

How to organize IMEKO TC Conferences, Symposia and Workshops

A Guide for Organizers



IMEKO Secretariat

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How to organize IMEKO TC Conferences, Symposia and Workshops

A Guide for:

- National Organizing Committees;
- International Program Committees;
- Chairmen and Secretaries of Technical Committees;
- Chairmen and Secretaries of Sessions.

The original Guide has been compiled by Assoc. Prof. I. Kollár (TU Budapest), and submitted to the IMEKO Technical Board by the Hungarian IMEKO National Committee in 1988. The General Council (GC) in Arnhem, 1989, approved the Guide. The first edition has been printed after minor amendments in September 1992. The second edition included further amendments agreed at the Technical Board Meeting in June 1997. This fourth edition has been released after revision of the third edition, which was prepared by Prof. Leo Van Biesen (VUB-ELEC, Brussels), President of IMEKO (2003-2006), Prof. A. Serra (Instituto Superior Técnico, Lisbon), Vice-President for external Relations and Chairman of the Technical Board of IMEKO (2004-2006) and Mrs. Karolina Havrilla and after modification by the General Council (GC) in November 2005 in Brussels.

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Related IMEKO publications are:

- IMEKO Constitution and By-Laws
- IMEKO - Activities, Aims, Objectives

0. Introduction

This Guide attempts to summarize RECOMMENDATIONS and RULES for all the people working for the success of IMEKO TC Conferences, Symposia and Workshops (further: *IMEKO TC Events*) and contains the CONTRACT Agreement between the Organizers and IMEKO. Its aims are:

- to make the experience of many others available to benefit from their success and to avoid mistakes;
- to collect all the tasks the organizers have to perform which result in a really successful event, sponsored by IMEKO;
- to provide a "textbook" for organizers including the information necessary for authors, participants, etc., to facilitate their hard task, so that they can pay more attention to special problems of their event;
- to assure that the organization of all IMEKO events be performed in the same, high-level way.

Large part of the information in this Guide is well known for most colleagues who organize IMEKO events, however, it still may be of help by systematically summarizing the relevant details.

The procedures described here (e.g. application for TB approval, setting up of International Program Committees, National Organizing Committees, paper selection procedure etc.) form a part of official IMEKO procedures, therefore every organizer is kindly requested to follow them thoroughly.

1. IMEKO scientific events and publications

1.1 Meetings

There are several forms of scientific meetings organized, sponsored or co-sponsored by IMEKO, such as congresses, conferences, symposia and workshops.

The scientific program of a World Congress covers the whole scope of IMEKO. In the year of the Congress the Technical Committees (TCs) do not organize events (conferences, symposia, workshops), but integrate their scientific work directly into the World congress or propose satellite events (e.g. Workshops) in parallel to and at the World Congress.

Symposia and Conferences are more or less regular technical meetings covering a well-defined area within the scope of one or more Technical Committees. They are initiated and scientifically assisted by one of the Technical Committees, and organized by a host Member Organization of IMEKO. Attendance usually ranges between 50-400 participants. As a rule they last 2-4 days with possibly sessions run in parallel.

Workshops are less formal and less structured events than Symposia. Usually they have narrower scope and more limited attendance (30-100 participants) and no parallel sessions. The aim of a Workshop is to provide a forum for in-depth discussions by competent experts of the given professional field. Usually, no detailed abstract booklet is produced, but a proceedings volume or a summary report is published. Otherwise Workshops are similar to Symposia.

The financial responsibility for any such event is borne by the organizing MO (IMEKO sponsorship dues, see Contract Agreement in Annex 1).

1.2 Publications

Publications form a type of the results of scientific events.

The proceedings of World Congresses, called *ACTA IMEKO*, are published for or after the event.

The proceedings of IMEKO TC Events are published within the *IMEKO TC Events Series*. The Detailed *Abstract Booklets* are produced at Conferences and Symposia (sometimes at Workshops, too).

For Conferences or Symposia, Special Volumes of the official Journal of IMEKO "Measurement", published by Elsevier are planned and agreed by the IMEKO TB (Technical Board) and EB (Editorial Board), in which the best-presented papers can be published.

Papers of broader interest, which are not been submitted for a Special Volume, are usually recommended for regular publication in *Measurement*, the official journal of IMEKO (see electronic submission of papers for authors of Elsevier Publisher at the URL: www.elsevier.com) The *IMEKO Bulletin* contains timely information on the Confederation, its events and news.

