

Recommendations for preparation of E-MRS SYMPOSIUM PROPOSALS

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

The title of a symposium organized at a given frequency, i.e., every year or every two years can be followed by a number remaining either the symposium order, namely 1, 2, 3 or I, II, III, or the year of organization, i.e., 10, 11, 12 for a symposium to be held in 2010, 2011 or 2012.

2. Journal(s) for publication of manuscripts (250 characters max.)

Please indicate the title of the scientific journal which was selected for publication of the Proceedings volume.

At least one scientific journal (or optionally two journals) 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 with a scope firmly consistent with the subject covered by the symposium. The principal symposium organizer has to contact in advance the Editor(s) of the journal and get a preliminary agreement for publication of manuscripts in the Proceedings volume, which will be one of issues of the journal.

3. Symposium organizers

The convenient number of symposium organizers is in the range 3 to 5 depending on the expected number of abstracts (and manuscripts), which will be submitted to the symposium. The symposium organizers should come from different countries preferably from Europe and should attend the E-MRS meeting. Two symposium organizers from the same country is not acceptable. If one of symposium organizers is not from Europe, be sure that he (she) will be able to attend the E-MRS meeting.

A complementary expertise of symposium organizers in the scientific field covered by the symposium is very desirable, in particular for the preparation of the calls for papers, selection of invited speakers, selection of abstracts as well as for the Proceedings Editor task. One of them, the "Principal Symposium Organizer", ensuring the coordination of the organization will be in charge of various tasks, such as the management of the budget of the symposium.

Additional major tasks of the principal symposium organizer accomplished with the help of the symposium co-organizers are the following : (i) preparation of the proposal for the organization of the E-MRS symposium to be submitted to the E-MRS Executive Committee, (ii) preparation of the 1st and 2nd announcements (calls for papers) of the symposium (if the symposium met the E-MRS approval), (iii) selection and invitation of invited speakers, (iv) selection and invitation of scientific committee members, (v) preparation of proposals to be submitted to various agencies and companies to get grants, (vi) selection of abstracts, (vii) preparation of the scientific program, and (viii) Proceedings Editor and reviewer tasks.

A principal symposium organizer cannot chair two symposia in a row (or can chair maximum one symposium every two years). A co-organizer can become the principal organizer for a symposium organized the year after.

4. Description of the symposium

This section, "4. Description of the symposium", consisting in 3 sub-sections (introduction, scope and hot topics) should be carefully prepared and organized. Indeed, The text included in this section would be very similar to the text of the 1st and 2nd calls for papers to be published in the E-MRS web site (if the symposium met the E-MRS approval).

This text could be subjected to changes and modifications for adjustment of the program of various symposia. These changes needed to avoid overlaps between symposia would result from discussions with the Conference Chair. These adjustments would be performed prior examination of symposium proposals and selection of symposia by the E-MRS Executive Committee.

a) Introduction (300 characters max.)

This paragraph, "Introduction", is a general presentation of the subject covered by the symposium and should contain the motivations and major objectives of the symposium.

b) Scope (2,000 characters max.)

The scope of the symposium should include the description of major topics covered by the symposium and should be presented in agreement with the scope of the scientific journal selected for publication of manuscripts submitted to the symposium.

The style of this sub-section can be very similar to that used in the "symposium proposal sample".

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

Maximum 10 topics (numbered from 1 to 10) covered by the symposium should be enlisted in this sub-section (as shown in the "symposium proposal sample").

Each topic would correspond to an oral session of the symposium. Typically, the program of one oral session is composed of one invited talk (30 min of presentation) followed by 4 to 6 contributed talks (presentation duration of 20 min for each paper).

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

Please indicate the initial and last name of each invited speaker (by alphabetic order) followed by the affiliation in brackets and the tentative title of the talk.

The invited speakers should pay their registration fees. To encourage the invited speakers to submit a manuscript for publication in the Proceedings volume, an award (equivalent to registration fees) can be offered to invited speakers submitting a manuscript.

The symposium organizers and their co-workers cannot be selected as invited speakers of the symposium. In addition, the symposium organizers cannot be selected as invited speakers for another symposium organized during the same E-MRS meeting.

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 scientific committee member. The symposium organizers and invited speakers are not eligible to be scientific committee members.

It is very recommended to select and invite as scientific committee members, expert scientists who can attend the E-MRS meeting and able to chair at least one oral session of the symposium.

In addition, it is very desirable to have two scientific committee members to chair a given oral session of the symposium. Therefore, the total number of scientific committee members can be as high as 30 to 40. Furthermore, the scientific committee members may also present various contributed papers (for oral or poster sessions) and contribute to improve the number of participants.

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

Two PhD students would be awarded for each symposium. The candidates to the GSA are in charge of the presentation (oral or poster session) of one paper.

It is recommended to organize a "special oral session" for evaluation and selection of winners. This special GSA session can be held during the poster sessions and plenary session on Wednesday morning.

The names of winners should be given to the Conference chairperson no later than Wednesday morning at 10 a.m. since a period of time is needed to prepare the awards to be given during the award ceremony on Wednesday morning.

Please indicate the tentative process and schedule to be adopted for the selection of GSA winners. In addition, indicate the tentative financial support offered to finalists and GSA winners.

8. Tentative list of major sponsors (to be solicited) (150 characters max.)

Please enlist the name and address of research agencies and companies to be solicited to offer a financial support to the organization of the symposium.

9. Lecturer(s) proposed for the plenary session (150 characters max.)

Please suggest the name and indicate the affiliation of one expert (optionally two experts) in Materials Science and Engineering recognized at the international level to be invited as a lecturer for the Plenary Session.

10. Tentative budget

RECEIPTS

Please indicate as "receipts" the financial supports already approved and those expected.

For each symposium, a lump sum per half-day of the symposium is provided by E-MRS :

800 Euro or 500 Euro per half-day if the number of selected abstracts is higher or lower than 100, respectively.

EXPENSES

The list of expenses may include : (i) living and travel expenses of symposium organizers, (ii) the awards of invited speakers (equivalent to registration fees), (iii) living and travel expenses of invited speakers, (iv) living and travel expenses of scientific committee members, (v) cost of the GSA, etc.

BALANCE

Please mention the sum corresponding to the difference between receipts and expenses.

11. Additional points

Please mention additional remarks and comments (if any), which can help the E-MRS Executive Committee in charge of the selection of symposia.