

## **E-MRS Fall Meeting**

### **The Responsibility of Symposia Chairpersons**

- Prepare information about the Symposium for the Announcements, the conference Web pages, Programme and Book of Abstracts
- Support the organisers in widely circulating all information about the conference and encouraging participation
- Select Invited and Keynote –Speakers
- Review Submitted Abstracts and Accept of Papers for presentation at the conference **provided the abstract is of the appropriate scientific quality and relevance.**
- Decide which papers are to be delivered as Oral or Poster presentations.
- Allocate Poster number and timetable for oral presentations.
- Ensure appropriate quality of the respective part of the Abstract book.
- Arrange and control the collection of manuscripts and the refereeing process.
- Editing papers and arranging for the Proceedings to be published
- Correspondence with authors on the above subjects
- Providing the Local Organising Committee with names and contacts of potential industrial or commercial exhibitors
- Ensuring that the symposium operates within the proposed and agreed budget.
- Attempt to obtain symposium specific sponsorship from industrial or commercial organizations.
- Take decisions regarding the reduction of fees.
  - Ensure that reduction of fees is necessary and that the procedures and decisions taken are fair and transparent.
  - The reductions should apply first for invited speakers, members of the Organising Committee, high rank scientists from institutions that cannot provide proper support for objective reasons. The list of participants being granted reduced fees, with reasons, must be given to the Organising Committee.

Each Symposia Chairperson must ensure that the Organizing Committee is provided with an average of (i.e. at least 260 Euro on the E-MRS 2007 Fall Meeting) per participant to meet the centrally incurred conference costs.

If the Symposium does not attract a minimum of 50 participants by the registration deadline for the conference the Chairperson must inform the Fall Meeting Organising Committee who will decide on the viability of the Symposium being included in the conference programme.

- Make available at the conclusion of the Symposium, or within 7 days, a brief report on the Symposium programme drawing attention to particular highlights to facilitate the preparation of complete report on the conference.