2. Early preparations for an event

2.1 Initiative, Application for Approval

Technical Committees and Working Groups may initiate IMEKO TC Events, according to the following IMEKO regulations:

The Application should reach the Secretary of the TB in written form 14-20 months prior to the suggested date of the event (ideally) and should include:

- Detailed scope;
- Location and date
- Chairmen of the National Organizing Committee and the International Program Committee;
- Editor of the event;
- Expected attendance (national + international);
- Registration fee;
- Declaration of the organizing MO accepting full financial responsibility;
- Fully signed Contract Agreement between the organizing MO and IMEKO.

An "Application Form", Note of Commitment, has been issued by the Secretariat (see Appendix 1). This Form must be signed by the TC Chairman and by the representative of the MO, which takes over the full responsibility for the event.

The TB will examine the proposal and will inform the organizers on approval, or rejection within 2 months after the annual meeting of the TB.

Approval will only be granted to events organized in full conformity with the Constitution and By-Laws of IMEKO.

Obligations of the Organizing MO:

to set up an International Program Committee with representatives from at least three countries, and with one or more on behalf of the IMEKO TC;

- a. to set up a National Organizing Committee;
- b. to set up a website for the event;
- c. to propose an Editor of the event;
- d. to indicate the name of IMEKO clearly in every material prepared in connection with the event;
- e. to advertise the event, announcing "call for papers" and other messages relating to the e.g. deadlines for submission of abstracts, papers, early payments, etc., using e-mail services to lists of authorised recipients;
- f. to send an appropriate quantity of the printed materials to the IMEKO Secretariat;
- g. to submit a financial plan for the event and to transfer the contribution of the participation fees to the IMEKO Secretariat as set by the IMEKO Constitution and By-Laws;
- h. to act according to the written approval of the TB.

Note: Organizers of TC events are encouraged to invite persons with a Distinguished Service Award and IMEKO Officers to the Event at no fee for the technical program.

2.2 Organizational bodies

2.2.1 The National Organizing Committee (NOC)

The National Organizing Committee usually has 3-6 members from the host country and from the organizing MO. It is suggested that, whenever possible, the Chairman or Secretary of the IPC and the Editor of the Event be members of the National Organizing Committee. The NOC is responsible for all local arrangements (meeting rooms, hotel reservation, transportation, etc.) as well as for the budget, raising funds and so on. It performs all the correspondence with authors and participants, assists the IPC in its administrative work, and on the basis of the IPC's opinion compiles the scientific and social program of the event.

2.2.2 The International Program Committee (IPC)

The success will largely be determined by the ability of the IPC to attract high quality technical papers and to develop a program format most conducive to an effective communication of ideas. Thus, on the one hand, IPC members should be chosen for their international reputation, but, on the other hand, even more so for their willingness to participate effectively in IPC activities such as reviewing and selecting papers.

Each co-sponsoring IMEKO TC or other organization is entitled and encouraged to be represented on the IPC and to participate in shaping the program for the event.

Tasks of the IPC:

- to compose the scientific part of the First Call;
- to win excellent specialists of the field for invited or plenary lectures and for participation (in this task the IPC can rely on the suggestions of the organizing TC);
- to perform a thorough selection and grouping of the submitted abstracts, in cooperation with the NOC;
- to suggest a structure of the program (presentation time, plenary and invited lectures, tutorials, sessions, round tables, etc.);
- to recommend excellent presented papers for publication in Special Volume(s) of The Journal "Measurement" after the event.

2.2.3 Editor of the Event

The Editor is nominated by the NOC in arrangement with the organizing TC and the IMEKO Secretariat. He should be a member of the IPC and of the NOC, and will act as the Chief Publications Officer for the event. He should be an expert in the scientific field of the event and work in close cooperation with the IMEKO Secretariat and with the Publisher of the Proceedings.

The Editor has the right to carry out a proper selection of papers for the proceedings, concerning scientific, linguistic and typographical quality.

2.3 Drafting the program and the budget

The first draft of the program contains the approximate schedule and forms of scientific

presentations (invited/plenary papers, tutorials, session papers, posters, round tables, book and instrument exhibitions, technical visits), reference to meetings of committees, planned number of papers and participants, accommodation facilities and so on.

IMEKO events have to be self-financing; therefore expenses and incomes should be in balance. The financial plan is part of the application for the event made by the MO. After the event, the financial plan and balance and report has to be submitted tot the IMEKO Secretariat within 2 months succeeding the IMEKO sponsored activity.

The National Organizing Committee may raise fund from sponsors, co-sponsors, etc. to partly finance the event. The main income source is the participation fee.

