



# Rules for ISE Annual Meetings

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# Rules for ISE Annual Meetings

This document defines the organizational structure, the scientific and the financial policy for ISE Annual Meetings. Supplements with specific instructions pertaining to particular meetings may be added by the Executive Committee, before the arrangements for a particular meeting are confirmed.

**The Chair of the Organizing Committee, or likely Chair/member of the Organizing Committee, shall sign a copy of these Rules at an early stage of negotiation, signifying that the Organizing Committee Chair and all the Organizing Committee members, regardless of the ultimate composition of the Organizing Committee, commit themselves to strictly adhere by these Rules.**

## 1 Generalities

The term “Annual Meeting” is used to indicate the once-yearly meeting of the Society, a meeting covering a range of topics designed to appeal to all Society Members. Typically, the Annual Meeting is held in August / September and the Spring Meeting is held in March / April of each year. Where possible, the Society will endeavour to hold the Spring and Annual Meetings in geographically well-separated locations.

Normally an ISE Annual Meeting will have a **Main Theme** which reflects the current state of the art in (particular fields of) electrochemistry and specifies the fields or aspects upon which the meeting is focused.

ISE Annual Meetings are organized in Symposia on particular topics related to the main theme and/or to Divisional activities.

Each annual meeting includes a **General Session** to accommodate contributed papers that do not fall within the specific symposia. The general session has at least two organizers who are responsible for the acceptance of these papers.

## 2 Structure of the Organization

### 2.1 General and Administrative Tasks

The administrative responsibility ultimately rests with the Society. The administrative functions associated with handling of abstracts and registrations will be conducted through the ISE Office, or such other organization as the ISE Executive Committee shall designate.

The Organizing Committee will normally consist of 10 persons. Half of the members of the Organizing Committee will be appointed by the ISE Executive Committee and half will be appointed by the Regional Section in which the meeting is held. The Chair of the Organizing Committee will be a member of the Organizing Committee and will be determined by the members of the Organizing Committee. Appointments to the Organizing Committee should take account of the likely main theme and be geographically representative of the Society. The *Organizing Committee* will work in cooperation/consultation with the Scientific Meeting Committee of the ISE.

### 2.2 Scientific Program

The following committees are responsible for the planning and organization of the scientific program of ISE Annual Meetings. No other committees or groups (such as advisory boards

etc.) are necessary. However, if the Organizing Committee feels that other committees are needed, they may be established, provided that prior agreement has been obtained from the Executive Committee.

*a) Organizing Committee*

The Organizing Committee (composition given in Section 2.1)

- proposes a main theme
- prepares the meeting budget
- comments on the symposia topics received from the Committee of Division Officers (Section 2.2 b); the final decision is jointly made by the President Elect and the chairperson of the Organizing Committee
- selects 2 Symposium Organizers per symposium and approves the nomination of the Symposium Organizers proposed by the Committee of Division Officers (Section 2.2 b) which gives a total of 4 Symposium Organizers per symposium; the number of Symposium Organizers per Symposium may be increased with the agreement of the Executive Committee.
- the Organizing Committee has the final responsibility for the organization of the scientific program, including, in consultation with the Committee of Division Officers, approval of the description of the symposia topics for all announcements, the selection of speakers, and the definition of the call for papers which are to be prepared by the symposium organizers.
- approves the Symposia Chairpersons selected by the Symposium Organizers
- for some Meetings it may be beneficial to have a Local Organizing Committee, which may do most of the ground work in the location of the Meeting. This committee is considered as a subcommittee of the Organizing Committee and answers to the Chair of the Organizing Meeting.

*b) Committee of Division Officers*

The Committee of Division Officers, chaired by the President Elect of ISE.

- proposes symposia topics
- nominates 2 Symposium Organizers per Symposium.
- ensures that the Symposium Organizers propose the description of the symposia topics for all announcements, the definition of the call for papers, the selection of speakers, and the Symposia Chairpersons.

*c) Scientific Meeting Committee*

The Scientific Meeting Committee consists of the ISE President Elect, the Secretary General, the Treasurer, plus one or two additional persons with experience in organizing conferences to be chosen by the Executive Committee of the ISE.

