



Strasbourg (France)

## PREPARATION OF E-MRS SYMPOSIUM PROPOSALS

### Preamble

Before studying the detailed information required to complete the proposal documents, there are many aspects to be considered by prospective organizers of a Symposium to be held during the E-MRS Spring or E-MRS Fall Meeting.

Ideally 3, or a maximum of 4, co-organizers are needed, depending on the anticipated number of abstracts and presentations. There must not be more than one organizer from a single institution. E-MRS considers it important to recruit new symposium organizers, who can offer new ideas and attract new segments of the community. When selecting organizers, consideration should be given issues of gender equality. It is inappropriate for the same group of organizers to repeat exactly the same symposium the following year. If a repeat symposium is being proposed not more than 2 of the original organizers may act as organizers.

The organizers of a symposium should work in different countries, in Europe and overseas. All symposium organizers, whether based in Europe, or elsewhere, must be willing to attend the conference. The principal symposium organizer should be named in the proposal and he/she is not permitted to be the principal organizer of two successive symposia on the same topic. A co-organizer maybe the principal organizer of the next symposium devoted to the same topic.

Symposium organizers must consider the budgetary implications of their proposal as they have to demonstrate that the event will be viable and income and expenditure will balance. Registration fees have to be paid by, or for, all organizers, participants and invited speakers.

E-MRS will provide the necessary financial resources for the organization of a symposium on the following basis:

- a symposium attracting > 100 abstracts will be allocated 2000 Euro;
- a symposium attracting < 100 abstracts will be allocated 1000 Euro.

The funds allocated from the central resources cannot be used for purely social benefits for the organizers and the participants, but are intended to enhance the scientific level of the symposium, support the attendance of students and if absolutely necessary to pay the registration fee for one organizer. Symposium organizers are strongly encouraged to seek financial support or sponsorship for the symposium and will retain 100% of any support received which can be used to enhance the quality of the symposium, as deemed appropriate by the organizers.

It may seem very impressive to include a very large list of invited speakers of world renown, but the budgetary implications must be considered.

The following recommendations and rules are intended to ensure that the completed application will meet the criteria necessary for inclusion in the E-MRS conference. Please read them carefully and if you require any additional advice or information please contact E-MRS Headquarters in Strasbourg.

The experience gained by E-MRS has led to the requirement for the symposia to be organised in accordance with a number of mandatory rules to ensure transparency and to minimise the risk of participants criticizing the symposium organizers, or the society.

### **General “Rules” for the organizers of E-MRS Symposia**

- Symposium organizers must be present throughout the conference.
- Symposium organizers must attend the ceremony for the presentation of the Student Awards
- Symposium organizers, as first author, can only have poster presentations in their symposium, no invited or oral presentations
- Symposium organizers should avoid having an invited talk in other symposium (should be exceptionally)
  - no invited presentations in their symposium co-signed by a symposium organizer
  - no invited or oral presentation by the same person (or group) in successive years on same topic
  - no more than one oral presentation by the same authors on one topic in the same symposium
- Symposium organizers should avoid multiple papers by same author
- Symposium organizers should ensure that invited speakers submit their papers
- Symposium organizers should reject papers whose authors are not present
- Symposium organizers should ensure that the manuscripts are of high quality

# RECOMMENDATIONS FOR PREPARING E-MRS SYMPOSIUM PROPOSALS

## **1. Title of the symposium** (150 characters max.)

If a symposium is being repeated, e.g., every year or every two years the title may be followed by a number giving the symposium order, namely 1, 2, 3 or I, II, III, or the year e.g., 19 for a symposium to be held in 2019, following symposia on the same topic held in previous years.

## **2. Journal(s) for publication of proceedings or manuscripts** (250 characters max.)

At least one scientific journal (or optionally two journals) published by Elsevier, Wiley VCH, Springer, ... should be selected for publication of manuscripts submitted to the symposium and accepted on the basis of the reviewing process currently used for regular papers. The symposium organizers should select a journal(s) with a scope firmly consistent with the subject covered by the symposium.

