

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:

- Organizing Committees
- International Program Committees
- Chairs and Secretaries of Technical Committees
- Chairs and Secretaries of Sessions

The original Guide was compiled in 1988 and approved by the General Council (GC) in 1989. This fifth edition following revisions in 1989, 1992, 1987, 2005, including amendments agreed at the Technical Board Meeting held in Busan, South Korea, September 2012, has been revised in April 2017 and amended in July 2018.

Copies may be obtained from:

IMEKO Secretariat and <http://www.imeko.org/index.php/organization/downloads>.

Related IMEKO publications are:

- IMEKO Constitution and By-Laws
- IMEKO Guides on General Data Protection Regulation (GDPR)
- IMEKO Activities, Aims, Objectives
- IMEKO Address Book
- IMEKO Authors' Guide (app.)

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Introduction

This Guide attempts to summarize RECOMMENDATIONS and RULES for those organizing IMEKO TC Conferences, Symposia and Workshops (further: *IMEKO TC events*). Its aims are:

- to make the experience of many others available to benefit from their success and potential pitfalls;
- to list (almost) 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 work, enabling them to focus on key issues at their event;
- to give assurance that the organization of all IMEKO events is done competently and professionally
- to remind the fulfilment of the IMEKO Guides on General Data Protection Regulation (GDPR)

The procedures described here (e.g. application for TB approval, setting up of International Program Committees, Organizing Committees, paper selection procedure etc.) form a part of official IMEKO procedures. Every organizer is requested to follow them as far as possible, recognizing that there will, from time to time be exceptions.

1 IMEKO scientific events and publications

1.1 Meetings

There are several forms of scientific meetings organized, sponsored or co-sponsored by IMEKO

- Congresses,
- Conferences,
- Symposia and
- Workshops.

The scientific program of a **World Congress** covers the whole scope of IMEKO. In the year of the Congress only events of local interest should be held. They are held typically every three years.

Conferences and Symposia are typically regular technical meetings covering a well-defined area within the scope of one or more Technical Committee. They are initiated and fostered by one of the Technical Committees and organized by a host Member Organization of IMEKO. Attendance can vary significantly and can range between 80-200 participants, with some well-known events now attracting much larger audiences. As a rule, they last 2-4 days (with typically single or two parallel sessions) or maximum two of them. Often the terms are used interchangeably, but typically Symposia are either smaller scale or focus on more selective topics than Conferences.

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 experts of the given professional field. Often no detailed abstract booklet is produced, but a proceedings volume may be published in printed or electronic form.

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 are an important output from scientific events and the following are used.

Non-peer review publications

- Proceedings of World Congresses and IMEKO TC events might be published in printed or electronic form. Copies of these proceedings should be stored at www.imeko.org and they be made available for download sometime after the event or congress. The TCs are responsible for submitting material to the website (with support by the Information officer). Organizers are encouraged to improve the quality of the proceedings by introducing peer review processes.

There are two main forms of peer review publication:

- Measurement, the Journal of IMEKO published by Elsevier
- Acta IMEKO, the on-line journal of IMEKO

The papers published in these journals will be extended and enhanced from papers presented at IMEKO events. Measurement will publish typically up to 10 or 12 such papers in a 'Special Section' in the Journal, often with a brief Editorial written by a Guest Editor for the Section. Acta IMEKO may publish a greater number of papers from an IMEKO event.

Organizers of IMEKO events seeking to publish in these journals should discuss their plans with the Editors:

- Measurement – <http://www.imeko.org/index.php/imeko-publications>
- Acta IMEKO – <http://www.imeko.org/index.php/imeko-acta>

The e-mail addresses of the Editors-in-chief are given on the web site.

IMEKO Bulletin is a newsletter published regularly by IMEKO and contains up-to-date information on the Confederation, its events and more general news.

2 Early preparations for an IMEKO event

2.1 Initiative, Application for Approval

Technical Committees, Working Groups and Organizers of IMEKO TC events should follow the following IMEKO regulations:

1. An *Application* (see Appendix 1 for the form) should reach the Secretary of the TB preferably 12 - 18 months prior to the suggested date of the event (ideally) and should include key information including;

- detailed scope,
- location and date,
- chairperson of the Organizing Committee and the International Programme Committee,
- name of the editor of the Proceedings,
- expected attendance (national + international),
- estimated registration fee (Normal, early, student, late, on-site, accompanying person),
- declaration of the host organization accepting full financial responsibility,
- declaration on the application of IMEKO Guides on General Data Protection Regulation (GDPR)

The Application must be signed by the TC Chairperson and by the representative of the host organization, which takes full financial responsibility for the event.

