

Rules for ISE Annual Meetings

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Rules for ISE Annual Meetings

This document defines the organizational structure, the scientific and the financial policy for ISE Annual 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 “Annual Meeting” is used to indicate the once-yearly meeting of the Society, a meeting covering a range of topics designed to appeal to all Society Members. Typically, the Annual Meeting is held in August / September / October and a Topical Meeting is held in March / April / May of each year. Where possible, the Society will endeavour to hold the Topical and Annual Meetings in geographically well-separated locations.

Normally an ISE Annual Meeting will have a *Main Theme* which reflects the current state of the art in electrochemistry and specifies the fields or aspects upon which the meeting is focused. The *Main Theme* must be general enough to allow a very large participation of the members.

ISE Annual Meetings are organized in Symposia on particular topics related to the main theme and/or to Divisional activities.

Each Annual Meeting includes a *General Session* to accommodate contributed papers that do not fall within the specific symposia. The General Session has at least two organizers who are responsible for the acceptance of these papers.

2 Proposal

2.1 Initiation of Annual Meeting Proposal

EITHER a group of members in a Country/Region, usually but not necessarily coordinated by the ISE Regional Representative, make an informal proposal to the Executive Committee and/or Scientific Meetings Committee to hold an Annual Meeting in the country/Region in a particular year OR, taking into account the policy of the Society concerning rotation of meeting venues, the Scientific Meetings Committee (acting on behalf of the Executive Committee) makes an informal approach to the members in a Country/Region about the possibility of holding there an Annual Meeting in a particular year. In these discussions possible *Main Themes* will be considered, as will be the advantages and disadvantages of specific locations and broad financial aspects. The Secretary General will take the lead for the Executive Committee in these discussions.

2.2 Assessment of Annual Meeting Proposal

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

The SMC discusses the proposal, in particular:

- a) the broad financial aspects, in addition to the overall viability of the Meeting;
- b) the suitability of different locations;
- c) possible *Main Themes*.

Based on these discussions the SMC may decide to reject the proposal, to request a revised proposal or to recommend the EC to approve the proposal.

2.3 Decision on Annual Meeting Proposal

Based on the SMC recommendation and on further discussions, the Executive Committee will then make a formal decision to hold or not to hold the Annual Meeting in the particular country concerned. This decision will normally be made at least 4 years ahead of the proposed time of the meeting.

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 scientific aspects of the meeting are under the responsibility of an Organizing Committee (its composition is described in section 3.2). Appointments to the Organizing Committee should take account of the likely *Main Theme* and be geographically representative of the Society. The Organizing Committee will work in cooperation/consultation with the Executive Committee of the ISE and with the ISE Office.

3.2 Establishment of Organizational Structures

Once the decision to hold the Annual Meeting is made, the Organizing Committee is constituted, through the following steps.

- a) Upon invitation by the Secretary General, the members of the host Country/Region appoint 5 members of the Organizing Committee.
- b) The Executive Committee appoints five members of the Organizing Committee, taking into account the likely *Main Theme* and the geographical distribution of the members.
- c) The Organizing Committee appoints a chairperson from its members.
- d) The Organizing Committee, in consultation with the President Elect, makes a final decision on the *Main Theme*.
- e) Upon invitation by the President Elect, about two years before the meeting, the Divisions proposes the symposia topics;
- f) The President Elect and the chairperson of the Organizing Committee jointly make a final decision on the symposia topics;
- g) The Division Officers identify the Divisions involved in each symposium;
- h) The Divisions involved and the Organizing Committee nominate their respective Symposium Organizers – two from each side for each symposium. The number of Symposium Organizers per Symposium may be increased with the agreement of the Executive Committee.
- i) The Symposium Organizers write the symposium description to be included in the call for papers;
- j) The Symposium Organizers select the keynote and invited speakers, according to the procedure defined below (4.2);
- k) The Symposium Organizers establish the scientific program of their respective symposia;
- l) The Meeting program is set up by the Organizing Committee with the technical support of the ISE Office.

3.3 Scientific Program

3.3.1 Organizing Committee Tasks

The Organizing Committee is responsible for the planning and organization of the scientific program of ISE Annual 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

- finalizes a *Main Theme*
- prepares the final meeting budget, in collaboration with the ISE Office
- comments on the proposed symposia topics received from the Division Officers. The final decision is jointly made by the President Elect and the chairperson of the Organizing Committee
- in consultation with the Division Officers, approves the description of the symposia topics for all announcements, the selection of speakers, and the definition of the call for papers
- approves the Symposium Chairpersons selected by the Symposium Organizers

For some Meetings it may be beneficial to have a Local Organizing Committee, which may do most of the ground work in the location of the Meeting. This committee is considered as a subcommittee of the Organizing Committee and answers to the Chair of the Organizing Committee.