The principal symposium organizer must have made contact the Editor(s) of the appropriate scientific journals journal(s) and obtained a preliminary agreement for the publication of manuscripts in a Proceedings volume, which maybe a special issue of the journal. The final contract with the editor has to be approved and signed by E-MRS Headquarters.

## **3. Symposium organizers**

As given in the preamble the appropriate number of symposium organizers is 3 to 4 maximum depending on the anticipate number of submitted abstracts (and manuscripts). At least the main symposium organizers should be based in Europe and intending to be present throughout the particular E-MRS meeting. Two symposium organizers from the same country is not generally acceptable. If one, or more symposium organizers is not based in Europe, they must be prepared to attend the conference. The roles of the principal organizer and co-organizers are honorary positions.

By submitting a symposium proposal the organizers of a symposium are committing themselves to undertake the essential administrative and scientific tasks required to deliver a high quality symposium. A short CV of each organizer, with a list of up to 5 recent relevant publications, must be included on the single page provided for each organizer and co-organizer in the symposium proposal forms.

Appropriate expertise and reputation in the scientific field covered by the symposium is a requirement for all symposium organizers. This is necessary as the responsibilities of organizers include the calls for papers, the selection of invited speakers, the selection of abstracts as well as involvement in the editorial tasks for the Proceedings. One organizer must be named as the "Principal Symposium Organizer", to ensure the coordination and management of the various tasks, including the budgetary arrangements for the symposium.

Following the acceptance of the symposium proposal, the major tasks of the principal organizer and co-organizers as required by the E-MRS Executive Committee are as follows:

- (i) preparation of the announcements (calls for papers) for the symposium
- (ii) the selection and invitation of invited speakers,
- (iii) the selection of members and formation of a scientific committee,
- (iv) the preparation of approaches to appropriate agencies and companies to obtain financial support for the symposium,
- (v) the selection of abstracts,
- (vi) the preparation of the scientific program,

- (vii) select peer reviewers for submitted manuscripts and,
- (viii) appoint a Proceedings Editor to coordinate the submission of manuscripts to the selected scientific journal in accordance with the agreed deadlines.

#### **4. Description of the symposium**

This section consisting of 3 sub-sections must be carefully prepared and structured. The text in this section will be very similar to that used for the symposium's calls for papers which will be published on the E-MRS website.

This text may require slight modification to adjust it to the programs of other symposia. Such changes may be needed to avoid overlaps between symposia and would be introduced only after discussions and agreement with the Conference Chairpersons. These adjustments would be made prior to the final consideration of the symposium proposals by the Conference Chairpersons and the approval of the selected symposia by the E-MRS Executive Committee.

##### **a) Introduction** (300 characters max.)

This should consist of a general presentation of the symposium subject and must contain the motivation for the subject and the major objectives of the symposium.

##### **b) Scope** (2,000 characters max.)

The scope of the symposium must include a description of the major topics to be covered in the symposium and should be presented in agreement with the scope of the scientific journal selected for the publication of symposium proceedings. The style of this sub-section can be very similar to that used in the "symposium proposal sample". It is essential that sufficient detail is given to enable an informed decision to be made – generally this will require a minimum of about 1200 characters.

##### **c) Hot topics to be covered by the symposium** (600 characters max.)

A maximum of 10 numbered topics to be addressed in the symposium should be listed (as in the "symposium proposal sample"). Each topic may correspond to an oral session of the symposium. Typically, the program of an oral session consists of one invited 30 minutes presentation followed by 4 to 6 contributed presentations each of 15 minutes duration.

#### **5. Tentative list of invited speakers/talks** (1,500 characters max.)

Please indicate the initials and last name of each invited speaker (in alphabetical order) followed by their affiliation in brackets and the tentative title of the presentation.