The TB will examine the application and will inform the Secretariat, the TC officers and the organizers on the approval or rejection of the Application, within 2 months of its receipt.

2. On acceptance of the Application, the TC will

- set up an International Programme Committee with representatives from at least three countries, and with one or more representatives of the relevant IMEKO TC(s);
- propose an Editor of the event;
- include the IMEKO name and logo clearly in all material prepared;
- advertise the event, announcing a Call for papers and other relevant publicity material giving details of deadlines for submission of abstracts, scope and length of papers, discounts for early payment, etc.;
- with the Organizer submit a financial plan and the signed contract for the event to the IMEKO Secretariat at imeko@t-online.hu

2. On acceptance of the Application, the organizers will

- set up a website for the event or use the IMEKO infrastructure to do so;
- set up an Organizing Committee;
- include the IMEKO name and logo clearly in all material prepared;
- advertise the event, announcing a Call for papers and other relevant publicity material giving details of deadlines for submission of abstracts, scope and length of papers, discounts for early payment, etc.;
- organizers of TC events are encouraged to invite the IMEKO officers and recipients of

the IMEKO Distinguished Service Award to the Event.

- with the TC submit a financial plan for the event to the IMEKO Secretariat at imeko@t-online.hu

3. After the event is completed, the organizers will:

- transfer the full report on the event to the Secretariat
- transfer the agreed contribution of the participation fees to the IMEKO Secretariat

2.2 Structure of organizational bodies for the World Congress, Conferences, Symposia and Workshops

The composition of the organizational structure of these events will vary, given their different scale and the extent of their national and international outreach. The key organizational Committees are shown below:

The Organizing Committee (OC)

The Organizing Committee usually has a core group of members (of size depending on the scale of the event) primarily from the host country and from the organizing MO. The OC is responsible for all local arrangements (such as meeting rooms, hotel reservations, transportation, etc.) as well as for the budget, raising funds from sponsors and other important related activities. It takes responsibility for all the correspondence with authors and participants, (and where there is an International Programme Committee (IPC), assists the IPC in its administrative work, and takes advice and support from it for the scientific and social programme of the event. It is expected that the Chairperson or Secretary of the IPC and the Guest Editor of any publication from the event will be members of the Organizing Committee.

For the World Congress, Conferences and Symposia (if required by the OC)

The International Program Committee (IPC)

The International Program Committee (IPC) plays a major role in the success of these larger events, with a view to attract high quality technical papers internationally and to develop a programme format best suited to the nature of the event. IPC members should be chosen for their international reputation, but, also for their willingness to participate effectively in IPC activities, such as reviewing and selecting papers. TCs involved in the event (or other co-sponsoring organizations) are expected to be represented on the IPC and to participate in shaping the program for the event.

Terms of Reference of the IPC:

- to write and publish the Call for Papers;
- to identify key specialists of the field for invited or plenary lectures to participate in the event (taking advice from TCs involved);
- to referee submitted abstracts, and work in cooperation with the OC to develop the event programme;
- to suggest events within the programme (such as plenary and invited lectures, tutorials, sessions, round tables, etc.);

- to recommend high quality papers for extension and expansion in a Special Section of “*Measurement*” or in “*ACTA IMEKO*”, after the event
- to act as peer reviewers for any manuscript submitted to be published after the event.

Role of the Editor of Publications from the Event

The Editor should be chosen with the agreement of the organizers and the relevant TCs. He/she will normally be a member of the IPC or OC and be an expert in the scientific field of the event and work in close cooperation with the Publisher of the Proceedings.

All IMEKO event Editors are required to:

- take prime responsibility for the selection of papers for the proceedings, taking note to ensure matters of scientific, linguistic and typographical quality are dealt with
- as appropriate liaise with the presenters of the best papers to write an extended version of the accepted conference paper for publication in a special issue of *Measurement* or publication in *Acta IMEKO* and if this is happening, then
 - send a proposal for a package of papers to the editor of *Measurement* or *Acta IMEKO*;
 - serve as Guest Editor for *Measurement* and as Guest Editor for *ACTA IMEKO* through the *ACTA IMEKO* website acta.imeko.org.

2.3 Drafting the programme and the budget

The first draft of the programme should contain the approximate schedule and the draft Conference schedule of scientific presentations (invited/plenary papers, tutorials, session papers and posters) as well as details of other events such as round tables, book and instrument exhibitions, technical visits, accommodation facilities and travel arrangements for example.

IMEKO events have to be self-financing, therefore, they should break even or return a surplus of income over expenses. Creating a sound financial plan is a key part of the application for the event planned the MO. After the event, the financial plan and a schedule of income and expenditure should be submitted to the IMEKO Secretariat within 2 months succeeding the IMEKO event, together with a transfer of the funding due to IMEKO from the event.

