

Rules for ISE Topical Meetings

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Rules for ISE Topical Meetings

This document defines the organizational structure, and the scientific and the financial policy for ISE Topical 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 adhere strictly by these Rules.

1 Generalities

The term “Topical Meeting” is used to indicate a technical meeting of the Society, focused on a single topic of special interest to a distinct sub-set of Society Members. Typically, a Topical Meeting is held in March, April or May. Where possible, the Society will endeavour to hold the Annual and Topical Meetings in geographically well-separated locations.

Normally an ISE Topical 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 Proposal

2.1 Initiation of Topical Meeting proposal

A Topical Meeting proposal may be initiated, through informal discussions, in three different ways:

- (i) A group of members in a country/Region, usually but not necessarily coordinated by the ISE Regional Representative, makes an informal proposal to the Executive Committee or Scientific Meeting Committee to hold a Topical Meeting in the Region in a particular year;
- (ii) An ISE Division makes an informal proposal to the Executive Committee or Scientific Meeting Committee to hold a Topical Meeting on a theme of their interest in a particular year;
- (iii) The Scientific Meeting Committee (acting on behalf of the Executive Committee) makes an informal approach to the members in a Region about the possibility of holding a Topical Meeting in that Region in a particular year, based on the general policy of the Society concerning the rotation of meeting venues.

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.

2.2 Assessment of Topical Meeting proposal

Following the informal discussions outlined above, the Chair of the Scientific Meeting Committee invites the representatives of the potential host country or the officers of the proposing Division to submit a first formal proposal to be prepared according to the attached guidelines (see Appendix A).

The Scientific Meeting Committee discusses the proposal, in particular:

- 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.
- b) The suitability of different locations.
- c) Possible Themes.

Based on these discussions the Scientific Meeting Committee may decide to reject the proposal, to request a revised proposal or to recommend the Executive Committee to approve the proposal.

2.3 Decision on Topical Meeting Proposal

Based on the SMC recommendation and further discussion, the Executive Committee will then make a formal decision to hold or not to hold the Topical 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.

3 Structure of the Organization

3.1 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.

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 main theme.

3.2 Establishment of organizational structures

Once a Topical Meeting is approved by the Executive Committee:

- a) The Executive Committee shall determine which Division(s) of the Society shall be associated with the Meeting; given the focused nature of the Theme, no more than two Divisions shall be involved. The Secretary General will contact the selected Division(s) and Region, and invite them to participate in the organization. In the event that there is one Division involved, upon invitation by the Secretary General, 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;

- b) Upon invitation by the Secretary General, members of the host Region (or members of the local electrochemical community, when there is no Region) appoint the remaining (two or three) members of the Organizing Committee to bring the total number of members to 6;
- c) The Organizing Committee formally appoints a chairperson from its 6 members.
- d) The Organizing Committee proposes the final Theme;
- e) The Executive Committee makes a final decision on the Theme;
- f) The Organizing Committee writes the call for papers and provides the ISE Office with the material necessary for the publicity of the meeting;
- g) Speakers are selected and invited according to the procedure defined in section 4.1;
- h) The Meeting program is set up by the Organizing Committee.

3.3 Organizing Committee Tasks

The Organizing Committee is responsible for the planning and organization of the scientific program of ISE Topical 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 tasks are summarized in Appendix B, those of the ISE Office in Appendix C.

4 Scientific Policies

4.1 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 Executive Committee. The Divisions may decide to use their own funds to pay for such costs, if no adequate sponsorship is available.

Invited Lectures present recent results in the field of the Theme. They are selected and invited by the Organizing Committee. ISE will not pay for registration or travel support unless external additional sponsoring has been secured in advance and prior approval has been obtained from the Executive Committee

4.2 Contributed Papers

Contributed papers may be either in the form of oral or poster presentations. The Organizing Committee is responsible for their acceptance. A registered participant may be the presenting author of no more than two (2) papers (either one oral and one poster or two poster presentations), but may be a co-author of papers presented by other authors.

Poster discussion sessions may be organized if considered appropriate by the Organizing Committee, but must last no more than one third of the time reserved to poster presentation.

Papers of all kinds are included in the meeting program only if the presenting author registers and pays the registration fee within a deadline fixed by the Organizing Committee and published on the meeting website.

4.3 Format of the Meeting (Duration)

- Topical Meetings typically last for three days, selected to suit the meeting venue and other factors; exceptionally, a Topical Meeting may last longer.
- Topical Meetings include an opening session during which a representative from the ISE Executive Committee will say a few words and a banquet.
- The duration of lectures is typically: Keynote Lectures: 40 minutes; Invited and Contributed Lectures: 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.

Exhibitors should be located in visible and busy area of the venue, preferably within the posters area or a coffee break area.