- The Scientific Meeting Committee has the main responsibility for overseeing the organization of the conference, working in cooperation with the ISE office, to ensure that the timelines are met, and the budget, scientific program, and advertisements are all appropriate.
- The chair of the Scientific Meeting Committee is decided by the Executive Committee of ISE.
- For each Annual Meeting the Executive Committee will choose a liaison officer from the Scientific Meeting Committee in order to improve the coordination of the actions of the Organizing Committee of the meeting and of the Executive Committee. The liaison officer should be chosen so as to be geographically close to the venue and thus be able to visit it, if necessary, at a limited cost for the Society.

## **2.3 General Scenario**

### **2.3.1 Initiation of Annual Meeting Proposal**

EITHER a group of members in a country/Region make an informal proposal to the Executive Committee to hold an Annual Meeting in the country/Region in a particular year OR based on recommendations by the Scientific Meeting Committee, the Executive Committee makes an informal approach to the members in a country/Region about the possibility of holding an Annual Meeting in that country/Region in a particular year. In these discussions possible Main Themes will be considered, as will be the advantages and disadvantages of specific locations and broad financial aspects. The Secretary General will take the lead for the Executive Committee in these discussions.

### **2.3.2 Assessment of Annual Meeting Proposal**

Following the informal discussions outlined above, the Secretary General shall make a recommendation to the Executive Committee to hold or not to hold the Annual Meeting in the country/Region concerned in a particular year. As part of this recommendation the Secretary General will comment on:

- a) The broad financial aspects, in addition to the overall viability of the Meeting. This includes any advance payments that ISE would need to make, particularly any which would be needed in advance of agreement on the budget. The Treasurer shall also comment on these aspects.
- b) The suitability of different locations.
- c) Possible Main themes.

### **2.3.3 Decision on Annual Meeting Proposal**

Based on the discussions outlined in section 2.3.2, the Executive Committee will then make a formal decision to hold or not to hold the Annual Meeting in the particular country concerned. This decision will normally be made at least 4 years ahead of the proposed time of the meeting.

### **2.3.4 Establishment of Organizational Structures**

If the location is approved by the Executive Committee:

- a) The members of the host country/Region appoint 5 members of the Organizing Committee, after discussing possible Main Themes with the Secretary General;
- b) The Executive Committee or Scientific Meeting Committee (acting on behalf of the Executive Committee) appoints five members of the Organizing Committee, taking into account the likely Main Theme and the geographical distribution of the members;
- c) The Organizing Committee appoints a chairperson from its members;
- d) The Organizing Committee proposes a main theme;
- e) The Committee of Division Officers proposes the symposia topics;
- f) The President Elect and the chairperson of the Organizing Committee jointly make a final decision on the main theme and the symposia topics;
- g) The Committee of Division Officers identifies the Divisions involved in the symposia;
- h) The Officers of the Divisions involved and the Organizing Committee nominate their respective Symposium Organizers – two from each side for each symposium
- i) The Symposium Organizers write the call for papers;
- j) Speakers are selected and invited according to the procedure defined below (3.2);
- k) The Symposium Organizers organize the scientific program of their respective symposia;
- l) The Meeting program is set up by the Organizing Committee in consultation with the Scientific Meeting Committee.

### **3 Scientific Policies**

#### **3.1 Award Speakers**

a) *Award Lectures* are presented during the symposium appropriate for the topic or the specific award if it is a Divisional Award. Time must be allowed for a proper introduction by a member of the Executive Committee immediately prior to their lecture. ISE will pay for the registration and banquet fees of the awardees from the conference budget.

#### **3.2 Invited Speakers**

a) *Plenary Lectures* are devoted to the main theme. Plenary speakers are selected by the Organizing Committee and invited by the chairperson of the Organizing Committee after consultation with the President Elect. The number of plenary lectures should normally be restricted to 4. ISE will pay for their registration and banquet fees and will provide a travel supplement amounting to economy travel from their home institution, conditional upon ISE receiving receipts following the conference. These payments will be made from the conference budget.

b) *Keynote Lectures* introduce, or are devoted to, the topic of a symposium. Keynote speakers are selected and invited by the Symposium Organizers after consultation with the President Elect and the chairperson of the Organizing Committee. ISE may pay for registration, travel and/or banquet fees provided that support money is obtained from sponsors and that prior approval has been obtained from the Scientific Meeting Committee.

c) *Invited Lectures* present recent results in the field of a symposium. They are selected and invited by the Symposium Organizers. ISE may pay for registration, travel and/or banquet fees provided that support money is obtained from sponsors and that prior approval has been obtained from the Scientific Meeting Committee.