2.4 First Announcement and Call for Papers (FACP)

2.4.1 Content of the FACP

Having an approval from the TB (which is essential e. g. for avoiding time conflicts) the FACP should be prepared and distributed.

The following information should be included:

First page:

- IMEKO logo;
- the full names of IMEKO and the organizing TC;
- serial number of the Event;
- event title, date, and location.

Next pages:

- organizing MO;
- organizing TC;
- sponsors and co-sponsors;
- IPC members;
- NOC members;
- Editor of the Event;
- important addresses, phone and fax numbers, e-mail addresses, WebPages;
- list of TC members;
- scope of the Event (in narrative style, or in keywords) giving sufficient details to attract interested participants and competent speakers;
- the working language must be English (interpretation into any other language is up to the NOC);
- information concerning the submission of an abstract (e.g. a template for the abstract is to be e-submitted);
- address for correspondence;
- preliminary calendar of deadlines;
- approximate participation fee;
- availability of detailed abstract booklets and proceedings volumes;

- copyright information: "Submission of the paper implies that the work has not been published before in its present form and that the author transfers to the International Measurement Confederation the copyright for publication of the paper. IMEKO grants permission to the author to use parts of the paper elsewhere at a later date, provided that proper reference to the original work is given. The author can obtain from the IMEKO Secretariat permission for the publication of the paper elsewhere, provided again a proper reference and that prior to this second publication the distribution of the Proceedings volume has been started. Publication of the paper in the Proceedings does not preclude a later publication elsewhere of a more complete account of the work. In case a submitted paper is not published in the Proceedings, the copyright is returned automatically to the author."
- Return sheet (Preliminary Application Form, see Appendix 2);

2.4.2 Distribution of FACP-s

600-1000 pieces are usually needed. Obligatory mailing list (postal or e-mail services):

- TC Members (numbers of FACP-s sent dependent on the country: 5-30);
- IPC Members (25 pieces each)
- Co-sponsors (25-50 each)
- IMEKO Secretariat (at least 10 pieces)
- Member Organizations (20 each)
- National and international societies related to the subject; universities, research institutions (IFAC, IFIP, IFORS, IMACS, IEEE, OIML, etc.)
- Participants of 1-2 former TC Events (distribution at the Event or by lists of participants)
- Participants of IMEKO events on related topics
- Authors of leading international journals in the field
- Industrial companies active in the field
- Others.

A mailing list in form of a floppy disc will be handed over to the NOC by the IMEKO Secretariat in electronic form. The NOC shall return the updated list to the IMEKO Secretariat for use by the organizer of the next Event.

2.4.3 Press Release and IMEKO Internet Information Service

In parallel to the FACP, it is recommended to prepare a Press Release, and to mail it to the most relevant journals of the field. Advertising in the IMEKO Journal Measurement can be made free of charge, but should be concise in order to occupy half of a page when printed in a Volume of the Journal. The Press Release contains short information about the event on maximum one page. The text should be important for possible lecturers and participants. The IMEKO Secretariat may prepare it also.

A list of relevant journals may be obtained from the IMEKO Secretariat.

It is also required to make use of the IMEKO Internet Information Service: www.imeko.org.

3 Organization of an Event

3.1 Paper Selection

The task of paper selection has to be performed by the International Program Committee (IPC), in cooperation with the National Organizing Committee (NOC).

The first step is that the NOC gives a number to every submitted abstract and sends a copy of each abstract to every member of the IPC. In Appendix 3 sample evaluation sheets are presented, for a quick overall evaluation, and for a more detailed procedure.

The final decision, based on IPC members' opinion, is to be made by the chairman or secretary of the IPC or by the NOC.

It is desirable to have a look into the proceedings of similar events in the past 3-5 years (events of the same TC and related TCs, World Congress, etc.), and check whether some authors have submitted the same or similar paper repeatedly. Using author's indices, citation indices, etc can easily do this search. In the case of well-based suspicion, the paper should not be accepted and the author should get a rejection letter.

Making the final steps of paper selection it should be kept in mind that there must be sufficient time for accepted oral lectures in the program or for posting in the posters sessions.

Please remember that the Proceedings will be published as a part of the IMEKO TC Events Series. The guidelines for authors should be discussed with the IMEKO Secretariat and match the requirements and format for publication in the journal 'Measurement'.

