



**UNION OF INTERNATIONAL ASSOCIATIONS**  
UNION DES ASSOCIATIONS INTERNATIONALES

### **UIA Statistics & meetings data, 2025-2026 edition**

Greetings,

Please read the following note carefully and let us know if you have any questions.

Every year destinations (countries, cities, congress centres) are welcome to send us information on meetings held in their location in the preceding year. Relevant events will be added to the UIA's *International Congress Calendar* and then tabulated as part of UIA's annual *International Meetings Statistics Report*.

**The deadline for sending us data is 15 February 2025**; if you need additional time then please inform us so we know to expect your submission. In all cases, we will confirm receipt of your message and data.

Data can be sent in the following file formats: XLS, CSV, DOC, or unlocked PDF.

Send us information on a meeting only once. We should not receive the same meeting twice from you nor should we receive data on the same meeting from a city office and a country office.

Do not censor your data based on what you think we want; send us as much information on as many meetings as possible. This allows UIA editors to quickly process the submissions, provided that **the minimum information** is supplied to us.



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**The minimum information we need for an event:**

- The complete name of the international organization organizing the meeting – not just its abbreviation or acronym; not only the name of the hosting organization or PCO;
- The full title/name of the meeting, not only its acronym or abbreviation
- The start and end dates;
- The format of the event: in-person, hybrid or wholly virtual / online
- Whether the event was cancelled or postponed.

**Additional information you can provide that assists us:**

- The meeting's theme (eg “Enlarging the European Union”, “Theory, policy and practice”, “Modern energy systems”);
- The number of expected or confirmed participants;
- The number of nations represented by the participants;
- Whether or not an exhibition is part of the meeting;
- Venue: you are welcome to send us the venue (conference center or hotel) for the event, but we must have the full name of the facility.

Where possible, **please include the UIA id/reference number for the association** (for example, UNESCO is *XB3383*). Some of you use this in your work, for others you can find this information in the Yearbook of International Organizations online (including the “open” version which is free for everyone to access). The id code is at the bottom of each organization profile or to the right-side column in the search results (see: [uia.org/ybio/](http://uia.org/ybio/)).

**Include this information only if you are certain** that the meeting belongs to a specific organization listed in the Yearbook, do not guess. If you have a small number of meetings and are not already using our organization id codes in your work, then it will be worth your time to look up this code and include it in your data to us.



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**UIA's focus / What do we mean by "international meeting"?**

Our focus is on: any meeting organized or sponsored by one or more international organizations listed in the *Yearbook* **or** an organization eligible for inclusion in the *Yearbook* which does not yet have an entry.

These are typically regional or international societies, associations, federations and so on.

You may have information on an event organized by a body not yet included in the *Yearbook*, this means we will create a description for the association AND include the meeting.

The *Yearbook* also contains entries for "autonomous conference series", which are conference series with no formal organizing association behind it. In most of these cases the ongoing continuity is provided by committees and advisory boards. Examples include the *Congress of Nordic Historians* organized since 1905 and the *International Grassland Congress* organized since 1927.

**If you have data for 2019 through 2024** which was not already submitted to the UIA, then you are welcome to send it to us now as a separate file to 2025 data.

**If you have data for 2026, 2027 and future** scheduled events then you are welcome to send that to us at this time.



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**As a reminder, we are not able to include:**

- Commercial trade fairs, exhibitions, concerts, contests, festivals, trainings, championships, competitions, commercial meetings
- The meetings of *national bodies* which are members of Yearbook-listed organizations.
- Any other meetings that do not meet the criteria detailed in the editorial pages of the report and other UIA documents

**For more information**, please see the introductory text to the annual Statistics Report and the International Congress Calendar.

Please do not hesitate to contact us if you need further clarification.

Joel Fischer  
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