

GUIDELINES ON THE USE OF THE FIG LOGO

1. Background

The aim of these guidelines is to clarify the procedure how to apply the privilege of using the FIG logo for events and publications and/or the endorsement of FIG e.g. for guidelines and standards. The general policy of the Federation is in favour for the use of FIG logo and its signs at national level by the member associations to promote their membership in FIG to the individual members. This so called normal use of FIG logo happens by using the FIG logo with appropriate text, e.g. “Member Association”; “Affiliate Member”; “Academic Member” and “Corporate Member”. The different logos with the text can be downloaded from the FIG web site (under Administration). The logos are available in several formats both for printing and for web site use.

2. Events

FIG policy to give the right to use FIG logo and signs with different kind of events is as follows:

FIG support to international and regional conferences, congresses, exhibitions and symposia as a Federation

The decision whether FIG will be an organiser, a co-organiser or a co-sponsor of an event is taken by the FIG Council. This is applied when the request is about whether FIG as a Federation supports the event. The Council will decide also on the financial consequences (sharing the profit; royalties for the use of the FIG logo to be donated to the FIG Foundation or FIG; or financial support given by FIG to the event; and sponsoring e.g. speakers from developing countries to the event). Normally to get the FIG support to an event requires that FIG is involved in and/or consulted on the programme. Further there has to be a clear contribution from FIG also during the event itself. Applications to use the FIG logo and signs for such purposes should be sent to the FIG office.

If this kind of event is organised by an organisation that has a Memorandum of Understanding with FIG and the topics of the event are in accordance with the MoU, the FIG office will make the decision on the use of the FIG logo. The FIG office will be in contact with all relevant bodies in FIG, e.g. Commissions involved. Also in these events there shall be an FIG input to the programme.

The permit to use the FIG logo in conjunction with any event that is organised or co-organised by FIG shall give FIG the right to publish the proceedings of the event on the FIG web site without any compensation.

FIG support to international conferences, symposia and seminars from an FIG Commission

The decision whether an individual Commission (or several Commissions individually) is willing to support an international or regional event will be made by the chair of each Commission. The contact can be made directly to the Commission chair or to the FIG office, which will then inform each other on the request and take care of disseminating the information

in the case of a positive decision (newsletters, bulletins, leaflets etc.). When a Commission decides to support an event it is also responsible to take care of its input to the programme of the event. On possibility for financial support the Council shall be consulted.

The permit to use the FIG logo in conjunction with any event that is organised or co-organised by FIG shall give FIG the right to publish the proceedings of the event on the FIG web site without any compensation.

FIG support to national events and conferences

The normal way to FIG to support national conferences is not to give the right to use the FIG logo except to use it in addition with text “FIG Member Association”, explained above. If FIG, however, decides to send a representative to an event or with other important reasons decides to support the event, the Council can decide that the event will be a co-sponsored FIG event.

Publications

The FIG policy to admit the use of its logo and signs (e.g. endorsed, recommended or refereed by FIG) is as follows:

Commercial use of the FIG logo for guidelines, publications etc.

The request of using FIG logo for commercial purposes in publications shall be sent to the Council (FIG Office) which will contact the Commissions that have expertise on this special topic. The Commission(s) is requested to evaluate if the publication fulfils the scientific, technical and ethical qualifications that FIG expects from publications that it supports. The Commission(s) shall inform the Council whether terms like “Endorsed by FIG” or “Recommended by FIG”, if any, could be used in this connection. The royalties or fees to be paid to FIG or the FIG Foundation (these shall be based on the commercial benefit) will be decided by the FIG office based on the guidelines given by the Council.

Other publications with no commercial value

The permit to use FIG logo and signs with these publications will be taken by the FIG Council, relevant FIG Commission or the FIG office following the FIG policy. The professional/scientific value of the publication shall always be refereed by a Commission(s). Each Commission decides on its own publications and endorsement (e.g. “Endorsed by FIG Commission 5”, “Recommended by Commission 8”. The Council (or the FIG office if delegated to it) decides whether a publication will be published by FIG in its publication series.

Publications at national level and in local languages

The general policy of FIG is to promote the membership of the Federation at the national and local levels. This includes e.g. publishing the FIG reports and publications (including Commission reports) on local languages by the member associations. When doing so the FIG logo and signs have to be clearly visible. There will be no charge for using the FIG logo if the publication is used in its original format. A copy of the publication has to be submitted to the FIG office and the proceedings also in electronic format to be posted on the FIG web site when appropriate.