3.2 Second Circular and Preliminary Program (SCPP)

The SCPP has to provide all necessary information to convince possible participants to come. It should contain:

- the information in the First Call;
- scientific program (preliminarily, with authors, country and paper titles);
- technical visits (with application forms if necessary) and programme for accompanying persons;
- information concerning cultural programs, accompanying persons program;
- registration information (place of information desk, opening hours);
- exact registration fee and way of payment (it is advisable to fix a lower fee for early payments, and a slightly higher one for late ones, and a reduced fee for students);
- Registration Form;
- Accommodation Reservation Form;
- Range of hotels where reduced fees have been negotiated, including low budget options.
- venues.

In the frame of the scientific program a TC meeting is to be scheduled, and - upon

request of the IPC - an IPC meeting too.

Having a preliminary program, the NOC and the IPC has to begin looking for session chairmen and secretaries. Chairmen should be personalities of international reputation. Their names may be printed in the final program only with their knowledge and agreement.

Secretaries should be local people with local knowledge.

Tasks of session chairmen and secretaries are listed in Appendixes 4 and 5.

3.3 Final Program

The Final Program contains the exact schedule of the scientific, social and cultural program, with names of sessions, chairmen, and secretaries. Its cover should be clearly distinguished from that of the Preliminary Program, in case of the printed form, or web-lay-out in case of Internet WebPages updating.

Usually, some authors announce in advance that they cannot come, and, unfortunately, some others never send their final paper or any other announcement. The paper of these authors should not appear in the Final Program, and hence, it should be compiled at the very last moment only. The Final Program is generally distributed upon registration and made available using the website.

It is very useful for participants to have a one-sheet overview of the complete scientific and other programs in the Final Program with locations and time schedule.

In the Final Program Booklet advertisements are welcomed to raise funds for the Event.

3.4 Detailed Abstracts

The Detailed Abstract Booklet is the softbound volume of the synopses (max. 4 pages) of papers, prepared for participants of the Event. It is made available at the website prior to the event and is distributed at the Event.

The Detailed Abstract Booklet is not necessary if the Proceedings can be printed and handed over to the participants when registering.

Free copies of the Detailed Abstract volume have to be sent to:

- the IMEKO Secretariat (3 pieces);
- Chairman and Secretary of the organizing TC (if they have not been participants);
- Editor-in-chief of "Measurement";
- each co-sponsoring organization;
- Editor of the Event.

The Detailed Abstract Booklet has to contain:

Cover:

- IMEKO emblem and name;
- the name(s) of the organizing and sponsoring TCs;
- name(s) of the organizer(s);
- event title, date and location;
- the line "Detailed Abstracts".

Inside:

- Editor;
- Sponsors;
- TC members;
- IPC members;
- NOC members;
- Event Secretariat address;
- IMEKO Secretariat address;
- URL of WebPages related to the event;
- Eventual preface by TC or IPC Chairman or Editor;
- Contents list (marked if a paper is invited, tutorial or of other extra type);
- The abstract texts possibly in the same order as in the program;
- Author index (containing the names of all authors and co-authors);
- eventually a subject index.

3.5 The Event

In this section checklists are provided for consideration for the NOC before the actual organization of an Event.

Registration set:

- Briefcase;
- Detailed Abstract Booklet or Proceedings;
- Name tag, readable from a distance;
- City maps (if needed, extra copies with conference site, hotels, technical visits, meeting point marked);
- Information about public transportation facilities;
- List of participants (This should be compiled on the basis of submitted registration forms and contain full names of participants in alphabetical order, with affiliation and mailing address. A supplement with late registrations may be prepared and distributed during the Event);
- Program for accompanying persons;
- Catering information (canteens, restaurants, etc.);

- Advertisement leaflets of financial sponsors;
- Eventual sightseeing information.

Conference site:

- Information desk, message board or pigeon holes;
- Large signs for session rooms;
- Place tags at speakers' tables;
- Projection equipment (beamers and overhead projectors), computers, spare equipment, projector pens and transparencies;
- Pointers or laser pens;
- Microphones;
- Mineral water;
- Place for posters (if applicable);
- Meeting rooms, also for informal discussions;
- Telephone, Internet, e-mail and mail service;
- Secretarial service for participants;
- Exchange possibility;
- Copying facilities;
- Buffet, refreshments.

Miscellaneous:

- Assistance at transportation terminals;
- Social/cultural events;
- Simultaneous translation (if needed);
- Technical visits to local institutions;
- Wrapping material for participants who wish to mail booklets, brochures, etc.;
- Visa arrangements and other formalities;
- Accommodation information and help;
- Special allowances for students and young scientists;
- Office facilities for event officials, chairmen, etc.;
- Exhibition of books, papers, etc.;
- Presentation of films;
- Video equipment;
- Computer and printer;
- Boards for poster sessions;
- Show of instruments and other equipment;
- TC meeting;
- Announcement in local newspapers, radio, television.