#### **3.3 Contributed Papers**

*Contributed papers* may be either in the form of oral or poster presentations. The Symposium Organizers are responsible for their acceptance. A contributed paper presented orally should not be called an invited lecture.

*Poster discussion sessions* may be organized if considered appropriate by the Symposium Organizers.

#### **3.4 Format of the Meeting**

- Annual Meetings last from Monday morning until Friday afternoon.
- Annual Meetings include the following events: Opening session during which the ISE awards are presented (approximately 60 minutes); Plenary Lectures; General Assembly (approximately 1 hour); Excursion (approximately half a day). No parallel events take place during these events.
- Lunch periods should be of 2 hour duration, to allow visitation of posters and the exhibition. During this time period luncheon meetings are to be provided as follows: Monday, Divisional Officers Meeting and Regional Representatives Meeting, each meeting separately; Tuesday, the Council Meeting.
- The General Assembly is to be held Thursday morning with duration of 1 hour.
- The number of symposium sessions running simultaneously should be kept to a maximum of eight if possible. This depends to a large extent on the size of the lecture rooms available and the anticipated number of delegates. There must be adequate seating for all the delegates taking into account the total seating available overall for the symposia.

- Within each symposium a session should be held for young scientists to present Contributed Lectures. These “Young Scientist Contributed Lectures” may be intermixed within the sessions of the symposium if deemed more appropriate, but the number of presentations should be about 4 to 6 per symposium.
- The number of lectures is typically: Award Lectures: varies from year to year; Plenary Lectures: 4-5; Keynote Lectures: 2-4 per symposium; Invited Lectures: 8-12 per symposium (the latter figure is estimated on the assumption of eight sessions per symposium/Meeting)
- The duration of lectures is typically: Award Lectures: 40 to 60 minutes which includes a proper introduction; Plenary Lectures: 45-50 minutes; Keynote Lectures: 30-40 minutes; Invited and Contributed Lectures: not more than 20 minutes.
- The program schedule has to be set up in such a way as to allow convenient viewing of posters. This means posters should be on display for at least a full day, and enough free time between lecture sessions for viewing posters is to be provided.
- The Organizing Committee may indicate a limit to the number of papers submitted to the General Session and as posters presentations if time and/or space are limited.
- Each of the Divisions should have a meeting of their members during the Annual Meeting. These Division Meetings may take different forms: e.g., a luncheon, a reception, or session of poster presentation discussions. The Divisions must inform the Organizing Committee at least one year in advance if they plan to hold such a meeting. Any costs arising from these meetings will be paid for by the Divisions.

### **3.5 Tutorial Lectures**

Normally two topics for two parallel sessions will be selected by the Organizing Committee in consultation with the VP responsible for education. Once the topics are decided, two lecturers are chosen for each topic/session. Both sessions of tutorial lectures are normally held in parallel on Sunday afternoon preceding the Meeting with each speaker having a 1.5 hour lecture with a coffee break between the two lectures.

The tutorial lecturers may receive one night free accommodation, free registration for the Meeting, and a free banquet ticket from the conference budget.

## **4 Publications**

### **4.1 Meeting Announcement**

To announce the Meeting, the Organizing Committee provides the information to the Scientific Meeting Committee and the ISE Office approximately two and a half years in advance, to allow for the preparation and distribution of the First Announcement brochure. The ISE Office will assist in the process to send out this information (via email if possible) to ISE members and to other persons who might be interested in the Meeting and to produce brochures to be distributed at current relevant meetings.

### **4.2 Meeting Invitation and Call for Papers**

The Meeting Invitation and Call for Papers is distributed at the previous Annual Meeting and published on the web at least one year ahead of the meeting. Information and instructions for registration and submission of abstracts are included. The ISE Office will assist in this process.

### **4.3 Program Booklet**

A program booklet is prepared by the ISE office, in consultation with the Organizing Committee, that includes the schedule for oral and poster presentations (titles, authors, location and times) which should be placed on the website prior to the Meeting with the hard copy distributed to the participants upon registering at the Meeting.