3.3.2 Division Officers Tasks

The Division Officers, coordinated by the President Elect of ISE,

- propose symposia topics
- nominate 2 Symposium Organizers per Symposium.
- ensure that the Symposium Organizers propose the description of the symposia topics for all announcements, the definition of the call for papers, the selection of speakers, and the Symposium Chairpersons.

To ensure an appropriate rotation of technical expertise, the same Symposium Organizers / Coordinators should not be nominated for more than two consecutive years.

3.3.3 Symposium Organizers Tasks

The Symposium Organizers

- write the symposium description to be included in the call for papers;
- select the keynote and invited speakers, according to the procedure defined below (4.2);
- decide the form of presentation (oral or poster) of contributed papers and organize the scientific program of their respective symposia.

In their decisions the Symposium Organizers are expected to

- (i) take into account the scientific quality of the contributed papers,
- (ii) ensure a fair visibility to as many research groups as possible,
- (iii) reserve oral presentations to the young scientists who receive *Electrochimica Acta* and ISE Travel Awards.

4 Scientific Policies

4.1 Award Speakers

The *Electrochimica Acta Gold Medal lecture* and the *Frumkin Memorial Medal lecture* are treated as plenary lectures (see below). All other award lectures are presented during symposia appropriate for the topics or the specific awards. ISE will pay for the registration and banquet fees of the awardees from the conference budget.

4.2 Invited Speakers

a) *Plenary Lectures* are devoted to the main theme. Plenary speakers are selected by the Organizing Committee and invited by the chairperson of the Organizing Committee after consultation with the President Elect. The number of plenary lectures should normally be restricted to 4. ISE will pay for the Plenary Lecturers' registration and banquet fees and will provide a travel supplement amounting to economy travel from their home institution, conditional upon ISE receiving receipts following the conference. These payments will be made from the conference budget.

b) *Keynote Lectures* introduce, or are devoted to the topic of a symposium. Keynote speakers are selected and invited by the Symposium Organizers after consultation with the President Elect and the chairperson of 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 such costs, if no adequate sponsorship is available.

c) *Invited Lectures* present recent results in the field of a symposium. They are selected and invited by the Symposium Organizers. 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.

4.3 Contributed Papers

Contributed papers may be either in the form of oral or poster presentations. The Symposium Organizers are 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 Symposium Organizers, 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.

4.4 Format of the Meeting

Annual Meetings last from Monday morning until Friday afternoon.

Annual Meetings include the following events: Opening Session during which the ISE awards are presented; Plenary Lectures; General Assembly (approximately 1 hour); Excursion (approximately half a day); Banquet. No parallel events take place during these events.

Lunch periods should be of 2 hour duration, to allow visitation of posters and the exhibition. During this time period luncheon meetings are to be provided as follows: Monday, Divisional Officers

Meeting and Regional Representatives Meeting, each meeting separately; Tuesday, the Council Meeting.

The General Assembly is to be held on Thursday morning with a typical duration of 1 hour.

The number of symposium sessions running simultaneously should be kept to a maximum of 10, if possible. This depends to a large extent on the size of the lecture rooms available and the anticipated number of delegates.

Within each symposium, typically 4 to 6 young scientists should present Contributed Papers.

The number of lectures is typically: Award Lectures: varies from year to year; Plenary Lectures: 4, in addition to the Electrochimica Acta Gold Medal lecture or the Frumkin Memorial Medal lecture that are treated as plenary lectures; Keynote Lectures: 2-4 per symposium; Invited Lectures: 8-12 per symposium (the latter figure is estimated on the assumption of eight sessions per symposium/Meeting).

The duration of lectures is typically: Plenary Lectures: 45-50 minutes; Award Lectures: 20 or 40 minutes; Keynote Lectures: 40 minutes; Invited and Contributed Lectures: not more than 20 minutes.

The program schedule has to be set up in such a way as to allow convenient viewing of posters. This means posters should be on display for at least a full day, and enough free time for viewing posters is to be provided.