5 Publications

5.1 Meeting Announcement

To announce the Meeting, the Organizing Committee provides the information to the ISE Office approximately one and a half years in advance, to allow for the preparation and distribution of the Call for Papers. The ISE Office is responsible for producing and sending out the Call for Papers to ISE members and to other persons who might be interested in the Meeting, and for producing brochures to be distributed at current relevant meetings. The 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.

5.2 Program – Book of Abstracts

A meeting program, including the schedule for oral and poster presentations (titles, authors, location and times), is prepared by the ISE Office, in consultation with the Organizing Committee. It is placed on the website prior to the Meeting, and a hard copy is distributed to the participants upon registering at the Meeting.

Either a book of Abstracts or an electronic version in an appropriate form 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 are limited to one page. The book of abstracts shall contain a list of titles, the abstracts and an author index.

5.3 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 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 have been presented at the Meeting and will be refereed in the normal manner.

6 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.

7 Financial Policies

7.1 Financial responsibility

ISE has financial control of, and overall responsibility for, the Topical Meeting. The Executive Committee will enact this through the ISE Office, with the help of the Secretary General. 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 registration fees and by subsidies from sponsors (industry, government, university).

7.2 Registration fees

Registration fees will be collected online by the ISE Office and paid directly into an ISE account. For each meeting, the Executive Committee will decide the currency used for the payment of registration fees. 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 Topical 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 get special reduced registration fees.

7.3 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 Executive Committee.

7.4 Financial arrangements

The Topical 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).
- (iii) Accordingly, the surplus of the meeting will be divided between the
 - a. Regional Section in which the meeting is held (25%),
 - b. the Division(s) involved with the particular Topical Meeting (25% in total) and
 - c. ISE central funds (50%).

If two Divisions are involved, the Executive Committee shall also determine how the Divisional share be divided between these two Divisions.

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 18 months in advance of the date of the meeting. The budget shall conform to a generic presentational format prepared by the ISE Office; 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 ISE Office. 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 Meetings Committee prior to the approval of the meeting by the EC.

All contracts for conference centres, hotels etc will be scrutinized by the Secretary General and signed by the ISE President. All payments must be authorised by the ISE President and Secretary General or a designated member of the Executive Committee. Two authorized signatures are always required.

All income associated with the meeting must be paid directly into ISE bank accounts. When needed, the Executive Committee may decide to open an account in the local currency. All registration fees will be collected online by the ISE and paid directly into an ISE account. ISE will provide the personnel and facility to oversee on-site registration.

In the case that the Secretary General is not able to comply with his duties during a consecutive period of at least 1 (one) month or the position of the Secretary General is vacant, either the President of ISE or the Treasurer can make the Secretary General'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 ISE Office will prepare the final accounts for a meeting, showing all income and expenditure. Only after this statement has been approved by the Executive Committee will proposals for the use of the 25% of surplus going to the Regional Section be considered by the Executive Committee, and the 25% of surplus going to the Division(s) be distributed.

7.5 Benefits to Organizers of the Meeting

The Organizing Committee Chair should receive not more than free registration from the conference budget. The members of the Organizing Committee are not to receive any benefits, unless prior approval has been obtained from the Executive Committee.

Student Helpers (typically 1 per 50 delegates) may be recruited from universities in the location of the meeting to help onsite with a variety of duties. These students should receive not more than free registration from the conference budget.

7.6 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 and asked for a free membership for the current year; this free membership shall be for the remainder of the calendar year in which the Topical Meeting was held.
- 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 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

Modified by TL, KV and MM July 2012

Location of Topical Meeting: _____

Approximate date of Topical Meeting: _____

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

Signed: _____

Date: _____

Appendix A - Guidelines for Initial Proposals for Topical Meetings

This document summarises the main information that ISE considers of interest in order to decide about the convenience of holding a Topical Meeting. It provides recommendations to plausible Topical Meeting organizers for the presentation of their initial proposals. The decision about holding a Topical Meeting will normally be made at least 2 years ahead of the proposed time of the meeting. Careful reading of the Rules for ISE Topical Meetings (<http://www.ise-online.org/rules/index.php>) is highly recommended before preparing the initial proposal.

Relevant Information to be included in the proposal:

Location (Country, city). ISE is following a regional policy which includes holding the Topical and the Annual Meetings in geographically well-separated regions.

Date. Overlapping with relevant events organized by other electrochemical societies or by the ISE divisions should be avoided.

Electrochemical activities in the country and relationship with ISE.

Proposed local organizing committee.

Focused theme of the meeting. It should reflect the current state of the art in a specialized field of electrochemistry which is undergoing rapid development (Rules for ISE TM 1).

Suggestions about the scientific program are also welcome.

ISE Divisions involved, according to the specific theme of the Meeting. Up to two Divisions can sponsor the Meeting (Rules for ISE TM 3.3 b)

Conference venue and feasibility of the ISE Meeting:

- Conference centre or university facilities: facilities for a number of attendants around 150 to 300, possibility to run 2 symposia simultaneously in case it is necessary, size of the rooms, transportation, logistic.
- Accommodation facilities with different prices.
- Accessibility from different countries
- Cultural interest
- Weather conditions
- Additional motivation for location

Relevant governmental, public and professional institutions supporting the meeting.