### **4.4 Book of Abstracts**

Either a book of Abstracts or an electronic version in an appropriate form such as a CD is produced by the ISE office, in consultation with the Organizing Committee, and distributed to the participants upon registering at the Meeting. Abstracts are accepted on the basis that the copyright then belongs exclusively to the Society. These abstracts will also be placed on the Members area of the ISE website following the conference. Abstracts for plenary and key-note lectures are limited to two pages, abstracts for invited talks and contributed papers are limited to one page. The book of abstracts shall contain a list of titles, the abstracts and an author index. It should be organized by symposia.

### **4.5 Special Issue of *Electrochimica Acta***

The Editor-in Chief will make the decision whether or not there will be a special issue dedicated to papers presented at the Meeting and who will serve as Guest Editors of the special issue. The Editor-in Chief will inform the Executive Committee and Organizing Committee at least 3 months in advance of the Meeting. The Guest Editors will then invite speakers to contribute to this special issue at least 2 months in advance of the meeting, with submission of papers after the Meeting on a date mutually determined by the Editor-in Chief and Guest Editors. All papers submitted for this special issue must be presented at the Meeting and be refereed in the normal manner.

## **5 Advertisements**

All information available on the Meeting has to be sent by the Organizing Committee to the ISE Office for publication in the Electrochemical Calendar on the ISE website and on the ISE pages of *Electrochimica Acta*. Any further information on the meeting should be supplied as it develops. The scientific program should be ready for publication on the web no later than 4 (four) months ahead of the Meeting.

## **6 Financial Policies**

### **6.1 Financial Responsibility**

ISE has financial control of, and overall responsibility for, the Annual Meeting. The Executive Committee may overrule any decision made by the Organizing Committee, if the Executive Committee judges that the decision is not in the best interests of ISE.

The expenses for the meeting are covered by subsidies from sponsors (industry, government, university) and by registration fees.

### **6.2 Registration Fees**

Registration fees will be collected online by the ISE office and paid directly into an ISE account. The possibility to **register on site** must be guaranteed and on site registration should be done by a representative from the ISE Office.

It is expected that the Organizing Committee should make every effort to obtain subsidies from industry and/or government in order to keep registration fees low. The Annual meeting

is expected to make a surplus equivalent to 15% of the registration fees and this must be taken into account when the Organizing Committee proposes the Registration Fees. The level of Registration fees must be approved by the Executive Committee. ISE members pay lower registration fees than non-members, the difference being greater than the annual individual membership dues. Students and young scientists get special reduced registration fees. Single-day registration at a reduced registration fee must be offered to representatives of Corporate Sustaining ISE Members.

### **6.3 Cancellation Policy**

Registrants to ISE meetings who cancel their participation will be ordinarily refunded according to the rules established for each Meeting. In exceptional cases, registrants unable to participate due to serious health problems or lack of visa not due to their negligence will be allowed to submit adequately documented applications for consideration of higher refunds. These applications will be examined by the Scientific Meeting Committee members who do not belong to the Executive Committee and may or may not give rise to higher refunds.

### **6.4 Financial Arrangements**

The Annual meeting is expected to make a surplus equivalent to 15% of the registration fees. The purpose of this surplus is to support the constitutionally declared goals of ISE. The distribution of the surplus will recognize (i) the need of the Society to stabilise its meeting registration rates and (ii) the contributions made by the Organizing Committee, comprising Members from the host Region. Accordingly, the surplus of the meeting will be divided between the Regional Section in which the meeting is held (30%) and ISE (70%). The Regional Section must use its share of the surplus for purposes approved by the Executive Committee of ISE (see below). Since ISE bears the burden of a deficit, it is therefore implicit that ISE makes the financial decisions and has final approval of the budget.

The budget, including proposals for registration fees, must be submitted by the Organizing Committee to the Executive Committee 2 years in advance of the date of the meeting. The budget shall conform to a generic presentational format prepared by the Scientific Meeting Committee; this is intended to facilitate comparison of budgets for different meetings, money needed for pump priming and deposits to the Meeting venue, and organization of cash flow generally in Society accounts. The first draft of the budget will be drawn up by the Organizing Committee, with the assistance of the Treasurer and the ISE Office. After discussion with the Scientific Meeting Committee, the final draft of the budget will be submitted to the Executive Committee for approval.

Money needed for pump priming will be made available by ISE, provided that the money so needed was clearly indicated EITHER in the budget OR in the report made by the Secretary General prior to the approval of the meeting by the Executive Committee.

