

Guidelines for ISE Annual Meetings

The present document defines the organizational structure, the scientific and the financial policy for ISE Annual Meetings (August / September Meetings). Supplements with specific instructions pertaining to particular meetings may be added by the Executive Committee (EC), before the arrangements for a particular meeting are confirmed.

1 Generalities

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.

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 organizing committee (OC) will normally consist of 10 persons. Half of the members of the OC will be appointed by the ISE Executive Committee (EC) and half will be appointed by the Regional Section in which the meeting is held. The Chair of the OC will be a member of the OC and will be determined by the members of the OC. Appointments to the OC should take account of the likely main theme. The *Organizing Committee* (OC) will work in cooperation/consultation with the Scientific Meeting Committee (SMC) 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 OC feels that other committees are needed, they may be established, provided that prior agreement has been obtained from the EC.

a) Organizing Committee

The Organizing Committee (OC) (composition given in Section 2.1)

- proposes a main theme
- prepares the meeting budget
- comments on the symposia topics received from the CDO (Section 2.2 b); the final decision is jointly made by the PE and the chairperson of the OC
- selects 2 Symposium Organizers (SO) per symposium and approves the nomination of the Symposium Organizers (SO) proposed by the Committee of Division Officers (CDO) (Section 2.2 b) which gives a total of 4 SOs per symposium; the number of Symposium Organizers per Symposium may be increased with the agreement of the EC

- the OC has the final responsibility for the organization of the scientific program, including, in consultation with the CDO, 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 SOs

b) Committee of Division Officers

The Committee of Division Officers (CDO), chaired by the President Elect (PE) of ISE.

- proposes symposia topics
- nominates 2 Symposium Organizers (SO) per Symposium.
- ensures that the SOs 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 (SMC) consists of the ISE President Elect (PE), the Secretary General (SG), the Treasurer, plus one or two additional persons with experience in organizing conferences to be chosen by the EC of the ISE.
- The SMC 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 SMC is decided by the EC of ISE.

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 EC to hold an Annual Meeting in the Region / country in a particular year OR the EC 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 SG will take the lead for the EC in these discussions.

2.3.2 Assessment of Annual Meeting proposal

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

- a) The broad financial aspects, including any advance payments which ISE would need to make, particularly any which would be needed in advance of agreement on the budget.
- b) The suitability of different locations.
- c) Possible Main themes.

2.3.3 Decision on Annual Meeting Proposal

The EC 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 5 years ahead of the proposed time of the meeting.

2.3.4 Establishment of organizational structures

If the location is approved by the EC:

- a) The members of the host country/region appoint 5 members of the OC, after discussing possible Main Themes with the SG;
- b) The EC appoints five members of the OC, taking into account the likely Main Theme;
- c) The OC appoints a chairperson from its members;
- d) The OC proposes a main theme;
- e) The CDO proposes the symposia topics;
- f) The PE and the chairperson of the OC jointly make a final decision on the main theme and the symposia topics;
- g) The CDO identifies the Divisions involved in the symposia;
- h) The Officers of the Divisions involved and the OC nominate their respective SOs – two from each side for each symposium
- i) The SOs write the call for papers;
- j) Speakers are selected and invited according to the procedure defined below (3.1);
- k) The SOs organize the scientific program of their respective symposia;
- l) The Meeting program is set up by the OC in consultation with the SMC.

3 Scientific Policy

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 immediately prior to their lecture. ISE will pay for their registration and banquet fees.

3.2 Invited Speakers

a) *Plenary Lectures* are devoted to the main theme. Plenary speakers are selected by the OC and invited by the chairperson of the OC after consultation with the PE. The number of plenary lectures should normally be restricted to 5. 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.

b) *Keynote Lectures* introduce, or are devoted to, the topic of a symposium. Keynote speakers are selected and invited by the SOs after consultation with the PE and the chairperson of the OC. ISE may pay for registration, travel and/or banquet fees provided that support money is obtained from sponsors.

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

3.3 Contributed Papers

Contributed papers are normally, but not necessarily, presented in the form of posters. The SOs 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 SOs.

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 five if possible.
- 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 symposia per 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 OC 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.
- Accommodation should be made for Divisions that wish to 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 OC 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.

4 Publications

4.1 Meeting Announcement

To announce the Meeting, the OC provides the information to the SMC 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 OC, that includes the schedule for oral and poster presentations (titles, authors, location and times) and distributed to the participants upon registering at the Meeting.

4.4 Book of Abstracts

A book of Abstracts is produced by the ISE office, in consultation with the OC, and distributed to the participants upon registering at the Meeting. 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 of format A4. The size of the book of abstracts is A5 (reduced from A4) and shall contain a list of titles, the abstracts and an author index. It should be organized by symposia. A code system should be used in order that the organization of the book is clear and reference to the program is easy; instructions are available from the ISE Office.

5 Advertisement

All information available on the Meeting has to be sent to the ISE Office for publication in the Electrochemical Calendar of *Electrochimica Acta* and on the ISE pages of the Internet. 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 Policy

6.1 Financial responsibility

ISE has financial control of, and overall responsibility for, the Annual Meeting. The EC may overrule any decision made by the OC, if the EC 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.

It is expected that the OC 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 OC proposes the Registration Fees. The level of Registration fees must be approved by the EC. ISE members pay lower registration fees than non-members, the difference being higher than the annual individual membership dues. Students and young scientists get special reduced registration fees.

Single-day registration at a reduced registration fee has to be offered to representatives of Corporate Sustaining ISE Members.

6.3 Financial arrangements

The Annual meeting is expected to make a surplus equivalent to 15% of the registration fees. The surplus 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 EC of ISE (see below).

The budget, including proposals for registration fees, must be submitted to the EC by the OC 2 years in advance of the date of the meeting.

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 SG prior to the approval of the meeting by the EC.

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

The Treasurer shall determine which ISE bank accounts are used for a particular meeting, and communicate this information to the EC. 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 and paid directly into an ISE account. ISE will provide the personnel and facility to oversee on site registration.

ISE will not be liable for any financial commitment or expenditure made by the OC, 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 6.4), the surplus from the ISE Meeting balance will pay all of the expenses.

No later than 6 months after the meeting, the Treasurer will prepare final accounts for a meeting, showing all income and expenditure. Only after this statement has been approved by the EC will proposals by the OC for the use of the 30% of surplus going to the Regional Section be considered by the EC.

6.4 Executive Committee Meeting

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

6.5 Other obligations

- After the Meeting the ISE Office should have a complete list of registrants with an indication of which registrants are ISE members, in electronic form. The OC will provide any additional (e.g. on site) registrants to the ISE office.
- The OC 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) as well as an office room at a central location – preferably near the registration desk – which serves as Society headquarters.
- Corporate Sustaining Members of ISE get a 50 % reduction on the prices for exhibition space.
- The OC 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.

ARH January 2003
Modified by SR and CB September 2005

Location of Annual Meeting: _____

Approximate date of Annual Meeting: _____

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

Signed: _____ Date: _____