The Organizing Committee may indicate a limit to the number of papers submitted to the General Session and as posters presentations if time and/or space are limited.

Each of the Divisions should have a luncheon meeting of their members during the Annual Meeting, typically on Thursday, after the General Assembly. The Divisions must inform the Organizing Committee at least one year in advance if they plan not to hold such a meeting. Any costs arising from these meetings will be paid for by the Divisions.

4.5 Tutorial Lectures

Normally two topics for two parallel sessions will be selected by the Organizing Committee in consultation with the Vice President responsible for education. Once the topics are decided, two lecturers are chosen for each topic/session. Both sessions of tutorial lectures are normally held in parallel on Sunday afternoon preceding the Meeting, with each speaker having a 1.5 hour lecture, with a coffee break between the two lectures.

The tutorial lecturers may receive one night free accommodation, free registration for the Meeting, and a free banquet ticket from the conference budget.

4.6 Exhibitors

Exhibitors should be located in visible and busy area of the venue, preferably within the poster 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 two and a half years in advance, to allow for the preparation and distribution of the

First Announcement brochure. The ISE Office will send out this information via email to ISE members and to other persons who might be interested in the Meeting, and will produce brochures to be distributed at current relevant meetings.

5.2 Meeting Invitation and Call for Papers

The Meeting Invitation and Call for Papers is produced by the ISE Office using the documents provided by the Organizing Committee and the Symposium Organizers, 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.

5.3 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). The meeting program is published on the website prior to the Meeting with the hard copy distributed to the participants upon registering at the Meeting.

5.4 Book of Abstracts

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. All abstracts are limited to one page. The book of abstracts shall contain a list of titles, the abstracts and an author index. It should be organized by symposia.

5.5 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 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 Annual Meeting. 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.

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 Annual 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 and may or may not give rise to higher refunds.

7.4 Financial Arrangements

The Annual 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 Members from the host Region. Accordingly, the surplus of the meeting will be divided between the Regional Section in which the meeting is held (15%) and ISE central funds (85%). The Regional Section must use its share of the surplus for purposes approved by the Executive Committee (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 2 years 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 Secretary General 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 Secretary General prior to the approval of the meeting by the Executive Committee.

All contracts for conference centers, hotels etc will be scrutinized by the Secretary General, with the assistance of the ISE Office, and signed by the ISE President on behalf of ISE. All payments must be authorized by the ISE President and Secretary General or a designated member of the Executive Committee.

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/her 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.

With respect to the Executive Committee Meeting held before the start of the Annual Meeting, (See paragraph 7.6), the ISE Annual Meeting account will pay all of the expenses.

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 proposals by the Organizing Committee for the use of the 15% of surplus going to the Regional Section be considered by the Executive Committee.

7.5 Benefits to Organizers of the Meeting

The Chair or Co-Chairs of the Organizing Committee should receive not more than free registration and a free banquet ticket 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 be provided with several T shirts to wear for identifying purposes, and they should receive not more than free registration and a free banquet. They may also receive a free excursion if their help may be required. These payments will be made from the conference budget.

7.6 Executive Committee Meetings

The Executive Committee normally holds a meeting on two days preceding the opening of the Annual Meeting. The ISE Office will arrange hotel accommodation for two nights, and for meals taken in common during the Executive Committee Meeting. These costs are to be charged to the ISE Annual Meeting account. Details will be provided to the Organizing Committee by the ISE Office.

The Executive Committee and the Scientific Meeting Committee normally hold a dinner meeting with the Chairs of the Organizing Committees of recent past ISE Meetings and future ISE Meetings on the Tuesday evening, during the Annual Meeting. The Organizing Committee must arrange the dinner for this meeting; these costs are to be charged to the ISE central funds.

The Executive Committee plus Scientific Meeting Committee may hold a debriefing meeting on the Friday afternoon of the last day of the conference. The ISE Annual Meeting account must pay for the additional meals and night accommodation of these members, if required.