The Organizing Committee is encouraged to raise funding from prime sponsors, co-sponsors, etc. to partly finance the event. It should be recognized that the main income source is generally 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, the FACP should be prepared and distributed. Setting up a web site for the event is an important early step.

The following information should be included (the order below is suggested):

First page:

- IMEKO logo and reference to the webpage of IMEKO

- 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(s)
- sponsors and co-sponsors
- IPC members
- OC members
- Editor of the Event
- important addresses, phone and fax numbers, e-mail addresses, web site URLs
- list of TC members
- relevant former events of the TC e.g. recognizing that this may be a follow up to a previously successful event
- scope of the Event (in narrative style, or in keywords) giving sufficient details to attract interested participants and competent speakers
- language (the working language should be English. Publication in any other language as well is up to the OC)
- information concerning the submission of an abstract (e.g. a 2-page abstract is to be submitted for paper selection in electronic form, including title and the author's name)
- e-mail addresses for correspondence
- preliminary calendar of deadlines
- approximate participation fee
- availability of detailed abstract booklets and proceedings volumes
- copyright information – this declaration should be used: "*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 (IMEKO) 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 Publicizing the FACP

The distribution of FACP is usually done electronically and requires the availability of a good distribution list to gain maximum publicity. Where printed versions are to be distributed, the obligatory mailing list includes:

- TC Members (numbers of FACPs sent dependent on the country: typically 5-30);
- IPC Members (25 copies each)
- Co-sponsors (25-50 copies each)
- IMEKO Secretariat (at least 10 copies)
- Member Organizations (20 copies each)
- National and international societies related to the subject; universities, research institutions (IFAC, IFIP, IFORS, IMACS, IEEE, OIML, etc.)
- Participants of 1-2 relevant 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 suggested by the OC

A mailing list in electronic form should be copied by the OC to the IMEKO Secretariat. The OC shall return the updated list to the IMEKO Secretariat for use by the organizers of the next events.

2.4.3 Press Releases and IMEKO Secretariat

In parallel with the FACP, it is recommended to prepare a Press Release and to e-mail it to the most relevant journals of the field. The Press Release should be brief and contain key information about the event (on a maximum of one page). The text should be attractive to possible lecturers and participants. It may be prepared also by the IMEKO Secretariat.

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

It is also important to provide details for the IMEKO web site at www.imeko.org. The information about IMEKO events and congresses should be sent to the IMEKO Information Officer. He/she will put this data into the IMEKO data base and the information will be displayed on the IMEKO web site preferably using graphics with links to the web site of the event and with contact details about the organizers.

3 Organization of an event

3.1 Paper Selection and Technical Programme

The task of paper selection should be coordinated by the Organizing Committee (OC), working with the International Program Committee (IPC) (where such a Committee has been formed).

The key steps are:

- The OC gives a number to every submitted abstract and sends a copy for review to selected members of the OC or IPC for review – typically two reviewers are chosen (a third reviewer can be selected if there is a significant difference in the decision made). Appendix 3 shows sample evaluation sheets are presented and if needed, a more detailed procedure. This will be done by e-mail or by using any appropriate alternative solution (e.g. Web based application.)
- It is suggested that papers be subject to a software check to detect a lack of originality in the submission: papers with a significant overlap with previously published work should be rejected immediately or sent back for revision based on an immediate Editorial decision
- The OC, working with the IPC as needed, will use the peer reviews to accept or reject papers (and where there is time to ask authors to modify the papers prior to acceptance) and construct a Technical Programme
- In case of dispute, the final decision will be made by the Chair of the OC.

This process can be helped by reference to previous successful events: the proceedings of similar events in the recent past (e.g. events of the same TC and related TCs, World Congress, etc.) provide a useful guide.

On the basis of the selected papers, together with the invited papers, the Technical Programme should be constructed. The timing of the Technical `sessions should be done carefully to allow sufficient time for accepted oral lectures and for posting in the posters sessions, as well as for meal and tea/coffee breaks to allow attendees to network with colleagues.

Samples of acceptance and rejection letters can be found in Appendixes 4-6.

The guidelines for authors should be discussed with the Technical Board. The guidelines provided by the Secretariat are a model that can thus be distributed.

