

The present document provides guidelines to Area coordinators and Symposia organizers regarding the required level of involvement and their duties, while in parallel a fee waivers policy is described, aiming at achieving both the viability of symposia, as well as the widest possible participation in EUROMAT 2021.

The document is divided in two (2) parts:

Part A: Guidelines for Area Coordinators, Symposia Organizers

Part B: Fee waivers policy

Part A: GUIDELINES FOR AREA LEADERS AND THE SYMPOSIUM ORGANIZERS

The conference structure with respect to the Scientific Programme (keynotes, highlights, oral presentation and poster contribution) is illustrated in the following table:

| | | | | | | | |
|---------------------------|-------------|-------------|----------------|-------------|-------------|----------------|----------------|
| <i>CHAIR and CO-CHAIR</i> | | | | | | | |
| <i>AREA LEADERS</i> | | | | | | | |
| A | B | C | D | E | F | G | H |
| <i>SYMPOSIA LEADERS</i> | | | | | | | |
| A1/ A2/ ... | B1/ B2/ ... | C1/ C2/ ... | D1/ D2/ ... | E1/ E2/ ... | F1/ F2/ ... | G1/ G2/ ... | H1/ H2/ ... |

AREA LEADERS (SC MEMBERS)

- Define the Symposia to be included in the Areas
- Coordinate the Symposia Structure (such as symposia break-down, progress, abstract collection, corrective actions, etc.)
- Liaise with MC, FEMS Executive Committee and SC to propose potential plenary speakers
- Initiate and supervise „Call for Symposia“ to define Symposia within their Area.
- Select Symposium Organizers:

This selection involves a mixture of top-down and bottom-up approaches including:

- Contacts with most successful symposia during past EUROMAT conferences
- Call for proposal of symposia
- Monitor the progress of each symposium during the call for abstracts
- Oversee the review process within the area with the symposia organizers

SYMPOSIUM ORGANIZERS

- Compose the symposium description for the Call for Paper
- Select or invite oral lectures & highlight lectures
- Coordinate the review of the submitted abstracts and classify them into rejected, accepted oral presentations and accepted posters. The selection for oral vs poster would typically be on the basis of quality and actuality
- Organize (optional) the publication of selected papers in a journal
- Structure the symposium sessions and nominate session chairs (the session chairs may be involved in the reviewing process of the abstracts, if they are already confirmed)

FURTHER POINTS

- The suggested minimum of symposia to be included in each Area is 5
- A maximum of 50 symposia is suggested
- Each area should include at least 300 abstracts
- Each symposium should attract at least 25 abstracts for oral presentations (excl. poster presentations)

TIME LINE

| | |
|------------------------------|--|
| September 2019: | 1st announcement send to EUROMAT 2019 delegates Website live |
| July 2020: | Definition of symposia, tutorials and plenary speaker. Appointment of symposium organizers |
| August 2020: | Topics for symposia and tutorials confirmed |
| September 2020: | Calls for abstracts, exhibitors and sponsors Opening of abstract submission and congress registration Finalization of plenary speakers |
| January 31, 2021: | Deadline for abstract submission (1500 characters) |
| March 31, 2021: | Evaluation of abstracts complete |
| April 16, 2021: | Confirmation to authors |
| June 2021: | Preliminary program uploaded on the website |
| August 2021: | Final program ready |
| September 12-16, 2021 | EUROMAT 2021 |

PROGRAM PLANNING

The standard time unit for presentations is 20 minutes (including discussion). A typical session will consist of 6 time units. A symposium should consist of at least 6 sessions. If the numbers of submitted abstracts do not allow this, then the symposium may be cancelled or merged with another.

There are 5 types of presentations:

PLENARY PRESENTATION

- Is for 40 minutes
- Plenary sessions are scheduled in the morning
- They are selected by the Scientific Committee and have a free registration

KEYNOTE PRESENTATION

- Is for 40 minutes (1 per symposium at the begin of the day/ symposium)
- This is an invited presentation with the possibility of a free registration if the symposium attracts many abstracts

HIGHLIGHT PRESENTATION

- Is for 20 minutes (incl. discussion)
- Without any financial support.
- 1 Highlight Presentation per session
- The symposium organizers will decide which talk of each session will be honored to be the highlight - 1st presentation

ORAL PRESENTATION

- Is for 20 minutes (incl. discussion)

POSTER PRESENTATION

- Some people will like to submit their abstract for a poster presentation (they can give their preference during the submission process)
- The Symposium Organizers will have to decide which are indeed accepted for oral presentation and which should be posters
- Each Poster is on display for 2 days, and is presented in one of the two evening poster sessions

PROCEEDINGS

There won't be any complete set of conference proceedings. One-page abstracts of all submissions will be available for the attendees. The newly launched „European Journal of Materials“ a joint initiative of Taylor & Francis and FEMS will be the preferred journal for EUROMAT 2021. Symposium Organizers are encouraged to contact the EiC to discuss the details of any special issues.

12. - 16. SEPTEMBER 2021

GRAZ, AUSTRIA

WWW.EUROMAT2021.FEMS.EU

Part B: FEE WAIVERS POLICY

The following beneficiaries will be considered as Conference fee waivers:

- Scientific Committee and Management Committee Members
- Plenary Speakers
- FEMS EC Members
- Symposium Organizers (terms applied)

The following policy applies to Symposium Organizers:

- The organizers of any viable symposium will be provided with 1 free registration
- If a symposium attracts more than 50 abstracts (oral & poster), the symposium will be provided with 2 free registrations
- If a symposium attracts more than 100 abstracts (oral & poster), the symposium will be provided with 3 free registrations.
- The organizers may use the free registrations on their own, for co-organizers, keynote speakers,....

Area Leaders and Symposium Organizers are encouraged to raise external funds. These could be used to pay for additional fee waivers for keynote speakers or to support travel costs, etc. External sponsorship must be reported to the Management Committee of the Conference.