



# Guide for Applicants and Organizers - EMS Conferences

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This short Guide for Applicants summarizes the principal points you should mention in your application to organise an EMS event and evaluate your application. It is meant to help you prepare the proposal to save time and check that you have considered all relevant aspects to make your proposal and the event a success. This Guide is divided into parts - Part I explains aspects that you should address during your application. Part II describes issues you are expected to follow up on and regularly inform the EMS Council about your successful application. When writing your application, it is recommended to read the information presented in Part II to help make your proposal more complete.

## **I. THE APPLICATION**

Your application will only be considered if received strictly by the deadline as announced in the Call for Proposals on the EMS webpage ([www.emsoc.eu](http://www.emsoc.eu)). The proposals received will be reviewed by the EMS Council, and the evaluation will be conducted following rigorously the aspects outlined below. If the EMS Council faces several proposals of equal quality, territorial aspects will be considered (e.g., how many conferences have already been held in the same country/region?).

*Below you can find aspects which should be described in your proposal. Each paragraph in your application should not oversize 2000 words.*

### **1. Location and Local Organizer**

Please provide a short description of the location and who will be the local organizer. Explain your previous experience with organizing major events. If this is the first significant event you organize, how you will make sure that its planning and organization will be successful. Indicate why you think that your location is particularly attractive to organize the event there. Consider how easily it can be reached by public transport from all over Europe.

List the name, affiliation and position of all organizing committee members. For EMS events (including Euromembrane or ICOM conferences held in Europe), at least one EMC Council member should participate in the organizing committee.

### **2. Proposed Date**

Provide a proposed conference date. Take into account (1) any other possible membrane-related conferences during the year of the organization of your event

(please can check the conference calendar on the EMS website) and (2) that the date proposed should not coincide with any peak season at your location as this will increase costs for accommodation and travel for participants.

### **3. Conference Venue**

Shortly describe the conference venue facilities and additional detailed information attached to your proposal as an annex. In particular:

- number of rooms (plenary and parallel sessions);
- room size (how many people can each room hold?);
- space for exhibitors if an exhibition is to be organized;
- facilities (WIFI/WLAN and its quality/capacity, computers, projectors, audio...);
- technical support staff;
- additional meeting rooms (preparation of presentations, computer room with internet access for participants, meeting room for the members of the EMS Council);
- access of the venue through public transport/private transport (parking?).

Describe how lunch and coffee breaks will be managed, including space for seating.

### **4. The Program**

The program should include any area of membrane technology as the conference is meant for the whole membrane community. You should, however, attempt to adequately represent, in the conference program, areas of particular current focus. Please provide a list of session topics and key areas, if applicable.

#### **4.1. Topics covered in the conference**

List the topics on which the conference will be focused.

#### **4.2. Overview on Program Schedule**

Sketch a preliminary program schedule including the welcome reception; plenary and keynote lectures; poster sessions; parallel sessions; coffee and lunch breaks; conference dinner; social events; free-time, **EMS General Assembly**. Please present the schedule overview in a Table.

#### **4.3. Detailed Program Schedule**

Explicitly mention the number of parallel sessions and oral presentations are foreseen. Inform about how coffee breaks or other short breaks are scheduled - it has proven highly convenient to strategically insert short breaks (10 minutes) midway between oral sessions to compensate for possible delays and change between sessions. For poster sessions, allow for not less than three hours. Present the detailed schedule of a typical conference day, including breaks, in the form of a table.

#### *Poster Sessions*

Describe the organization of the poster session - Will posters be up during the conference? Will the posters be presented according to areas such as to make viewing easier? How will the Poster Sessions be organized to guarantee an efficient

interaction with the poster presenters, e.g., will poster sessions be divided according to areas or poster number (odd/even)? Will drinks be provided during the poster session? Will flash sessions/elevator pitches be organized, and if so, how will they be scheduled? Ensure that poster or flash sessions do not coincide with other sessions or events to warrant the audience they deserve.

#### *Oral Sessions*

Explicitly describe the facilities and technical support for oral presentations. Make sure to have **both** a chair and a co-chair per session. This facilitates the organization (e.g., chairing overlaps with own presentations; student evaluation for the EMS awards).

#### *Exhibitors*

If applicable, describe strategies to foster interaction between conference participants and exhibitors and possible career events for students and/or young researchers involving the exhibitors.

#### *General Assembly of EMS*

Leave space for the General Assembly of the European Membrane Society (at least 1 hour) such that it does not coincide with any other event activity.