3.2 Second Circular and Preliminary Programme (SCPP)

Where the event is sufficiently large and planned sufficiently far in advance, a Second Circular can be issued. It would contain:

- information in the First Call
- scientific programme (preliminarily, with authors, country and paper titles)
- details of technical visits (with application forms if necessary)
- information concerning cultural programs, partners' 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, a slightly higher one for late ones and a reduced fee for students)
- Registration Form (see Appendix 7)
- Accommodation Reservation Form
- range of hotels where reduced fees have been negotiated, including low budget options
- venues
- details of any TC meeting scheduled

Session chairpersons should be identified. Chairpersons should as far as possible be personalities of international reputation and with good communication skills. Their names may be printed in the final program *only with their knowledge and agreement*.

Guidance notes for session chairpersons are listed in Appendixes 8 and 10.

3.3 Final Programme

The Final Programme should contain

- exact schedule of the scientific aspects of the event,
- names of sessions,
- names of Session chairs (if available and agreed)
- details of the social programme
- useful logistical information e.g. on travel, visas, hotels and local transport
- cover should be clearly distinguished from that of the Preliminary Programme: in the case of the printed form, or web-lay-out in case of internet site updating.

Authors who give advance notice of cancelling their paper should not see that paper appear in the Final Programme, thus it ought to be compiled at the latest possible time. The Final Program is generally distributed with the registration documents and made available on the website.

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

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

3.4 Proceedings

For the event, the proceedings (in electronic and/or printed form) should be prepared.

Proceedings are the collection of all accepted papers that were reviewed and accepted by the OC/IPC. The Editor should ensure that an electronic version be forwarded to the IMEKO Information Officer for the IMEKO database when it is compiled. One copy of the Proceedings might be included in the Registration Fee and made available to participants upon registration.

For copyright issues see Section 2.4 (FACP).

The following is a recommend format for the Proceedings volume:

Cover:

- "Proceedings of..."
- IMEKO TC event No. and name
- Names of the Publishers
- Logo of IMEKO
- "www.imeko.org"

Inside:

- IMEKO TC event Organizers: names
- Editors
- Sponsors
- TC members
- OC members (and IPC members if any)
- Event Secretariat address
- IMEKO Secretariat address
- Contents list (marked if a paper is invited, tutorial or of other extra type), preferably with links to the papers in the case of electronic proceedings
- All accepted papers in final version
- Author index (containing the names of all authors and co-authors)
- Subject index
- an ISBN number, if available

3.5 The Event

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

Registration set

- Conference bag or case (this may be sponsored and bear a sponsor's logo)
- Programme of the Event
- Proceedings
- Name tag, readable from a distance with name and affiliation of the person
- City maps (if needed, extra copies with conference site, hotels, technical visits, meeting point marked)
- Information about public transportation
- 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). Note: care should be taken with regard to possible local limitations about divulging such information with respect to privacy laws

- Event Feedback Forms (see Appendix 11)
- Programme for accompanying persons
- Information on lunch/dinner and Conference Dinner (restaurants, venues etc.)
- Advertisement leaflets of financial sponsors
- Eventually sightseeing information

Conference site

- Information desk, message board or pigeon holes
- Large signs for session rooms
- Place tags at speakers' tables
- Projection equipment (slide and overhead projectors), spare projectors and fuses, projector pens and transparencies
- Pointers
- Microphones
- Drinking water
- Place for posters (if applicable)
- Meeting rooms, also for informal discussions
- Telephone, 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, chairpersons, etc.
- Exhibition of books, papers, etc.
- Presentation of movies

- Video equipment
- Computer and printer
- Boards for poster sessions
- Exhibition (if arranged)
- TC meeting
- Announcement in local newspapers, radio, television.

3.6 Report on the Event

Within two months after the Event the chairperson of the OC or the TC Chairperson (as agreed), shall prepare a short Report on the whole Event, containing the following information:

- List of submitted, accepted and actually presented papers, number of participants by country
- Approach to 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
- Suggestions for publication in *Measurement* or *Acta IMEKO*
- Budget and actual 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 by e-mail to the Secretariat of IMEKO and to the Chairman of the TB (Appendix 15).

4 Suggested time table for the organization

Task	Conference, Symposium	Workshop
Formal proposal to the TB	- 18 months	- 12 months
TB approval	in the TB meeting or per correspondence	in the TB meeting or per correspondence
Invite IPC members	- 16 months	tentative
Establishment of OC	- 16 months	- 10 months
Signing contract (including the planned budget)	- 15 Month	- 9 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 programme	- 6 months	tentative
Acceptance of papers, shaping of the programme	- 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
Proceedings 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 and or ACTA IMEKO	+ 1 month	+ 1 month
Report on the event	+ 2 months	+ 2 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 below).