3.6 Report on the Event

Within two months after the Event the chairman of the NOC, or the TC Chairman, or both shall prepare a Report on the whole Event, containing the following information:

- Submitted, accepted and actually presented papers, number of participants by country;
- Method of paper selection;
- Highlights of the Event with respect to technical and scientific contributions, new information on developments and trends, conclusion;
- Brief summary of program and discussions and the TC Meeting;
- Selection of the best presented Papers for publication in the Special Volume(s) of the Journal "Measurement";
- Budget and actual balance, i.e. received income and expenses;
- Statement that the fees due to the IMEKO Secretariat are transferred;
- Comments on new features tested;
- Any further comments and suggestions.

The Report is to be submitted to the Secretariat of the TB, at the address of the IMEKO Secretariat. (Appendix 8) and by e-mail to the Chairman of the TB, the organising TC, the Treasurer and to the Secretariat.

3.7 Proceedings

Proceedings are the volume of the actually presented good quality papers, edited by the Editor of the Event. It may be produced using electronic multimedia carriers, such as DVD or CD or in hardbound printed form.

The Proceedings are published in the framework of IMEKO TC Events Series, by the IMEKO Secretariat or its trustee, and is available and sold by both of them.

One copy of the Proceedings shall be included into the participation fee. It is to be handed over to the participant by registering.

For copyright information see Section 2.4. (First Call).

In addition to the information given in the Detailed Abstract Booklet, the following data have to be published in the Proceedings volume:

Cover:

- IMEKO TC Event Series No.... ;
- "Proceedings of...";
- Publisher.

Inside:

- IMEKO TC Events Series Editor: name;
- Editor: name;
- Subject Index (this is obligatory for better usability).

4. Suggested time-table for organization

Task	Conference, Symposium	Workshop
Formal proposal to the TB	- 18 months	- 12 months
TB approval	in the annual TB meeting	in the annual TB meeting
Invite IPC members	- 16 months	tentative
Establishment of NOC	- 16 months	- 10 months
First Announcement, Press Release	- 14 months	- 9 months
Deadline for receipt of abstracts	- 8 months	- 5.5 months
Distribute abstracts for review	- 7 months	tentative
Reviewing of abstracts, suggestion for scientific program	- 6 months	tentative
Acceptance of papers, shaping of the program	- 5.5 months	- 4.5 months
Notification of authors	- 5 months	- 4 months
Second Announcement distributed	- 4.5 months	- 4 months
Papers/synopses returned by the authors in electronic form	- 4 months	tentative
Registration Form returned	- 3 months	- 3 months
Invitations (Chairmen, etc.)	- 2 months	- 2 months
Detailed Abstract Booklet printed	- 1 month	tentative
Participants' kits, Final Program, etc. ready	- 1 week	- 1 week
EVENT	0	0
Selection of best presented papers for publication in Special Volume of Measurement	+ 1 month	+ 1 month
Report on the event	+ 2 months	+ 2 months
Proceedings edited and published	+ 2.5 months	+ 2.5 months

Appendix 1: Application, Contract Agreement and Budget for the organization of an IMEKO Event

1. Application for the organization of an IMEKO Event



Application to organize an IMEKO World Congress or TC event in accordance with the Confederation's Constitution and By-Laws and under the conditions listed overleaf.

Proposed title:

Sponsoring Technical Committee(s):

Host Member Organization accepting full financial responsibility:

Date and place:

Chairman of the Organizing Committee and of the International Program Committee:
full address (also e-mail address and fax number)

Co-sponsoring organization(s) (if any):

Highlights of the program:

Estimated attendance:
(domestic and foreign)

Planned registration fees:
(early, at event, student, social program, accompanying persons)

Publication(s):
Editor(s) name and address

Are exhibition and technical visits foreseen?

Signed by

Chairman of the Technical Committee

Authorised signatory of the host MO

Date

2. CONTRACT AGREEMENT



This Form should be submitted to the Technical Board via the

IMEKO Secretariat
1371 Budapest
PO Box 457
Hungary

at least *one year* ahead of the proposed date for the event and four months prior to the annual meeting of the TB.