All major contracts for conference centers, hotels etc will be scrutinized by the Treasurer and signed by the ISE President and a designated member of the Executive Committee on behalf of ISE. For minor contracts, the President may delegate authority to two members of the Organizing Committee. For each Annual Meeting the Executive Committee, following advice from the ISE Treasurer, shall determine which contracts shall be regarded as minor.

All major payments must be authorized by the ISE Treasurer and a designated member of the Executive Committee. For minor payments, the Treasurer may delegate authority to two members of the Organizing Committee. For each meeting the Executive Committee,

following advice from the ISE Treasurer, shall determine which payments shall be regarded as minor. Two authorized signatures are always required.

The Treasurer shall determine which ISE bank accounts are used for a particular meeting, and communicate this information to the Executive Committee. Normally one or more new ISE accounts will be opened for each meeting. All income associated with the meeting must be paid directly into these ISE bank accounts. Normally all registration fees will be collected online by the ISE office (or other organization determined by the Executive Committee) and paid directly into an ISE account. ISE will provide the personnel and facility to oversee on site registration.

In the case that the Treasurer is not able to comply with his duties during a consecutive period of at least 1 (one) month or the position of the Treasurer is vacant, either the Secretary General or the President of ISE can make the Treasurer's authorization(s) and/or signature(s).

ISE will not be liable for any financial commitment or expenditure made by the Organizing Committee, which was not made in accordance with the requirements listed above.

With respect to the Executive Committee Meeting held before the start of the Annual Meeting, (See paragraph 6.6), the ISE Annual Meeting account will pay all of the expenses.

Not later than 3 (three) months after the meeting the Organizing Committee will deliver, via the ISE office, all relevant financial information and documents. No later than 6 (six) months after the meeting, the Treasurer will prepare, with the help of the ISE Office, final accounts for a meeting, showing all income and expenditure. Only after this statement has been approved by the Executive Committee will proposals by the Organizing Committee for the use of the 30% of surplus going to the Regional Section be considered by the Executive Committee.

### **6.5 Benefits to Organizers of the Meeting**

- The members of the Organizing Committee should receive not more than free registration and a free banquet ticket from the conference budget. Waiver of registration fees should only occur for such cases where an organizer who is working at the conference itself is unable to attend the scientific sessions of the Meeting because of these duties. The members of the Organizing Committee are not to receive additional benefits, unless prior approval has been obtained from the Scientific Meeting Committee and Executive Committee.
- The lead or responsible Symposium Organizers should receive not more than a free banquet ticket.
- Student Helpers (normally not more than 20) may be recruited from universities in the location of the meeting to help onsite with a variety of duties. These students should be provided with several T shirts to wear for identifying purposes, and they should receive not more than free registration, free banquet ticket, and a free excursion where they may be called upon to help if needed. These payments will be made from the conference budget.

### **6.6 Executive Committee Meetings**

- The Executive Committee normally holds a meeting on two days preceding the opening of the Annual Meeting. The Organizing Committee must arrange hotel accommodation for two nights, and for meals taken in common during the Executive Committee Meeting. These costs are to be charged to the ISE Annual Meeting account. Details will be provided to the Organizing Committee by the ISE Treasurer.

- The Scientific Meeting Committee normally holds a dinner meeting with the Chairs of future ISE Meetings on the Monday evening of the opening of the Annual Meeting. The Organizing Committee must arrange for dinner for this meeting and again these costs are to be charged to the ISE Annual Meeting account.
- The Executive Committee plus Scientific Meeting Committee normally holds a debriefing meeting on the Friday afternoon of the last day of the conference. The ISE Annual Meeting account must pay for the additional meals and night accommodation of these members if required.

## 6.7 Other Obligations

- After the Meeting the ISE Office will retain in electronic format, for future marketing and for archival purposes, (i) a complete list of registrants with an indication of which registrants are ISE members and (ii) a complete collection of Abstracts. The ISE offers through the ISE Office free membership to all non-members who will have paid the higher registration rate; this free membership shall be for the year following the one in which the Annual Meeting was held.
- The Organizing Committee provides from the budget for the Meeting suitable room facilities for all business meetings of ISE (Executive Committee, Council, General Assembly, Division Officers, Regional Representatives, and Division Meetings) as well as an office room at a central location – preferably near the registration desk – which serves as Society headquarters.
- Exhibitors who pay the standard price for exhibition space will receive a Corporate Sustaining Membership with ISE for the following year.
- The Organizing Committee shall provide ISE with a table placed in a central location, e.g. in the registration or in the exhibition area, for membership information, forms and general information regarding the Society.
- The Organizing Committee shall provide the publisher of the Society journal, free of charge, with a free display at ISE Annual meetings. Other publishers offering their journals to ISE members at a reduced rate shall get a 25 % reduction on the prices for exhibition space. These displays consist of a larger table for the publisher of the ISE Society journal, and of small tables for the other publishers. They should be placed in a central location, e.g. in the registration or in the exhibition area.
- The Organizing Committee shall provide each co-operating Society of ISE entitled to promote its activities at ISE meetings (e.g. ECS) with a table placed in the registration or in the exhibition area.