#### *Social Activities*

Explain any social activities planned, also for the accompanying persons, if applicable.

### **4.4. Scientific Committee**

List the names of those colleagues that constitute the scientific committee. For Euromembrane Conferences or ICOM conferences held in Europe, the whole EMS Council should be integrated, as these conferences are an event of the European Membrane Society. For other EMS events, the EMS Council should be represented by at least one of its members.

### **4.5. Room size and expected audience**

Explain how you will keep track of the expected audience for the parallel sessions to avoid as far as possible over-crowded sessions.

## **5. Webpage, registration, abstract evaluation, and deadlines**

### **5.1. Webpage and Registration**

Shortly describe how you will design and warrant a functional, up-to-date webpage.

### **5.2. Abstract evaluation**

Explain how you will organize the abstract evaluation in which at least the scientific committee should be involved. Mention the selection criteria based on which a ranking will be established. Excellence should be the primary selection criterion, and within selected abstracts, over-representation of countries or institutions should be avoided. Consider also that, after the evaluation rounds, feedback should be given to the evaluators on the selected abstracts.

### **5.3. Deadlines**

Provide a list of foreseen general deadlines for:

- webpage online;
- call for abstracts (start/end);
- abstract evaluation (start/end);
- abstract notification: make sure abstract notification is well before the end of the early-bird registration and also takes into account deadlines for EMS Travel and Young Academics awards (consult with the EMS Council);
- early-bird registration (start/end);
- publication of the conference program (tentative and final) - the final programme should be available two months before the conference.

Provide information about contingency plans for dealing with speaker cancellations (e.g., ask speakers to register well in advance)

### **6. Hotel Accommodation**

If applicable, list the names of hotels or budget accommodation for students with which agreements have been or will be established.

### **7. Book of abstracts, list of oral/poster presentations and participants**

Describe how you will ensure easy and convenient access to this information. Both oral, as well as poster abstracts, should be included in the book of abstracts.

### **8. Budget**

State the conference fee (standard, student, corporate, accompanying and EMS-member), overall expenses and the number of participants you will break even. Clearly state the break-even number. Any outsourcing of organizational work should be included in the budget. Regarding the gala dinner, explicitly mention the price envisaged considering that the gala dinner should be inclusive and financially accessible for most participants, including students. Provide a table with all expected costs and income, as well as the final balance. The table below serves as an example for your convenience, but it should naturally be adapted to your needs.

Fixed Costs	FIXED	VARIABLE		TOTAL	TOTAL
		x UNIT	PAX		
<b>Infrastructure and facilities</b>					<b>150.000,00 €</b>
Conference halls and audio-visual equipment					
Audio-visual Technicians					
Technical support in parallel sessions					
Rooms conditioning					
Support staff					
Rent of exhibition panels					
Congress Secretariat					
<b>Diffusion and Edition</b>					<b>9.500,00 €</b>
Audio-visual	1.000,00 €				1.000,00 €
Final Programme (+ abstracts)	3.500,00 €				3.500,00 €
Posters for announcement and publicity posters	2.000,00 €				2.000,00 €
Website (design and management)	3.000,00 €				3.000,00 €
<b>Conference Kit</b>					<b>26.150,00 €</b>
Actas Proceedings. Paper	550,00 €	10,00 €	800	8.000,00 €	8.550,00 €
Delegate Kit (pendrive, programme, map, ...)		22,00 €	800	17.600,00 €	17.600,00 €
<b>Coffee breaks and lunches</b>					<b>145.424,00 €</b>
Lunch (4 days)		130,00 €	800	104.000,00 €	104.000,00 €
Coffee breaks morning (4 days)		32,76 €	800	26.208,00 €	26.208,00 €
Coffee breaks afternoon (4 days)		18,27 €	800	14.616,00 €	14.616,00 €
Water for speakers	600,00 €				600,00 €
Conditioning of lunch facilities					
<b>Social Program</b>					<b>29.000,00 €</b>
Welcome cocktail		35,00 €	600	21.000,00 €	21.000,00 €
(Gala dinner + buses) Only Committee members		100,00 €	50		5.000,00 €
Cultural activities	3.000,00 €				3.000,00 €
<b>Others</b>					<b>10.500,00 €</b>
Registration and certificates		10,00 €	800		8.000,00 €
Tax by payment with Visa (1,5%)					1.500,00 €
Retentions (funds to unforeseen)					1.000,00 €
<b>Plenary Speakers (4)</b>					<b>18.100,00 €</b>
Travel and hotel expenses	15.400,00 €				15.400,00 €
Registration fees	2.700,00 €				2.700,00 €
<b>Other expenses</b>					<b>15.000,00 €</b>
	15.000,00 €				15.000,00 €
<b>TOTAL EXPENDITURE</b>					<b>403.674,00 €</b>
<b>TOTAL COST PER DELEGATE (796)</b>					<b>507,77 €</b>
<b>TOTAL INCOME</b>					
EMS MEMBERS (early)	250,00	625,00 €			156.250,00 €
REGULAR PARTICIPANT (early)	200,00	675,00 €			135.000,00 €
STUDENTS (early)	200,00	450,00 €			90.000,00 €
EMS STUDENTS (early)	150,00	400,00 €			60.000,00 €
					<b>441.250,00 €</b>
<b>BALANCE</b>					<b>37.576,00 €</b>