Proposed title:

<title of the event>

Sponsoring IMEKO Technical Committee(s):

<technical committees>

Host Member Organization accepting full financial responsibility:

<hosting member organization>

Date and place/country:

<date and place (of the event)>

Chairperson of the Organizing Committee and of the International Program Committee:
(full address, also fax no. and e-mail):

<chairpersons of the OC and IPC>

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

<co-sponsoring organizations>

Highlights of the program:

<program highlights>

Estimated attendance:

(domestic and foreign)

<domestic and foreign attendance>

Planned registration fee:

(early, at event, student, social program, accompanying persons)

<fees>

Publications:

(editors with name and address)

<Measurement and/or Acta IMEKO>

<editors contacts>

Are an exhibition and technical visits foreseen?

<exhibitions or technical visits>

Date:

Signed by

Chairperson of the Technical Committee

Authorized signatory of the host MO



2. CONTRACT AGREEMENT

This Form should be submitted normally at least *one year* ahead of the proposed date for the event or before any actual organization starts to the Technical Board via the

IMEKO Secretariat
(per post: actual address on the webpage)

The Representative of the hosting MO agree to accomplish following commitments in organizing the event:
(Proposed title)

<event title>

Sponsoring Technical Committee(s):

<technical committees>

Host Member Organization accepting full financial responsibility:

<hosting member organization>

Date and place/country:

<date and place of the event>

A greater of 5 % (10 % in case of World Congresses) of the Registration Fee of each participant or the minimum fee 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 IMEKO Secretariat.

Minimum fee: At the 48th session of the GC in 2005, it was decided that the minimum fee that TC event organizers have to pay would be:

- €500 for events with no more than 40 participants,
- €2,000 for events with an attendance of 150 and more,
- A *pro rata* scale is applied of between €500 and €2,000 when the number of participants ranges between 40 to 150.

When paper copies are produced, copies of all *Announcements* and the Proceedings should be sent to the IMEKO Secretariat. The event will be included on the IMEKO web database and *Event Calendar* and it will be listed in the *IMEKO Bulletin*.

Full financial *responsibility* in connection with the event lies with the Host Member Organization.

Date:

Signed by

Chairman of the Technical Committee

Authorised signatory of the host MO



3. Outline 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. Publications	€	
Exhibits/Vendors	€	
Local arrangements	€	
Social Functions	€	
Administration	€	
All Other Outlays	€	
Total Conference Exp.	€	
Due to IMEKO	€	
Total Outlays	€	
SURPLUS		
Surplus	€	

Date:

Signed by

Chairman of the Technical Committee

Authorised signatory of the host MO



Appendix 2
Sample Application form

IMEKO TC Conference, Symposium, Workshop application

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Deadline for abstract submission:

<abstract deadline>

Name and surname of applicant:

Title, degree:

Affiliation (institution, company):

Mailing address

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

Street, Number:

P.O. Box (if applicable):

Town:

Country:

Phone:

Fax:

E-mail:

- I plan to attend.
- I attach an abstract entitled:

- Please send further information.

Date:

Signature:

TC Chairperson

Representative of the host organization

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



**Appendix 3:
Sample Abstract Evaluation Forms**

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).

1 Aspects for the evaluation of the abstracts

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

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

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

- yes (1)
- partly (2)
- no (3)

3. What is the scientific level of the paper and degree of novelty?

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

4. Do you suggest that the paper be accepted?

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



3 Individual evaluation sheet

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

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

(If yes, 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?

Date:

Signature:



Appendix 4:
Sample Acceptance Letter

Acceptance Letter

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

<place, date>

Dear Sir/Madam,

We are glad to inform you that the

Organizing Committee/International Programme Committee (change as appropriate), after thorough and careful consideration of the submitted abstract, has included your paper into the scientific program of the Symposium

- as a plenary paper
- as a session paper
- as a poster.

The Preliminary Program is in preparation, it will be forwarded to you with Registration Forms and further details by <date>.

The deadline for the submission of your full-text, which is to be published in the Proceedings, is <date>.

Address for submission: <url>.

When preparing your manuscript kindly follow the attached instructions.

The Proceedings volume will appear by <date>, including an author and a subject index for ease of reference by the reader. The Proceedings will contain only those papers, which will be presented by one of the authors, are of high scientific quality, and were submitted in technically and linguistically appropriate form. IMEKO holds the right to perform a selection of the papers for the Proceedings.

We will thank you for informing us in advance, if; due to some reason, your paper will not be presented.

Participants of the Symposium will receive a copy of the full Proceedings by registration <exception: by mail within 6 months after the Symposium>. Orders for extra copies are to be sent to the Publisher or to the IMEKO Secretariat.