The Chairman of the Organizing Committee and the hosting MO agree to accomplish following commitments in organizing the following event:

Proposed title:

Sponsoring Technical Committee(s):

Host Member Organization accepting full financial responsibility:

Date and place:

The greater of 5 % (10 % in case of World Congresses) of the Registration Fee of each participant or the minimum fee, which is proposed by the TB and decided by the GC and figuring in the signed application sheet regarding the organisation of the event, should be transferred to the Bank Account of the Confederation for the use of the name and logo of IMEKO within two months after the completion of the event. At the same time a detailed *report* covering all essential aspects of the organization, the scientific program and the financial balance should be submitted to the chairman of the Technical Board, the Treasurer and the IMEKO Secretariat.

The 48th session of the GC decided in Brussels in 2005 that the minimum fee that TC event organizers have to pay would be EUR 500.- after workshops with no more than 40 participants, EUR 2.000.- after a conference/symposium with an attendance of 150 and more, and a linear interpolation applied to the range EUR 500,- to 2000,- according to the number of participants ranging from 40 to 150.

Ten copies of all *Announcements* and three copies of the book of *proceedings* should be sent to the IMEKO Secretariat.

The event will be included in IMEKO's *Event Calendar* and listed in the *IMEKO Bulletin*.

The IMEKO Secretariat is ready to assist with *advice* or in any other way within its possibilities, as may be agreed upon separately.

Full financial and moral *responsibility* in connection with the event lies with the Host Member Organization and the Technical Committee.

Signed by

Chairman of the Technical Committee

Authorised signatory of the host MO

Date

3. Budget and Financial plan

REVENUE		BUDGET
Registration Fees	€	
Exhibits	€	
Social Events	€	
Accompanying persons	€	
External sponsors	€	
All Other Receipts	€	
Total Conf. Revenue	€	
EXPENSE		
Management Services	€	
Registration Expense	€	
Promotion	€	
Conf. Publicat.	€	
Exhibits/Vendors	€	
Local arrangements	€	
Social Functions	€	
Administration	€	
All Other Outlays	€	
Total Conf Exp.	€	
Due to IMEKO	€	
Total Outlays	€	
SURPLUS/(LOSS)		
Surplus(Loss)	€	

Signed by

Chairman of the Technical Committee

Authorised signatory of the host MO

Date

Appendix 2: Preliminary application form

th IMEKO TC Conference, Symposium, Workshop

Conference, Symposium, Workshop title:

Location, Country

Date:

Deadline:

Name:

Surname:

Title, degree:

Affiliation (firm, institution):

Mailing address

(please make a note if it is not the address of the above institution: home address, etc.)

Street, Number or P.O. Box:

Town:

Country:

Phone:

Fax:

e-mail:

I plan to attend

I attach an abstract entitled:

Please send further information

Date:

Signature:

To be e-mailed/faxed to the Symposium Secretariat address.

Appendix 3: Abstract Evaluation Forms

Models used in previous IMEKO TC sponsored events can be obtained from the Secretariat. In case, however, that the concerned TC has made an application too to obtain a Special Volume of the Journal Measurement, dedicated to that event, it is recommended to use the formats and rules used by the Publisher Elsevier. Therefore, consult also the website of the Publisher (www.elsevier.com).

3.1 Aspects for the evaluation of the abstracts:

1. Does the paper fit into the topic of the Conference, Symposium?

- 1 - yes
- 2 - partly
- 3 - cannot decide
- 4 - no

2. Is it possible to understand the essence of the paper from the abstract?

- 1 - yes
- 2 - partly
- 3 - no

3. What is the scientific level of the paper, the novelty of it?

- 1 - outstanding
- 2 - good
- 3 - moderate
- 4 - poor

4. Do you suggest accepting the paper?

- 1 - yes
- 2 - cannot decide
- 3 - no

3.3 Individual evaluation sheet

th IMEKO TC Conference/Symposium

Location:

Date:

International Program Committee Abstract Review

Abstract No.:

Author(s):

Title:

Reviewer:

This Form is the property of the IPC of the above IMEKO event.

The reviewer's name will be held in confidence.

1. Does the paper fit into the topic of the Symposium? Yes / maybe / no
2. Are the results new? Yes / maybe / no
3. Are the methods new? Yes / maybe / no
4. Does the author explain clearly what he has done and why it was worth doing?
Yes / maybe / no
5. Quality of technical contents of the paper: outstanding / good / fair / poor
6. Evaluation of interest:
 - wide interest
 - interest to a limited number of specialists
 - no interest
7. Suggested form of presentation: tutorial / oral session / poster / rejection
8. Reason for refusal:
9. Can you offer advice for the author(s) in preparing the manuscript? Yes / no
(Please do so, on a separate sheet without mentioning your name)
10. Which session would the paper best fit in?
11. Which are the possible other sessions?