## 9. Sponsors

The sponsors you have already contacted and/or are planning to contact. What sponsor options will you provide to the potential sponsors (e.g. sponsoring coffee breaks, drinks, gala dinner, logo in the abstract book, logo on name badge lanyard, logo on session slide, etc.)?

## 10. EMS loan

The EMS can provide a loan for starting up the conference organization, which will be returned to the Society. Please state whether you will require this loan. The loan typically amounts to 10.000€. Any EMS loan received would be expected to be returned as the first call on excess income over expenses. The EMS will not cover losses beyond the EMS funding or loan.

## II. ORGANIZING THE CONFERENCE - PRACTICAL ISSUES

As the organizer, you commit yourself to update on regular contact with the EMS Council about the progress in your planning and the current status of the event (number of abstracts, number of participants...). Before organizing a conference, a contract must be signed between the event organizer and EMS.

Below, please find issues that the EMS would like to emphasize particularly:

### Abstract upload

During abstract upload, there should be an option to state whether the presenter would like to participate in the student contest for an EMS award for the best poster/oral presentation, such as

"The presenter confirms her/his student status at the time of the conference and would like to participate in student contest".

### Registration

During registration, there should exist an option to combine the conference fee with the EMS membership. It is strongly suggested to encourage EMS membership by offering a lower registration fee for participants that register to EMS. The EMS Council should be consulted about this option.

Student registration should be verified whether the student would like to participate in the student contest (see above).

### Student evaluation for awards

The student awards sponsored by the EMS (and possibly other organizations) for the best poster and oral presentations represent an essential aspect of the conference for participating students. The evaluation process should therefore be handled with maximum rigor and respect for both students and evaluators.

The organizer is responsible for having established, not later than one month before the starting date of the conference:

- a list for oral and poster student presenters that decided to participate in the contest;
- a list of confirmed reviewers for the poster and oral sessions (if applicable, see below). The reviewers should be handed out review evaluation sheets, assignments, and selection criteria during their registration. The EMS Council will provide selection criteria for the review.

#### *Oral presentations*

The two-session chairs should evaluate the oral presentations, while a third evaluator would be highly desirable. ***As far as possible, the organisers should avoid oral presentations of students participating in the contest toward the end of the conference for the sake of giving them time to the EMS Council for receiving all the evaluation forms and establishing the final ranking in time.***

### *Poster presentations*

At least two reviewers should evaluate the poster presentations **for each poster**. Not more than 10 posters should be assigned per reviewer.

The conference organizers should indicate to the reviewers a trustful collection of the evaluation forms and then pass them on regularly to the EMS Council to establish the ranking.

Moreover, the organizers should avoid as much as possible any oral presentations of the students participating in the contest on the last day of the conference to give the EMS Council sufficient time for receiving all evaluation forms and establishing the ranking. If this cannot be achieved, you are expected to inform and consult with the EMS Council not later than one month before the event.

### **Welcome message Euromembrane and ICOM (when in Europe)**

It should be considered that Euromembrane and ICOM (when held in Europe) are EMS events, and the President of the EMS Council gives the welcome message.

### **Organization of General Assembly of the EMS**

Practical issues regarding the General Assembly of the EMS organisation should be clarified not later than two months before the conference starting date, including possible catering services.

### **Revenues of EMS events**

Unless stated otherwise in the signed contract between the organizer and EMS, the revenues will be split 50/50 between EMS and the organizer.