Submission of the paper implies that the work has not been published before in its present form and that the author grants the International Measurement Confederation the copyright for the publication of the paper. Kindly sign and return us the enclosed Declaration Form together with your manuscript. 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(s) can obtain a permission for the publication of the paper elsewhere, with proper reference to the original source and if prior to this second publication the distribution of the



Proceedings volume has been started. Publication of the paper in the Proceedings does not influence any later publication of a more complete account of the work.

Looking forward to hearing from you and thanking you in advance for your cooperation,
Yours sincerely,

<signature>

Secretary of the IPC

Enclosed:

- Instructions for Authors
- Copyright Form

Occasional remarks, recommendations of the International Program Committee:

- Please pay more attention to correct English
- Please pay more attention to typography
- See enclosed sheet with remarks
- Other comments



**Appendix 5:
Sample Copyright Agreement**

Copyright Agreement

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

To the Symposium Secretariat

<postal address>

<e-mail>

Copyright Agreement

I agree that the manuscript of my paper presented at the above IMEKO technical meeting will be published in the book of proceedings to be issued within the framework of a contract between the publisher and the IMEKO Secretariat, Budapest. The owner of the copyright is the International Measurement Confederation.

I agree that no honorarium is due.

I confirm that the contents of my paper have not been or will not be submitted elsewhere for publication in substantially the same form without the written permission of IMEKO. I also give my permission to IMEKO to use my address and other contact information in the Scientific Contact Service and to forward my address to Institutes and Companies wishing to contact me as an expert. My expertise area is indicated by the keywords I have given in my papers and articles. For the Scientific Contact Service following additional keywords may be used:

My address may not be used for commercial mailing (tick here if appropriate)

Name

Paper title

Affiliation

Mailing address

Telephone Int +

Telefax Int +

Electronic Mail

Date

Signature



**Appendix 6:
Sample Rejection Letter**

Rejection Letter

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

<place, date>

Dear Sir/Madam,

The Organizing Committee/International Program Committee (delete as needed) has given thorough and careful consideration to your submitted abstract and has found that - much to our regret - it cannot be incorporated into the scientific program of the Symposium, due to the reason given below.

Altogether <number of> abstracts have been submitted for the Symposium, and because of the limited session time we had to keep a low limit for the presented papers. However, we sincerely hope that you will be able to attend and share your experience with other participants. We firmly count with your active participation during the sessions,

- and as a panelist of the planned round table
- and as <interested expert>

The Preliminary Programme is in preparation, and it will be forwarded to you with detailed information and Registration Forms by <date>

Yours sincerely,

<signature>

Secretary of the IPC

Cause of rejection:

- The submitted abstract does not fit into the scope of the Symposium.
- The submitted abstract does not contain sufficiently new results.
- On the basis of the abstract the International Program Committee could not understand the essence of the paper.
- On the basis of the abstract the International Program Committee could not distinguish the planned paper from the following one: (exact data).



**Appendix 7:
Sample Registration Form**

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

To the Symposium Secretariat

<postal address>

<e-mail>

Deadline: <date>

Registration Form

(If filled in by writing, please use block letters)

Family name

Given name

Title, degree

Affiliation (firm, institution)

Mailing address

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

Street, No. or P.O.Box

ZIP-code

Town

Country

Phone

Telefax

Electronic mail

The conference fee

has been sent at the same time to the given account

is paid otherwise:

will be paid on site.

Date

Signature



Appendix 8:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Instructions for Session Chairpersons

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

In this leaflet the most important duties of a chair 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. Look at the papers in your session in advance.
2. Prepare some questions to start the discussion, or invite colleagues in the field to consider some areas for questions on the papers.
3. Try to compose a brief opening statement for the session in which the papers to be presented are put in 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 and be firm about speakers trying to overrun their time.
7. Stick closely 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. On the enclosed sheets, feel free to make recommendations for the publication of extended versions of the presented paper(s) in *Measurement* or *ACTA IMEKO* (keep in mind that 6-10 papers of the Symposium should be recommended for publication in each of the journals *Measurement* and *ACTA IMEKO*). 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 9:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Recommendation for publication in the proceedings

Session number, title:

Chairperson:

Paper no.	Lecturer	to be published in the same form	to be revised	not to be published

Suggested revisions (with respective paper numbers; may be continued on separate sheets)

Date

Signature



Appendix 10:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Recommendation for publication in "Measurement" or in "ACTA IMEKO"

Session number, title:

Chairperson:

Title of the paper:

Author(s):

I recommend the paper to be published in "Measurement" or "ACTA IMEKO" in

- revised form
- extended form
- shorter form

Remarks, suggestions for the author/s:

Recommendation by (if not Chairperson):

Recommendation for:

- "Measurement"
- "ACTA IMEKO"

Date

Signature



Appendix 11:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Instructions for Session Secretaries

Session secretaries act as links between chairs, 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 chairperson, 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 chairperson and the authors. (Authors are requested to be present 15 minutes before the session in the session room.)
3. For authors of manuscripts not corresponding to the instructions hand over the letter asking for revision (these are to be obtained at the Symposium Secretariat).
4. Inspect the lecture hall and its facilities well before the session:
 - projection equipment (overhead and slide projector, spare parts),
 - pointer,
 - pens for the overhead projector,
 - empty transparencies,
 - microphone,
 - drinking water for speakers.