***The conference registration fee must be paid by, or for, all invited speakers.*** To encourage the invited speakers to submit a manuscript for publication in the Proceedings volume, an award (equivalent to registration fee) could be considered by the symposium organizers if a paper is submitted and the budget permits, but payment should not be made from the E-MRS allocated funds.

The symposium organizers and their co-workers cannot be selected as invited speakers in the symposium, nor can the symposium organizers be invited speakers at another symposium at the same E-MRS meeting.

Carefully consider the budgetary implications, and the requirement to ensure a financial balance, if a long list of potential speakers is being submitted.

## **6. Tentative list of scientific committee members** (1,000 characters max.)

Please indicate the initial, last name (by alphabetic order) and country in brackets of each proposed member of the scientific committee. The symposium organizers and invited speakers are not permitted to be members of the scientific committee.

It is highly recommended that expert scientists who will attend the E-MRS meeting and are able to chair at least one oral session of the symposium are invited to be members of the scientific committee. It is highly desirable that two scientific committee members chair an oral session of the symposium and therefore the scientific committee may consist of as many as 30 members. Additionally, the members of the scientific committee members may deliver contributed oral or poster presentations and encourage their contacts to participate in the conference.

## **7. Graduate student awards (GSA)** (150 characters max.)

*Each symposium may make one or two Graduate Student Awards to PhD students (depending on the number of collected abstracts) to recognize the outstanding scientific merit of their work presented in their oral or poster presentation. It is recommended that symposium organizers arrange for the evaluation of the candidates and the selection of award winners to be made possibly in a “special oral session” which could be held during a poster session or in the early evening. Please indicate the procedure and schedule to be adopted for the selection of GSA winners.*

The Conference Chairpersons must be informed of the names of the award winners before 10 am on Wednesday morning to allow time for the necessary administrative tasks to be undertaken before the award ceremony. The costs of the GSA prizes are met from the central budget of the conference and do not have to be met from the symposium budget.

## **8. Potential sponsors to be approached by the symposium organizers** (150 characters max.)

Please give the name and address of research agencies and companies to be approached when seeking financial support for the symposium.

## **9. Proposed speakers for the plenary session** (150 characters max.)

Please suggest the name and indicate the affiliation of one or two experts in Materials Science and Engineering recognized at the international level to be invited as a speaker at the Plenary Session. The nominees should be excellent communicators in the English language and able to deliver a presentation to interest the whole range of conference participants and not just to the specific symposium.

## **10. Tentative budget**

### INCOME

Please indicate as income any financial support already arranged and any that is realistically expected. As stated in the preamble, the sum allocated to the symposium budget by E-MRS is: 2000 Euro if the number of abstracts received exceeds 100, or 1000 Euro if the number of abstracts received is fewer than 100.

### EXPENSES

The income from E-MRS is principally intended to enhance the scientific quality of the symposium and to facilitate attendance by those whose presence is of benefit to the symposium and for whom financial assistance is essential. The E-MRS contribution must not be used solely for the benefit of the

organizers. However, the expenditure may include contributions to:

- (i) the registration fee of one symposium organizer if this is absolutely essential;
- (ii) supporting invited speakers by contributions towards the registration fee and to travel and accommodation,
- (iii) the cost of travel and accommodation of scientific committee members,
- (iv) contributions to the registration fee and the costs of travel and accommodation of students from poor countries,
- (v) any essential financial support for established scientists who would be unable to contribute to the symposium without such support.

If the symposium organizers obtain significant financial support they have the discretion to meet any, or all of the costs of invited speakers, members of the scientific committee, the organizers themselves, or a social event for the participants. However, the budgeted expenditure the realistically anticipated income.

#### BALANCE

Please show any difference between the anticipated income and expenditure and indicate the proposed action to meet any deficit.

#### **11. Additional points**

Please make additional remarks and comments (if any), which can assist those undertaking the selection procedures.