



Guidelines for Symposium Organizers

70th Annual Meeting in Durban South Africa

The Symposium Organizers are expected to be active mainly in the following three periods:

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|---------------------------------|--|
| 1. January 2018 | Finalize symposium description for Call for Papers |
| 2. October-December 2018 | Send invitations for keynotes and invited papers |
| 3. March 2019 | Select oral and poster communication |
| 4. 10 June | Finalize Program |

1. Symposium description

The Organizing Committee sends to the Symposium Organizers the preliminary symposium proposals submitted by the Divisions, after appointing the local symposium organizers.

The Symposium Organizers:

- decide the coordinator, taking into account the suggestions of the OC co-chairs;
- check, complete and revise the symposium description (and possibly its title) to make it suitable for the Call for Papers;
- return the final version of the symposium proposal to the OC co-chairs

2. Invitation of speakers

The Symposium Organizers discuss among themselves possible speakers for keynote lectures and, if they wish, invited oral communications, deciding a priority list.

Number of invitations. The Symposium Organizers are free to decide the number of keynote and invited oral communications. However, the Organizing Committee recommends to take into account the following facts:

- The duration of each symposium will be decided on the basis of the number of abstracts received, in March 2019.

- Invitations must be sent at an earlier date.
- Some slots must be reserved to prize winners and travel awardees.
- Several symposia will have to be shorter than indicated in the proposals.

Therefore, the following numbers are suggested.

Number of half days indicated in the symposium proposal	Maximum number of Keynote Lectures	Maximum number of invited oral papers
1	1	2
2	2	3
3	2	4
4	3	5
5	4	6
6	4	8
7	5	10
8	5	10

The coordinator sends invitations, following the priority list.

The coordinator communicates to the Organizing Committee co-chairs the names of the speakers who have agreed to give keynote or invited oral communications.

3. Oral vs. Poster Communications

This is the most delicate task because it must be completed in a rather short time. Respect of deadlines and prompt communication with the ISE Office and the OC are needed.

Key dates for Symposium Organizers:

25 March 2019, deadline for the selection of keynote/oral/poster communications

10 June 2018, deadline for finalized program

10 June 2018, deadline for Session Chairs selection

Key facts for Symposium Organizers:

Not more than one oral *and/or* keynote presentations per participant

Oral presentations: 20 minutes

Invited Oral presentations: 20 minutes

Keynote presentations: 40 minutes

March 2019

1. Symposium Organizers receive the abstracts from the ISE Office and check if all speakers who accepted an invitation have submitted an abstract.
2. Symposium Organizers send a reminder to the invited speakers who have not submitted an abstract, and request the abstract no later than 31 March, after which date invitation is cancelled.
3. Symposium Organizers decide which abstracts are accepted/rejected.
4. Symposium Organizers decide which accepted abstracts will be presented as keynote lectures, oral or poster communications (See below **Instructions to set presentation of submitted abstracts**).
5. Symposium Organizers inform the ISE Office (events@ise-online.org) as soon as the choice has been done

There may be some switching of speakers from symposium to symposium which requires negotiation between the responsible SOs.

No participant can have more than one oral *or* one keynote presentation. Possible multiple communications by the same author are highlighted in red by the software (see below). If the communications are submitted to different symposia, the coordinators must agree together which presentation should be maintained.

Each symposium should have an appropriate number of oral communications given by young scientists, e.g. two per half day.

Backup list of 10 potential speakers

Symposium Organizers select a backup list of 10 poster communications (in order of preference) that become oral communications if there are cancellations.

Authors who requested an oral presentation are considered first.

In order to maintain consistency of topics, the SOs specify the preferred session (day, morning/afternoon) for each backup oral communication.

Symposium Organizers send the backup lists to the ISE Office

Instructions to set presentation of submitted abstracts

After making their decision keynote, invited oral, oral and poster presentations, the Symposium Organizers transpose it to the system by pressing either [K], [O] or [P], [invited], and inform the ISE Office (events@ise-online.org), when they have finished.

Change presentation type/status				Presentation type	Submission ID	Corresponding author	Presenting author (in blue) and co-authors	Abstract title	Symposium / theme	Comments	Submission date	
12	Oral	Poster	Invited	Keynote	Pres. Type	ID	Corr. Author	Authors	Title	Symp.	Info	Date
<input type="checkbox"/>	O	P	O	K	Oral Invited	abs080015	Smith	John Smith	Chemical Support for Detection - [U]	S1	Add	02-02-08
<input type="checkbox"/>	O	P	O	K	Oral Invited	abs080016	Dupuis	Jean Dupuis, Gil Bourgeois, Fred Heller	Molecular catalysis reduction at a polarized liquid-liquid interface and Related polarized liquid-liquid - [U]	S2	Add	02-02-08
<input type="checkbox"/>	O	P	O	K	Poster	abs080022	Marquis	John Walker 2 multiple presentations in s01, s02	Materials for Methanol Fuel Cells and Synthesis and Characterization of Olivines and Related Compounds at a polarized liquid-liquid - [U]	S2	This paper should be kept	02-02-08
<input type="checkbox"/>	O	P	O	K	Oral	abs080034	Burger	Bill Burger, Jules Marchand, Chen Zhang, Chou Hu	Electrochemical Devices for Detection - [U]	S1	Add	02-02-08
<input type="checkbox"/>	O	P	O	K	Oral	abs080037	Weber	John Walker, Karl Weber, Fred Heller, Chou Hu 2 multiple presentations in s01, s02	Progress in the understanding of platinum electrochemistry and Synthesis and Characterization of Olivines and Related Compounds - [U]	S1	Add	02-02-08

27 March 2019

Notification to authors of abstract acceptance

The ISE Office will notify all presenting authors of their abstract acceptance and presentation status. The presenting authors will be invited to register and make their payment before **10 June 2019** to guarantee their keynote or oral presentation status or to have their poster listed in the program. Otherwise, without the required registration fee payment, keynote, oral or poster presentation will be removed from the program.

10 June 2019

Selection of Session Chairs

The Symposium Organizers choose the chairpersons for each session.

It is recommended to (i) ; choose only two session chairs per half day; (ii) choose chairpersons with their presentation in the same symposium, to prevent possible overlap with presentations given in other

parallel symposia.

10 June 2019

Setting symposium session program

Set up the symposium program by arranging the presentations in sequence. This will involve interaction with the ISE Office and OC for preliminary finalization of the symposium part of the program.

12 June 2019

Inserting oral presentations from Backup list

The ISE Office removes non registered oral and poster presentations from the program

The OC oversees that the backup speakers are inserted as necessary, according to the backup list prepared by the SOs.

The ISE Office contact the presenting authors and asks if they agree to give an oral presentation, instead of a poster.

Symposium coordinators who are not available in the period 7-12 June 2019 must nominate another SO to replace them, and notify the ISE Office.

Please do not hesitate to contact the ISE Office (events@ise-online.org) if you have further questions.