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. During and after the session ask the persons who pose questions to write them on the special sheets. If necessary, document the questions yourself, forward the sheets to the authors and ask them personally to write their answers on the same sheet. Forward the sheets to the Symposium Secretariat.
8. After the session forward the chairperson's recommendations for publication in the proceedings and in "Measurement" or "ACTA IMEKO" to the Symposium Secretariat.
9. Prepare a very brief report for the Event 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 12:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Questions/Answers to appear in the Symposium Proceedings

Session number, title:

Lecturer:

Full name and homeland of the person who puts the question:

Question (written legibly, possibly in block letters):

(Please pass the sheet to the author or the session secretary.)

Answer written by the author):

(May be continued on the back or on an extra sheet)

Dear Participant,

These sheets are provided to facilitate the publication of the discussions of papers in the Symposium Proceedings. Please be so kind as helping the editorial work by making use of them. Thank you.

The Organizers



Appendix 13:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Guidelines for Speakers

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. 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 Event, please, announce this well in advance to the Event Secretariat. If there is a colleague of yours attending the Symposium, 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 this will not help your paper to get into the Proceedings.
4. During the oral presentation:
 - Please be present in the lecture room at least 15 minutes before the session (20 minutes if you have slides). Announce to the chairperson, 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. 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 black-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 summarizing your presentation, talk about the conclusions and practical benefits of the results of your work.
 - Please respect your chairperson's instructions during the presentation, particularly in keeping your time limit.



5. In case you receive questions in written form, answer them also in written form on the same sheet, and hand the sheets over to the session secretary or the Event Secretariat. The text of discussions is planned to be included into the Proceedings volume.

Thank you for your kind cooperation.

The Organizers



Appendix 14:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

How to Prepare a Poster

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

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.

This means that 110 more than 3 standard typewritten pages (25 lines * 50 letters = 1250 n) can go on a **POSTER**.

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 (e.g. "Top quality? - Chevrolet!" This naturally is not a traditional standard sentence but anyone knows the meaning of this advertisement).

The **QUESTION-ANSWER** style of advertisements is very useful for condensing what we mean 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.

Make a poster on one sheet (size A0 or A1). Only if transportation in a cylinder is not possible, split it up in portable flat pieces that can be transported more easily, and put them together on the board on the site. Bring means of attachment (pins, adhesive tape) with you to the site.

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 cannot set a good example give a deterrent one."

Here is one.

Sample poster text

Predicting Chemical Constituents in Different Materials by Derivate Techniques of Near Infrared Reflectance Spectroscopy

Better quality? **Prompt information** is needed about the quality of raw materials, semi-finished and finished products during processing and storage.

Quality? In the case of foodstuffs it is mainly characterized by composition.

How to determine **composition?** Recent developments: rapid food constituent analysis based on the measurement of *physical properties*.

NIR technique is one suitable for determining a large number of constituents based on the interaction between the sample and *near infrared* radiation.

What is the **basic idea** of NIR? The *spectrum* of a beam reflected or transmitted contains all the needed information about the irradiated material.

Spectrum is the ratio (R) of the flux reflected by the sample reaching from the detector to the flux which would be *reflected* into the same beam-geometry by an ideal, perfectly diffuse material in the function of the wavelength. In case of *transmission* it is the ratio (T) of the fluxes reaching the detector with and without the sample in the function of wavelength.

What is the **method** to get the needed information out of the spectra? One way is to



use the *whole spectrum* composing it of the known spectra of the pure constituents ("curve fitting technique"), another way is to use the values of the spectrum only at *several "characteristic" wavelengths*. This latter can be used for a large number of food constituents - like protein, water, fat, fibre, etc. - due to their absorption peaks in the near infrared spectral region.

What kind of **treatment** has been used? The *transformation* of the (R) spectral curves to *log (1/R)* proved useful; they are comparable to the absorption curves and the values of these curves at certain characteristic wavelengths give linear correlation with the concentration of given measured component.