*ARH January 2003*

*Modified by SR and CB September 2005*

*Modified by SR April 2007*

*Modified by SR October 2007*

Location of Annual Meeting: \_\_\_\_\_

Approximate date of Annual Meeting: \_\_\_\_\_

Agreement of Organizing Committee to abide by these Rules, confirmed by proposing Member:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix A

## ISE Office Tasks

The following list is meant to clarify the role of the ISE Office in regards to ISE Meetings. The ISE Office tasks are a support for the Organizing Committee in the areas of "back office", administrative and financial tasks. Not only does this role play a part in giving a unified image of the Meeting, but it also allows ISE to benefit from the experience of prior Meetings so that oversights and errors can be avoided.

The fact that the ISE Office handles these tasks leaves the Organizing Committee free to concentrate on the scientific aspects of the organization as well as venue selection, event organizing and the general creation of a regional flavor for the Meeting.

Lastly, the ISE Office takes it upon itself to set a time-line. Based on the preparation and fulfillment of previous meetings, deadlines can be established to ensure that all the organizational aspects of the Meeting arrive at the finish line on time.

### Organization and Planning

- Set milestones for the conference organization; milestones to be agreed upon with the organizing committee
- Back-office operations during the period previous and during the conference, including helpdesk, handling of queries, e-mail alerts, etc. (excl. surface mail postage)
- Supply regular reports to the Scientific Meeting Committee and the Executive Committee about the functioning of the conference organization
- Alert the Scientific Meeting Committee, Executive Committee and Organizing Committee in the case of delays, financial overruns or any other problems
- Keep appropriate pressure on local organizers and thereby endeavor to achieve all conference milestones

### Marketing and Notifications

*The content, text and images are supplied by the Organizing Committee and the ISE OFFICE then designs and prepares the marketing material for production*

- Prepare 1<sup>st</sup> Announcement brochure for printing and delivery
- Prepare 2<sup>nd</sup> Announcement and call for papers brochure for printing and delivery
- Electronic distribution of call for papers
- Electronic distribution of notification of accepted paper status
- Electronic distribution registration invitation
- Electronic distribution of registration reminder
- Electronic distribution of arrival information
- Distribution of 1<sup>st</sup> Announcement brochure of Annual Meeting and Spring Meeting
- Distribution of 2<sup>nd</sup> Announcement brochure of Annual Meeting and Spring Meeting

### Website

*The website is built and maintained by the ISE OFFICE with the input of the Organizing Committee*

- Design conference website and assign URL
- Continuous updates of conference website

### Abstract Submission, Book Of Abstracts / Cd-Rom, Program

*The presentations are selected and the program is defined by the Symposium Organizers using the online abstract management system. This data is then used to create the Program and Book of Abstracts/CD-ROM*

- Configuration of submission site
- Configuration of abstract submission management system for Organizing Committee and Symposium Organizers
- Help desk for authors with submission problems
- Prepare program

- Prepare book of abstracts (Spring Meeting)
- Prepare CD-ROM with abstracts (Annual Meeting)
- Negotiate technical details with printers for brochures, abstract books and programs

### **Finance And Registration**

***All financial and registration transactions are handled through the ISE OFFICE.***

- Develop preliminary budget with Organizing Chair (break-even point etc.)
- Prepare final budget with Organizing Committee and Executive Committee approval.
- Continuous financial control and reporting
- Configuration of registration site with early registration fees
- Update registration site with regular registration fees
- Review, correct & process vendor invoices
- Receive sponsor and exhibitor payments
- Receive and process credit cards payments
- Receive and process bank transfer payments
- Receive student “certificates”
- Help desk for payment problems
- Send participant confirmation letters, receipts, invoices
- Generate reports; participant list, activity log, fee count
- Process refunds
- Maintain participant information
- Pay suppliers according to protocol
- Conference accounting and final report
- Receive “student helpers” registrations
- Receive and track “Free” registrations

### **Participant Materials**

***All material is generated with data supplied by the participants when submitting their abstract and registering.***

- Prepare customized nametags
- Prepare certificates
- Prepare receipts
- Prepare vouchers
- Prepare logos for bags, pens, etc.

