordinated manner with the Host Organization and that the LOC provides support with all necessary content-related matters. The General Rapporteur acts as the focal point of the WPCT for the Congress Director and is responsible for final decisions and the timely delivery of all outputs. Following the congress, the General Rapporteur consolidates and approves the track outcomes and prepares a content summary for the congress's post-congress publications.

Scope of work of the General Rapporteur:

Before the event:

- Building the Track Rapporteur team: ISOCARP will issue the call for Track Rapporteurs and compile and review a list of potential candidates, supported by CVs/bios and a letter of intent. The GRs will select the Track Rapporteurs from this list, considering the candidates' qualifications and experience, as well as gender, regional, and sector (practice, NGO, academia) balance.
- Together with the Congress Team (Track Rapporteurs), discuss the sub-themes of each track in order to deepen and elaborate the track descriptions (which serve as the guide for the submissions).
- The same should be done with Partner-led sessions (e.g. UN-Habitat).
- Propose possible keynote speakers.
- Present and explain to Track Rapporteurs the academic criteria for the review of abstracts and session proposals (with Secretariat support).

- Support and oversee the Track Rapporteurs in structuring the track sessions based on the accepted abstracts, stepping in whenever there is no consensus on specific abstracts or Track Rapporteurs are unable to review on time.
- Provide instructions and guidelines to Track Rapporteurs on producing their "Track Summary", to be presented during the final plenary and to be written and published in the Congress proceedings.
- Promote the Congress theme and the Tracks within their professional network and social media, universities, and other connections (especially the call for submissions).
- Provide material for promotional social media posts, promoting the content/congress theme and submissions.

During the event

- Introduce the Congress theme, the track topics, and the Track Rapporteurs during the opening plenary session.
- Moderate and chair plenary sessions and other sessions, as needed.
- Participate in panels, special sessions, or other congress components, as needed.
- Prepare and present a PowerPoint presentation during the closing plenary session with the "Congress summary", summarizing the most important discussions of the Congress, drawing conclusions, and providing recommendations for the further development of these themes in the future.

After the event

- Prepare and consolidate the final "Congress summary" report together with the Congress Director, including the Congress summary by the GRs and the Track summaries of each track. The final report should include, but not be limited to, the main issues identified and discussed, recommendations, consensus, as well as dissenting views.

Track Rapporteurs (Local and International):

The Track Rapporteurs play a very active and important role in the overall coordination and smooth execution of the parallel track sessions of the Congress. The team of Track Rapporteurs is led and guided by the General Rapporteur throughout the process, and they are primarily responsible for reviewing abstracts, structuring and moderating sessions, and summarizing topics and track results. They are also supported by the ISOCARP Secretariat on technical issues. Track Rapporteurs are expected to have extensive experience and knowledge of the respective track/area they cover and must be ISOCARP members who have attended at least one ISOCARP Congress in the past.

In addition to these international Track Rapporteurs, the LOC can also propose local Track Rapporteurs (requiring extensive experience and knowledge of the respective track/area), whose applications will also be reviewed and approved by the ISOCARP GR.

Practice Track Rapporteur:

The Practice Track Rapporteur has a distinct role to play within the coordination and smooth execution of this track. We aim to work with a special track theme (e.g. climate change), and in order to improve the content attractiveness to practice members, this should be a leading practitioner (requiring extensive experience and knowledge of the respective track/area) in the field of the special track theme. The General Rapporteur, with guidance from the Congress Director, will appoint this role from the pool of applicants and will be led by the General Rapporteur throughout the process, consistent with the Track Rapporteurs as stated above. However, the delivery format can vary from other tracks to enable effective active engagement, networking, and innovation.

Scope of work of International, Local and Practice Track Rapporteurs:

Before the event:

- Together with the General Rapporteur, discuss sub-themes of each track in order to deepen and elaborate each track's description (which serves as the guide for the submissions).
- Provide material (text) for promotional social media posts, promoting the content of each track to encourage abstract submissions.
- Review and rate abstracts for preselection as congress presentations and subsequent publishing.
- Based on the received abstracts, formulate thematic track sessions (session structures + session descriptions), with the support of the Congress Director.

During the event:

- Prepare a "Track Summary" per track, to be presented during the final plenary (presentation) and to be included and published (written summary) in the Congress proceedings.
- Coordinate and chair the track sessions and workshops during the Congress, encouraging discussion.

After the event:

- Provide a written track summary per track, including but not limited to, the main issues identified and discussed, recommendations, consensus, as well as dissenting views.