Dear colleagues,

On behalf of the Organizing Committee, thank you so much for your willingness to coordinate a scientific symposium at the Annual Meeting of the International Society of Electrochemistry (ISE) in XXXX from XX to XX XXXXX 20XX. This email is intended to give you some instructions/guidelines for organizing your symposium as well as to update you on the organization of the meeting. Please coordinate your actions with your co-organizers, copied in this message. The website for the meeting can be found at http://annualXXXX

Your main responsibility is the scientific program of your symposium. Your symposium will consist of keynote lectures (40 minutes), invited lectures, contributed oral presentations (20 minutes), and contributed poster presentations. The first two you invite yourself (except for the 20XX ISE prize winners and award lectures); the latter two you will select from the submitted abstracts.

In general, the duration of a symposium is scaled to the number of abstracts received. A small symposium (1-2.5 days) can have 2-3 keynotes and 2-3 invited speakers. A large symposium (3-4 days) can have 4-5 keynotes and 6-8 invited speakers.

Please note that, as a rule, you/we cannot offer to cover for registration fees or travel expenses for keynote/invited speakers unless you have secured specific funds for that purpose. Many Divisions will agree to sponsor a few registration fee waivers for keynote/invited speakers; please consult your corresponding Division Officers. As it is ISE policy that speakers can give only 1 oral presentation at the meeting, please do not invite our plenary speakers (Names of Plenary speakers).

The site will open for submission of abstracts on XXXXX. The closing date for submission of abstracts will be XXXXXX. Keynote and invited speakers should also be asked to submit their abstracts through the submission site. Approximately two weeks before the submission deadline the ISE Office will send you a link with all the abstracts submitted to your symposium. This allows you to check if your keynote and invited speakers have submitted their abstract. Two to three days after the submission date you will receive the number of oral presentation slots allocated to your symposium and you and your co-organizers will be asked to make the selection of oral and poster presentations. Generally about 40 percent of the contributions can be granted the requested oral presentations. The ratio for acceptance for oral communications will be the same across all symposia.

We will have XX rooms (with a capacity from ca. 100-x00) for running the various sessions, apart from the plenary session. We will try to accommodate the time slots you requested for when you submitted your proposal, but please understand that it will depend on the final number of submissions and the possibilities provided by the logistics.

The following website page <http://ise-online.org/OI> has further instructions for the symposium organizers.

Dear colleagues,

I hope that you are making progress with the invitation of keynote and invited speakers for your symposium in XXXXXX. Once speakers have accepted, please send us a list so that we can make sure that nobody is accepting double invitations (speakers can have only one talk at the meeting).