7.7 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 will have indicated their wish to become members; this free membership shall be for the year following the one in which the Annual Meeting was held.
- The Organizing Committee provides, from the budget for the Meeting, suitable room facilities for all business meetings of ISE (Executive Committee, Council, General Assembly, Division Officers, Regional Representatives, and Division Meetings) as well as an office room at a central location – preferably near the registration desk – which serves as Society headquarters.
- 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 the publisher of the Society journal, free of charge, with a free display.
- 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 January 2003

Modified by SR and CB September 2005

Modified by SR April 2007

Modified by SR October 2007

Modified by TL, KV and MM July 2012

Location of Annual Meeting: _____

Approximate date of Annual Meeting: _____

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

Signed: _____ Date: _____

Appendix A - Guidelines for Initial Proposals for Annual Meetings

This document summarises the main information that ISE considers of interest in order to decide about the convenience of holding an Annual Meeting. It provides recommendations to plausible Annual Meeting organizers for the presentation of their initial proposals. The decision about holding an Annual Meeting will normally be made at least 4 years ahead of the proposed time of the meeting. Careful reading of the Rules for ISE Annual Meetings (AM) (<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 that includes holding the AM in Europe in even-numbered years and out of Europe in odd-numbered years, trying to provide the same opportunities to all the regions in the world.

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. It can be interesting to show in any way the level of support this committee is receiving from the electrochemical society of the region.

Main theme of the meeting and suggestions about the scientific program.

Conference venue and feasibility of the ISE Meeting:

- Conference centre or university facilities: Facilities for a number of attendants between 1000 and 2000, possibility of holding at least 8 symposia simultaneously, number and size of the rooms, transportation logistics.
- Possible accommodation facilities with different prices.
- Accessibility from different countries.
- Cultural interest.
- Usual weather conditions during suggested time of the year.
- 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-ANNUAL-budget.xls (the registration values are only indicative).

The initial estimate should be made for about 1000 attendees.

The rental cost of rooms for up to 8 symposia running simultaneously, including rooms for the opening ceremony, the plenary lectures (five lectures), and the General Assembly, as well as two rooms for the tutorials on Sunday, should be included. The cost for audio-video facilities should also be included. Rooms for the luncheon meetings on Monday and on Tuesday should also be included in addition to the spaces for the poster sessions, exhibitors, ISE office, and for any other logistic support. (Rules for ISE AM 4.4 to 4.6)

The cost for receptions and meals should include:

- A Sunday welcome reception (70% of the participants)
- A Monday reception
- A small reception during the Tuesday poster session

- All coffee breaks
- Three lunches (Monday, Tuesday and Thursday) – a convenient number that facilitates the participation in the symposia (2-hour duration is expected for the lunch periods)
- Lunches served as lunch bags or trays for the meetings of the ISE Division Officers and Regional Representatives (Monday), Council (Tuesday), and Division (Thursday) meetings served in the meeting rooms should also be considered.

The costs of the gala dinner and excursions are not included in the budgets, as they are optional to the attendees (Rules for ISE AM 4.4).

Income corresponds essentially to the registration fees and payments by exhibitors and sponsors. ISE is trying to keep the registration fees as low as possible; hence, the Organizing Committee should obtain subsidies from industry and government. The specific values of the 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 AM 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 ISE goals (Rules for ISE AM 7.2 and 7.4).

In case there is an amount of money that ISE has to pay in advance for pump-priming the meeting or as a deposit to guarantee the meeting venue, this should be stated in the proposal (Rules for ISE AM 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
- Select Plenary Lecturers in consultation with the President Elect
- Select Tutorial Lecturers in consultation with the Vice President in charge of education
- 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 Ceremony
- 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 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 Social Activities: banquet, excursions etc.
- 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
- Obtain supplier, choose and order T shirts for Student Helpers
- Arrange for a dinner meeting for the Executive Committee and Scientific Meetings Committee with the Chairs of future ISE Meetings on the Tuesday evening
- Arrange for a professional photographer as necessary for Award and New Fellow recipients at the Opening Ceremony and General Assembly, respectively

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 Committee 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 card 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 "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 1st announcement brochure of Annual Meeting Meetings
- Distribution of 2nd announcement brochure of Annual Meetings
- Estimate quantities of brochures to be printed

Abstract Submission, CD-Rom with 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 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 CD-ROM with abstracts
- Negotiate technical details with printers for brochures and program

“Management” of Symposium Organizers

- Guiding Symposium Organizers with all aspects of their tasks
- Continued reminding Symposium Organizers of their tasks
- Check tasks completed by Symposium Organizers

Accommodation

- Arrange for suitable accommodations in the meeting vicinity. Securing blocks of rooms at a variety of prices. Including those suitable for students.
- Arrange hotel accommodation and meals for Executive Committee members for the EC/SMC Meeting.

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
- 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 at the Annual Meetings
- Superwise 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