



# Rules for ISE Spring Meetings

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# Rules for ISE Spring Meetings

This document defines the organizational structure, and the scientific and the financial policy for ISE Spring 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 “Spring Meeting” is used to indicate the once-yearly technical meeting of the Society, focused on a single topic of special interest to a distinct sub-set of Society Members. Typically, the Spring Meeting is held in March / April, and the Annual Meeting in August / September of each year. Where possible, the Society will endeavour to hold the Spring and Annual Meetings in geographically well-separated locations.

Normally an ISE Spring Meeting will have a single focused **Theme**, reflecting the current state of the art in a specialised field of electrochemistry. Commonly, this may be a field undergoing rapid development and it may involve interaction of electrochemistry with other scientific disciplines. Where possible, the meeting will be organized in a single Symposium in order to maximise the value of technical discussions.

## 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 Executive Committee shall appoint for each Meeting an *Organizing Committee* to assist with these activities and to provide specific expertise appropriate to the Meeting according to location and the main theme. The Organizing Committee will normally consist of 6 persons, representing the Region where the meeting is held and the Society Division(s) involved (as described in section 2.3.4). The Organizing Committee shall be responsible for both the organizational and scientific aspects of the meeting.

### 2.2 Scientific Program

The Organizing Committee is responsible for the planning and organization of the scientific program of ISE Spring 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. The Organizing Committee will work with the Scientific Meeting Committee of ISE as described below.

*a) Organizing Committee*

The Organizing Committee (composition given in Section 2.1)

- proposes the **Theme** of the meeting
- assists in preparing the meeting budget (particularly with regard to local factors)
- consults with the Division Officers of the appropriate Divisions represented by the Theme
- organizes the scientific program, including providing adequate description of the **Theme** for publicity purposes, the selection of speakers and the definition of the call for papers.

*b) 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 Spring 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 Spring Meeting proposal**

EITHER a group of members in a country/Region makes an informal proposal to the Executive Committee to hold a Spring Meeting in the Region in a particular year OR the Scientific Meeting Committee (acting on behalf of the EC) makes an informal approach to the members in a Region about the possibility of holding a Spring Meeting in that Region in a particular year. In these discussions possible **Themes** will be considered, as will be the advantages and disadvantages of specific locations and broad financial aspects. The Scientific Meeting Committee will take the lead in these discussions and report to the Executive Committee.

### **2.3.2 Assessment of Spring Meeting proposal**

Following the informal discussions outlined above, the Scientific Meeting Committee shall make a recommendation to the Executive Committee to hold or not to hold the Spring Meeting in the Region concerned in a particular year. As part of this recommendation the Scientific Meeting Committee 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 Themes.

### **2.3.3 Decision on Spring 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 Spring Meeting in the particular country concerned. This decision will normally be made approximately 2 years ahead of the proposed time of the meeting; the shorter timescale (as compared to the Annual Meetings) is designed to promote discussion of new and rapidly developing fields.

### **2.3.4 Establishment of organizational structures**

If the location is approved by the Executive Committee:

- a) The Executive Committee or the Scientific Meeting Committee (acting as agent of the Executive Committee) shall determine which Division(s) of the Society shall be associated with the particular Spring Meeting; given the focused nature of the **Theme**, no more than two Divisions shall be involved. If two Divisions are involved, the Executive Committee shall also determine how the Divisional share of any meeting surplus shall be divided between these two Divisions;
- b) In the event that there is one Division involved, this Division appoints three members to the Organizing Committee; in the event that there are two Divisions involved, each Division appoints two members to the Organizing Committee;
- c) Members of the host Region appoint the remaining (two or three) members of the Organizing Committee to bring the total number of members to 6;
- d) The Organizing Committee appoints a chairperson from its 6 members;
- e) The Organizing Committee proposes the final **Theme**;
- f) With the advice of the Scientific Meeting Committee, the Executive Committee makes a final decision on the **Theme**;
- g) The Organizing Committee writes the call for papers and initiates publicity of the meeting, with the help of the ISE Office;
- h) Speakers are selected and invited according to the procedure defined in section 3.1;
- i) The Meeting program is set up by the Organizing Committee in consultation with the Scientific Meeting Committee.

## **3 Scientific Policies**

### **3.1 Invited Speakers**

*Keynote Lectures* introduce, or are devoted to, sub-topics of the **Theme**. Keynote speakers are selected and invited by 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.

*Invited Lectures* present recent results in the field of the **Theme**. They are selected and invited by 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.

### **3.2 Contributed Papers**

*Contributed papers* may be either in the form of oral or poster presentations. The Organizing Committee is 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 Organizing Committee.

### **3.3 Format of the Meeting**

- Spring Meetings typically last for three days, selected to suit the meeting venue and other factors; exceptionally, a Spring Meeting may last longer.
- Spring Meetings include the following events: Opening session during which a representative from the ISE Executive Committee, usually the president, will say a few words; a banquet which may take the form of an informal cultural event.
- Generally there will be no multiple sessions running in parallel.
- Young scientists should be encouraged to present Contributed Lectures. These “Young Scientist Contributed Lectures” may be intermixed within the sessions giving a total number of presentations about 4 to 6.
- The duration of lectures is typically: Keynote Lectures: 30-40 minutes; Invited and Contributed Lectures: not more than 20 minutes.
- Oral presentations lasting less than 20 minutes are discouraged.
- The program schedule has to be set up in such a way as to allow convenient viewing of posters. 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.