Financial aspects

A preliminary budget should be presented using the file which can be downloaded from the ISE website using the link: www.ise-online.org/rules/PROPOSAL-TOPICAL-budget.xls (the registration values are only indicative).

The initial estimate should be made for about 150 attendees.

The cost for rentals should include the costs of rooms, the cost for audio-video facilities and the cost for the spaces needed for the poster sessions, the exhibitors, the ISE Office, and any other logistic support.

The cost for receptions and meals should include at least, coffee for all the coffee breaks and lunches for all days of the Meeting and a banquet, which may take the form of an informal cultural event. (Rules for ISE TM 4.3)

The income corresponds essentially to the registration fees, fees for exhibition booths and support from sponsors. ISE is trying to keep the registration fees as low as possible, so the Organizing Committee should obtain subsidies from industries and government. The level of registration fees must be approved by the Executive Committee and must be lower for ISE members and for Students and young scientists (Rules for ISE TP 7.2)

The budget should be positively balanced, after considering a surplus equivalent to 15% of the registration fees that is expected to be obtained to support the constitutionally declared goals of ISE (Rules for ISE TM 7.2 and 7.4).

Money needed for pump priming can be made available by ISE and should be stated in the proposal (Rules for ISE TM 7.4).

If you have any questions or concerns with these guidelines, please contact the ISE Office (info@ise-online.org)

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 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 Meeting website.
- 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 Executive Committee about the progress in the organization of 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 a banquet.
- Arrange for transportation as required to assist delegates to get to and from activities.
- 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.

Appendix C - 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, during and after the conference, including helpdesk, handling of queries, e-mail alerts, etc. (excl. surface mail postage)
- Obtain all contracts and quotations necessary for the venue, exhibition and all activities and costs associated with the Meeting. Prepare management information related to the more significant (costly) items which must be reviewed by the Executive Committee for contracts to be signed by the relevant Society Officer
- Confirm suppliers with LOC, then select and order participant package items (conference bags, maps, gift, etc)
- Confirm suppliers with LOC, then select and order T-shirts for student helpers
- Together with the LOC, organize and make arrangements for Social Activities: banquet, excursions etc.

Budget and Financial Control of Conference Organization

- All financial and registration transactions are handled through the ISE OFFICE.
- Develop preliminary budget with Organizing Chair (break-even point, 15% surplus, etc.)
- Prepare final budget with Organizing Committee
- Make suggestions to balance budget
- Communicate with conference organizer about financial status of conference income and adapt expenses if possible
- Continuous financial control and reporting to Executive Committee if any problems / conflicts arise
- Have budget and registration fees approved by Executive Committee
- 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 status “certificates”
- Help desk for registration or payment problems
- Send participant confirmation letters, receipts, invoices
- Generate reports; participant list, activity log, fee count
- Process refunds
- Maintain participant information
- Receive and track “student helpers” registrations
- Receive and track “Free” registrations
- Pay suppliers according to protocol
- Conference accounting and final report
- Final accounts approved by OC and EC
- Allocate surplus funds to the appropriate divisions and regions.
- Closing of conference accounts

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

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
- Design and prepare print-ready 1st Announcement brochure for printing and delivery to conference venue
- Design and prepare print-ready 2nd Announcement and call for papers brochure for printing and delivery to conference venue
- Collect and compile addresses from different databases for electronic mailing
- 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 announcement brochure of Topical Meetings
- Estimate quantities of brochures to be printed

Abstract Submission, Book of Abstracts, 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

- 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
- Negotiate technical details with printers for brochures, abstract books and programs

Accommodation

- Arrange for suitable accommodations in the meeting vicinity. Securing blocks of rooms at a variety of prices. Including those suitable for students.

Exhibitors and Sponsors

- Contact exhibitors of previous ISE Meetings
- Contact other potential exhibitors
- Produce tentative exhibit floor plan
- Provide onsite exhibitor support
- Recognize sponsors and exhibitors in appropriate marketing materials
- Advertisements in Program/Book of Abstract
- Participant bag literature inserts

Participant Materials

- All material is generated with data supplied by the participants when submitting their abstract and registering.
- Prepare customized name tags
- Order name tag wallets (or have them ordered onsite by the LOC)
- Prepare certificates, receipts and vouchers
- Prepare design for bags, pens, etc.
- Prepare bag inserts

On Site Services

- Participation of one ISE Office member in the Topical Meeting
- Supervise with OC onsite conference organization and suppliers
- Handle onsite registrations
- Receive and process credit card and cash payments
- Provide help to participants with registration and payment problems
- Organization and guidance of registration desk