### **On Site Services**

- Collect registration fees
- Participation at meeting registration desk as back-office employee

### **Exhibitors**

- Contact previous exhibitors of previous ISE Meetings
- Provide onsite exhibitor support
- Recognize sponsors and exhibitors in appropriate marketing materials

# Appendix B

## Organizing Committee Tasks

The following list is meant to clarify the role of the Organizing Committee working in conjunction with the ISE Office in regards to ISE Meetings. The ISE Office tasks are a support for the Organizing Committee in the areas of "back office", administrative and financial tasks. However, some tasks require initiation on the part of the Organizing Committee as follows:

- Follow the milestones for the conference organization agreed upon with the ISE Office
- Help the ISE Office in preparing the budget for the Meeting
- Obtain all contracts and quotations necessary for the venue, exhibition and all activities and costs associated with the Meeting. The more significant (costly) items must be reviewed by the Scientific Meeting Committee /Executive Committee for signing
- Arrange for suitable accommodations in the vicinity. Secure blocks of rooms at a variety of prices including those suitable for students.
- Set up the Scientific Program in accordance with the Rules and within the milestones agreed upon with the ISE Office
- Select Tutorial Lecturers in consultation with the Vice President in charge of education
- Provide the content, text and images to the ISE Office for all marketing and notifications (see the tasks of the ISE Office)
- Provide the information to the ISE Office for the website for the Meeting
- Organize Opening Ceremony
- Assist the ISE Office in the preparation of the program booklet that includes the schedule for oral and poster presentations, and all additional information pertinent to the Meeting itself (i.e., special meetings, local maps of the facility and area, etc.)
- Prepare regular reports to the Scientific Meeting Committee and the Executive Committee about the progress in the organization of the Meeting
- Arrange an exhibition and secure exhibitors for the Meeting.
- Make every effort to obtain subsidies/sponsorship from industry and/or government in order to keep registration fees low
- Organize and make arrangements for Social Activities: banquet, excursions etc.
- Arrange for transportation as required to assist delegates to get to and from activities.
- Arrange for internet access for delegates
- Provide backup to the ISE Office regarding queries
- Arrange for Student Helpers in terms of recruitment, training and supervision
- Obtain supplier, choose and order the Conference bags
- Obtain supplier, choose and order T shirts for Student Helpers
- Arrange for laser pointers and timers for the sessions.
- Arrange hotel accommodation for two nights, and for meals taken in common during the Executive Committee Meeting. Details will be provided to the Organizing Committee by the ISE Treasurer.
- Arrange for a dinner meeting for the Scientific Meeting Committee with the Chairs of future ISE Meetings on the Monday evening of the opening of the Annual Meeting.
- Arrange for a debriefing meeting on the Friday afternoon of the last day of the conference for the Executive Committee plus Scientific Meeting Committee. The ISE Meeting must pay for the additional meals and night accommodation of these members if required.
- Arrange locations and times suitable for the Regional Representatives Meeting, Division Officers Meeting, Council Meeting, General Assembly and the seven Division Meetings.
- Arrange for a professional photographer as necessary for Award and New Fellow recipients at the Opening Ceremony and General Assembly respectively
- Provide ISE with a table placed in a central location, e.g. in the registration or in the exhibition area, for membership information, forms and general information regarding the Society

- Provide the publisher of the Society journal, free of charge, with a free display at ISE Annual meetings.
- Provide each co-operating Society of ISE entitled to promote its activities at ISE meetings (e.g. ECS) with a table placed in the registration or in the exhibition area.