## **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 one 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 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.

### **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 3 (three) months ahead of the Meeting.

## **6 Financial Policies**

### **6.1 Financial responsibility**

ISE has financial control of, and overall responsibility for, the Spring Meeting. The Executive Committee will enact this through the ISE Office, with the help of the Scientific Meeting Committee. 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 Spring 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 Scientific Meeting Committee, according to criteria set 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 Spring 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 both Members from the host Region and the participating Division(s). Accordingly, the surplus of the meeting will be divided between the Regional Section in which the meeting is held (25%), the Division(s) involved with the particular Spring Meeting (25% in total) and ISE central funds (50%). 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 Scientific Meeting Committee 18 months 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 Scientific Meeting Committee prior to the approval of the meeting by the EC.

All major contracts for conference centres, 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 Spring Meeting the Scientific Meeting Committee, following advice from the Treasurer, shall determine which contracts shall be regarded as minor.

All major payments must be authorised 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 organisation 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.

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 the 25% of surplus going to the Division(s) be distributed and will proposals from the Regional Representative, after consensus with members of the Organizing Committee from the Region, for the use of the 25% 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 10) 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 ticket (if applicable) where they may be called upon to help if needed. These payments will be made from the conference budget.

## 6.6 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 remainder of the calendar year in which the Spring Meeting was held.
- 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.
- Publishers offering their journals to ISE members at a reduced rate shall get a reduction on the prices for exhibition space. The reduction is 50 % for the publisher of the Society journal and 25 % for the other publishers with which ISE has established a relationship. 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 November 2004 (Following discussions at EC meeting September 2004)*

*Modified by SR April 2007*

*Modified by SR October 2007*

Location of Spring Meeting: \_\_\_\_\_

Approximate date of Spring 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
- 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 Session and invite the President of ISE to attend and say a few words. In the event the President is unable to attend, then follow up on recommendations to invite another member of the ISE Executive Committee to speak as a representative of ISE.
- 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., 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.

- 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 publishers offering their journals to ISE members at a reduced rate a reduction on the prices for exhibition space. The reduction is 50 % for the publisher of the Society journal and 25 % for the other publishers with which ISE has established a relationship. They should be placed in a central location, e.g. in the registration or in the exhibition area.
- 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.

## Timeline for Spring Meetings

**Acronyms:**

EC Executive Committee  
 OC Organizing Committee  
 DOs Division Officers

<b>Start</b>	<b>Complete</b>	
		<b>2 Years Before Meeting</b>
		<b>Preliminary Organization</b>
		OC/EC Determine Conference Venue/contracts
		<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
		OC Contacts DOs to get symposia organized
		OC should be setting up contacts/contracts for all items of meeting
		<b>1 Year Before Meeting</b>
1-Jan	28-Feb	OC must have chosen keynote speakers
1-Jan	1-May	OC should have the names of sponsors if to be included in brochure
1-Jan	1-Apr	OC should have contracts in place for events at venue
1-Jan	1-Dec	OC should have secured sponsors and exhibitors
October		ISE OFFICE opens conference website
		<b>Announcement brochure</b>
1-April	1-May	OC supplies ISE OFFICE with text for Announcement brochure
1-Jun	15-Jun	ISE OFFICE sends Announcement brochure to printer
	July	PRINTER sends Announcement brochure to conference site
		<b>Organization Continued</b>
	June	OC invite the Invited Speakers
	July	ISE Office sets up website with additional conference details
	August	OC completes detailed budget
	1-Sept	ISE OFFICE opens abstract submission site
	15-Sept	OC communicates registration fees to ISE OFFICE
	15-Sept	OC communicates social program and fees to ISE OFFICE
	1-Oct	ISE OFFICE opens online registration and payment

	November	<b>OC</b> selects and orders bags
	30-Nov	<b>ISE OFFICE</b> closes abstract submission site
	1-Dec	<b>ISE OFFICE</b> supplies <b>OC</b> with all received abstracts
		<b>Year of Meeting</b>
	3-Jan	<b>OC</b> notifies ISE Office of acceptance of abstracts
	5-Jan	<b>ISE OFFICE</b> notifies authors of acceptance of abstracts
	10-Jan	<b>OC</b> sets preliminary program
	10-Jan	<b>ISE OFFICE</b> receives from <b>OC</b> a list of accepted abstracts; abstracts have to be listed for their sequence and category (invited presentation, keynote presentation, oral presentation, poster, etc.)
	20-Jan	<b>ISE OFFICE</b> closes early registration
	20-Jan	Deadline registration for oral presentation
	31-Jan	<b>ISE OFFICE</b> removes non registered oral and poster presentations from program and <b>OC</b> finalizes program
1-Feb	5-Feb	<b>OC</b> sets final Oral presentation program
		<b>Program and Book of Abstracts</b>
1-Jan	5-Feb	<b>OC</b> supplies ISE OFFICE with final program
	20-Feb	<b>ISE OFFICE</b> sends final program to printer
	12-Mar	<b>PRINTER</b> sends final program to conference site
<b>March</b>		<b>Meeting commences</b>