What kind of **materials** have been investigated? Calibration samples of *pastry products* (macaroni, spaghetti, etc.), *sunflower seeds and cocoa powder* labelled with carefully analyzed compositional data were studied to determine the relationship between compositional data and optical properties.

What **novelty** or **improvement** can be provided? We found that performance could be improved by using the *second derivative* of the *log (1/R)* spectral curve instead of *log (1/R)*; it does show much greater changes sharpening the details in the curve.

Results? We developed a *single-term calibration equation* where the value of the second derivative of the *log (1/R)* spectrum at the first characteristic wavelength was divided by the value of the second derivative of the *log (1/R)* spectrum at the second characteristic wavelength and at the same time the three parameters used at producing the second derivative were optimized.

Explanation? Increasing the mass % of a component the absorption peak rises on from the spectral curve more sharply; the *curvature* of this peak grows proportionally to the mass %; the curvature of a curve at a maximum or minimum location is proportional to the second derivative.

Conclusion? The derivative NIR technique with the introduced new single-term equations - has the potential for *accurate, rapid, non-destructive* prediction of constituents in different materials.

The accuracy and insensitivity for disturbing factors with these single-term equations were better than what can be achieved by three-term equations using the linear summation of *log (1/R)* values.



Appendix 15:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Sample letter asking for manuscript revision

<place, date>

Dear Sir/Madam,

The Organizing Committee of the Symposium is grateful for the presentation of your valuable paper. However, to publish it in the Proceedings, the manuscript has to meet the relevant requirements. Much to our regret, your submitted manuscript has to be revised for this, because of the following reason(s):

- the letters in the figures are too small
- the following illustrations are of insufficient quality:
- the arrangement of the text does not correspond to the instructions (see enclosures)
- the text significantly surpasses the marked area
- the references are not given according to the instructions
- the manuscript is too long
- the text contains too many linguistic errors
- the language of the text is hardly understandable
- the title(s) of reference(s) not written in English are not explained in English
- other reasons

Therefore, your original manuscript is returned to you. To make your task easier, we enclose again the Instructions for Authors to this letter, with a sample sheet.

We are very sorry that the revision gives some extra work for you, however, this seems to be the only way to publish high-quality Proceedings, which is in the interest of all the authors and of IMEKO as well.

Since we have to forward the manuscripts to the publisher in a short time, please be so kind as to send back your revised version not later than < date> to the address indicated herewith. Revised papers arriving after the deadline cannot be included in the Proceedings.

Thank you in advance for your kind cooperation.

Yours sincerely,

<signature>

Secretary of the IPC



Enclosed:

- Your original manuscript
- Instructions for Authors



Appendix 16:

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

REPORT on the Organization of an IMEKO Event

Title:

<title of the event>

Date and place:

<date and place>

Sponsoring TC:

<technical committees>

Host MO:

<hosting member organization>

Number of participants

(domestic/foreign/student/country)

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.

The list of best papers recommended for publication in special volume(s) of "Measurement" or in "ACTA IMEKO" is submitted in annex.

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

Name and function

Date

Signature

TC Chairperson

Representative of the host organization



Appendix 17:

Rules and Principles for IMEKO co-sponsorship

1. IMEKO only co-sponsors international events of cognate bodies, dealing with bordering areas of measurement science and technology.

The co-sponsoring partner is the Confederation itself, or one or more of its relevant Technical Committees.

IMEKO co-sponsorship is granted to national events of the Member Organizations in exceptional cases only (e.g. anniversary conference).

2. Full financial responsibility is borne by the organizer.
3. If so agreed with the organizer, IMEKO takes part in the shaping of the scientific program or in carrying out organizational tasks with or without charge (5 percent of the registration fee after each paying participant).
4. The main sponsor continuously provides full information on preparations (announcements, press releases, etc.) and submits a detailed report to the IMEKO Secretariat with a copy of proceedings within two months after the event.
5. The event will be included in IMEKO's Event Calendar and listed in the IMEKO Bulletin.
6. Applications for co-sponsorship should be submitted to the Technical Board via the

IMEKO Secretariat
(actual address can be found on the webpage)

at least half a year ahead. The TB will notify the applicant about its decision within two months.

7. In case of further details, the general rules for the organization of IMEKO events apply.



Appendix 18:

APPLICATION for co-sponsorship by IMEKO

(see conditions in Appendix 17)

Type and title of event

Date and place

Organizer
(full address with fax no. and e-mail)

Chairperson of the Organizing Committee

Estimated attendance

Main program features

Possible other comments in support of the Application

Proposals on financial relations (services, royalty)

Name and function

Date

Signature