## Appendix C

### Timeline for Annual Meetings

**Acronyms:**

EC Executive Committee  
 OC Organizing Committee  
 SOs Symposium Organizers  
 DOs Division Officers

Start	Complete	
		<b>3 to 5 Years Before Meeting</b>
		<b>Preliminary Organization</b>
		OC/EC Determine Conference Venue/contracts
		<b>2 Years Before Meeting</b>
		<b>Early Organization</b>
Jan		OC/EC Determine Title/theme of Conference
Jan		ISE OFFICE sets milestones for the conference organization
June		ISE OFFICE opens conference account
		<b>1st Announcement brochure</b>
1-May	1-Jun	OC communicates conference program to ISE OFFICE
1-Jun		OC supplies ISE OFFICE with text for 1st Announcement brochure
25-Jun		ISE OFFICE sends 1st Announcement brochure to printer
15-Jul		ISE OFFICE sends 1st Announcement brochure to conference site
		<b>Symposium Organization</b>
1-Sep	31-Dec	OC Contact DOs to get symposia and SO organized
1-Sep	31-Dec	OC should be setting up contacts/contracts for all items of meeting
October		ISE OFFICE opens conference website
October	15-Oct	DOs provide symposia titles and 2 names of symposia organizers
15-Oct	31-Oct	OC provides names of 2 additional local SOs for each symposium
15-Oct	31-Oct	OC conveys the symposia and SOs to ISE OFFICE and EC
1-Nov	31-Dec	SOs write the call for papers and provide this information to the OC
		<b>1 Year Before Meeting</b>
1-Jan	28-Feb	OC must have chosen 4 plenary speakers
1-Jan	1-May	OC should have the names of sponsors
1-Jan	1-Sep	OC should have contracts in place for events at venue
1-Jan	1-Dec	OC should have secured sponsors and exhibitors
1-Mar	1-Apr	OC must set symposia program
		<b>2nd Announcement brochure</b>
1-May	30-May	OC supplies ISE OFFICE with text for 2nd Announcement brochure

1-Jun	25-Jun	<b>ISE OFFICE</b> sends 2nd Announcement brochure to printer
15-Jul		<b>ISE OFFICE</b> sends 2nd Announcement brochure to conference site
		<b>Symposium Organization Continued</b>
1-Sep	31-Oct	<b>ISE OFFICE</b> prepares contracts for plenary speaker
1-Sep	31-Oct	<b>SO</b> invite Keynote and Invited Speakers
1-Sep	31-Oct	<b>ISE Office</b> sets up website with additional conference details
1-Dec		<b>ISE OFFICE</b> opens abstract submission site
1-Sep	1-Dec	<b>OC</b> completes detailed budget
1-Dec	31-Dec	<b>OC</b> communicates registration fees to <b>ISE OFFICE</b>
1-Dec	31-Dec	<b>OC</b> communicates social program and fees to <b>ISE OFFICE</b>
		<b>Year of Meeting</b>
15-Jan		<b>ISE OFFICE</b> opens online registration and payment
1-Feb		<b>OC</b> selects and orders bags
1-Mar		<b>ISE OFFICE</b> closes abstract submission site
1-Mar	8-Mar	<b>ISE OFFICE</b> supplies <b>OC/SOs</b> with all received abstracts
8-Mar	31-Mar	<b>SOs</b> notifies <b>ISE Office</b> of acceptance of abstracts
1-Apr		<b>ISE OFFICE</b> notifies authors of acceptance of abstracts
1-May	15-May	<b>OC</b> sets preliminary program
	15-May	<b>ISE OFFICE</b> receives from <b>OC/SOs</b> list of accepted abstracts; abstracts have to be listed for their sequence and category (symposium, invited presentation, plenary presentation, oral presentation, poster, etc.)
1-Jun		<b>ISE OFFICE</b> closes early registration
1-Jun	15-Jun	<b>OC</b> sets Oral presentation program
1-Jul		Deadline registration for oral presentation
1-Jul	7-Jul	<b>ISE OFFICE</b> removes non registered oral and poster presentations from program and <b>OC</b> finalizes program
		<b>Program</b>
7-Jul	15-Jul	<b>OC</b> supplies <b>ISE OFFICE</b> with final program
15-Jul		<b>ISE OFFICE</b> sends final program to printer
5-Aug		<b>ISE OFFICE</b> sends final program to conference site
		<b>Abstract CD-ROM</b>
1-Jul		<b>ISE OFFICE</b> sends proofs of abstract file for CD-ROM to <b>OC</b>
15-Jul		<b>ISE OFFICE</b> sends abstract files for CD-ROM to printer
5-Aug		<b>ISE OFFICE</b> sends printed abstract CD-ROMs to conference site
<b>September</b>		<b>Meeting commences</b>