Appendix 4: Instructions for Session Chairmen

th IMEKO TC Conference/Symposium on

Location:

Country:

Date of Event:

Chairmen of sessions may contribute substantially to the success of a session.

In this leaflet the most important duties of a chairman are collected. Although they may be well known to you, however, it may be useful to have them together. Please, kindly use the checklist below in order to do your job in a "perfect" way.

Checklist

1. Study the papers.
2. Prepare some questions to start the discussion, or invite knowledgeable colleagues to prepare discussion for the papers.
3. Try to compose a brief opening statement for the session in which the papers to be presented are put in proper perspective and are related to each other.
4. Meet the session secretary, possibly during the first break after the opening session, by the chairmen's desk.
5. Before the session check at the registration desk whether all the authors (or at least one of the co-authors) have registered. Try to arrange a pre-session meeting with the secretary and the authors. (Authors are requested to be present 15 minutes earlier in the session room.) Get some personal information (affiliation, books published, main activities, etc.) from the authors for the introduction. Since a Detailed Abstract Booklet or the Proceedings will be in the hands of the audience, try to avoid papers being read word by word, especially by somebody else than the authors (see also Guidelines for Speakers).
6. Stress the time limitation.
7. Stick to the timetable
 - introduce you and the Co-chairman as well as the subject and give the opening statement of how the papers fit into the overall picture,

- if desired, state that short questions will be handled immediately after each presentation, request that questions and answers be put in written form for the Proceedings and handed over to the session secretary or the Secretariat; insist that all speakers identify themselves,
- introduce the speaker by mentioning name, affiliation and other important personal characteristics,
- if it seems desirable (and there is time for it), after all the presentations are delivered, invite discussions of some length, close the meeting by summarizing and evaluating the highlights of the different presentations and discussions.

8. Prepare on the enclosed sheets a recommendation for the publication of the presented papers in the Special Volume(s) of Measurement. Please forward both signed sheets to the Symposium Secretariat even if there were no papers to be suggested for publication.

Thank you for your kind cooperation.

The Organizers

Appendix 5: Instructions for Session Secretaries

th IMEKO TC Conference/Symposium on

Location:

Country:

Date of Event:

Session secretaries act as links between chairmen, authors on the one hand and the technicians, etc. on the other. A session secretary may be instrumental for a smooth and efficient session.

This leaflet summarizes the most important duties of a secretary. Please kindly use the checklist below in order to do your job in a "perfect" way.

Checklist

1. Meet your session chairman, possibly during the first break after the opening session (leave him a message if you cannot meet him on this occasion).
2. Arrange a pre-session meeting with the chairman and the authors. (Authors are requested to be present 15 minutes before the session in the session room.)
3. Inspect the lecture hall and its facilities well before the session:
 - projection equipment (beamer and overhead projector, spare parts);
 - computer;
 - pointer;
 - pens for the overhead projector;
 - empty transparencies;
 - microphone;
 - mineral water for speakers.
4. Meet the technician before the session.
5. Intervene if there should be any technical problems during the session. Help if the authors and the technician have difficulties in understanding each other.
6. Check from the last rows whether the lecture is understandable, and if the projections are clear enough.
7. After the session forward the chairman's recommendations for publication in the proceedings and in "Measurement" to the Symposium Secretariat.
8. Prepare a very brief report for the Secretariat: which papers were actually presented and by whom, were there lectures being simply read from the submitted manuscript, problems, suggestions, etc.

Thank you for your kind cooperation.

The Organizers

Appendix 6: Guidelines for Speakers

th IMEKO TC Conference/Symposium on

Location:

Country:

Date of Event:

This leaflet has been prepared first of all for authors with little experience at scientific conferences, but it summarizes some useful information concerning organizational questions, too. If you are experienced in giving lectures, please consider only the latter ones. It is hoped that this leaflet will help to have uniformly high-level presentations at the Symposium.

1. Prepare visual aids (by preference in PowerPoint, else using transparencies). Use at least 18-point characters in PowerPoint or approximate 8-10 mm high or even higher letters on the transparencies (the copy of typewritten texts is usually not appropriate for projection). Avoid presenting long proofs or detailed derivations in the visual material.
2. Do not read your submitted written text word by word, since the Detailed Abstract Booklet or the Proceedings will be in the hands of the audience. It is much more preferable to point out the basic ideas and/or heuristic explanations.
3. In case you cannot attend the Conference/Symposium, please, announce this well in advance to the Conference/Symposium Secretariat. If there is a colleague of yours attending the event, being acquainted with the subject and able to answer questions too, you may ask him to present your paper. Do not ask non-competent persons to read the manuscript.
4. During the oral presentation:
 - Hand over your PowerPoint presentation or load it to the computer used for the presentation;
 - In case the PowerPoint presentation is running on your own computer, check out compatibility with the beamer and adjust display properties at least 20 minutes before the start of the session;
 - Always bring a back up of your PowerPoint presentation (USB memory stick or device, CD, DVD,...);
 - Please be present in the lecture room at least 15 minutes before the session (20 minutes if you have slides). Announce to the chairman, who will present the paper.
 - Inform your audience with a few introductory sentences about the broader significance of your paper.
 - Speak as slowly and simply as possible.
 - Keep a check on your presentation time. Approx. ... (e.g. 12) minutes will be allotted for your oral presentation, but if you can present your contribution in a shorter time, please do so. The presentation will be followed by a short discussion.
 - Allow sufficient time for slides and projections. Explain each figure (e.g. parameters, function of boxes, coordinates, etc.). Please give the

audience enough time to understand a figure, before going on to other topics;

- Always speak into the microphone, when available;
- When summarizing your presentation, talk about the conclusions and practical benefits of the results of your work;
- Please respect your chairman's instructions during the presentation, particularly in keeping your time limit.

Thank you for your kind cooperation.

The Organizers

Appendix 7: How to Prepare a Poster

You are **WRONG** if you think a lecture read is a greater honour than a poster.

A **POSTER** is a very modern, brief method for transmitting information.

You are **WRONG** if you think the audience listens to every word you say. Only some of them are interested in your topic and even those are listening only to that part of your lecture they can - or think they can - use directly or indirectly in their work.

You are **WRONG** if you think a lecture gives you what you are interested in. You get what the lecturer thinks is important and you cannot even satisfy your curiosity through questions as a result of the very limited time.

At a **POSTER SESSION** you may choose the one you are interested in and keep on asking questions to the depth of the topic you feel like.

Being a lecturer at a **POSTER SESSION** you can give information to the extent of the questioner's curiosity.

That is how a **POSTER SESSION** becomes an **INTENSIVE** source of **INFORMATION EXCHANGE** with minimum redundancy:

- In order to have a really successful **POSTER** it must be prepared with great care;
- The text and figures in a **POSTER** must be **STRIKING**;
- The letters and figures must be big enough for anyone - with normal vision - to distinguish from a distance of some steps.

You are **WRONG** if think writing a **POSTER** is **EASIER** than writing a lecture.

The first and most important thing is to finish research on a topic you think is worth publishing. Following this, the **PUBLICATION** must be written. This is already suitable for a lecture, but there is a lot more to do until it becomes a poster.

This classical lecture has got to be **CONDENSED** in **TWO STEPS**. Make it shorter by picking out the important sentences which still read as complete sentences; this should be **ONE THIRD** of the original length. In this shortened text underline the important **KEYWORDS**; arrange them in a logical chain to indicate the different steps of the work, from the aims to the conclusion, pointing out the significant steps; form sentences like **SLOGANS** - it is not important that they should be complete sentences.

The **QUESTION-ANSWER** style of advertisements is very useful for condensing what one means to say.

These slogans must cover the whole of the research activity from the beginning to the end: aim, state of art, basic idea for solving the problem, applied method and materials, results, novelty, improvements, possible fields of application, explanation of results and conclusion.

It is advisable to use **BIGGER** or **Bold Letters** for keywords and **DIFFERENT COLOURS** for questions and answers.

Figures should only be like sketches - they must not be detailed technical designs.

A poster may only contain figures, which make it easier or quicker to understand our point.

Before making a poster make sure in advance how big the board at your disposal is and make full use of it.

Last but not least remember what Einstein said at a lecture to teachers: "*Setting an example is the best educational method*" - and he added - "*if you can not set a good example give a deterrent one.*"

Appendix 8: Report on the Organization of an IMEKO Event

Title:

Date and place:

Sponsoring TC:

Host MO:

Number of participants

(domestic/foreign, number of countries)

Number of contributions - submitted/accepted/presented

(also number of countries)

Main program features

with an overview of budget and actual expenses

Statement of transfer of the dues to the IMEKO Secretariat.

Editor of Proceedings

Detailed financial balance and determination of dues to IMEKO are submitted in annex.

Selection of best-presented papers for publication in for the Special Volume(s) of MEASUREMENT is submitted in annex.

Evaluating comments, conclusions, suggestions for similar future and other events

Name, function and signature