



Guide for Applicants and Organizers - EMS Conferences

This short Guide for Applicants summarizes the principal points that should be mentioned in the application to organize an EMS event. Following it helps prepare the proposal to save time and check that you have considered all relevant aspects to make your proposal and the event successful. This Guide is divided into parts - Part I explains aspects that should be addressed in the application. Part II describes issues expected to follow up on and regularly inform the EMS Council about your successful application. Before preparing your application, it is recommended to read the information presented in Part II to help make the proposal complete and acceptable.

I. THE APPLICATION

The 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). The EMS Council will review the proposals received, and the evaluation will rigorously follow 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 that should be described in the proposal.

1. Location and Local Organizer

Please briefly describe 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 will you ensure its planning and organization will be successful? Indicate why the selected location is particularly attractive to organize the event there. Consider how easily it can be reached by public transport 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. Consider (1) any other possible membrane-related conferences during the year of the organization of your event.

(Please 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 that can be attached to the 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 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 to 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 represent adequately, 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 of 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(s), social events, free time or program breaks, and EMS General Assembly. Please present the schedule overview in a Table.

4.3. Detailed Program Schedule

Explicitly mention that 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 changes 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 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 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 and 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) so it does not coincide with any other event activity.

- *Student Awards*

Leave space for the EMS to finish the evaluation of the posters or oral presentations for the EMS awards. No contribution submitted to the student competition will be presented in the last block of lectures or the last 3 hours of the conference before the official start of the closing ceremony.

- *Social Activities*

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

4.4. Scientific Committee

List the names of those colleagues that constitute the scientific committee. The whole EMS Council should be integrated for Euromembrane Conferences or ICOM conferences held in Europe, 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 much 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 over-representing countries or institutions within selected abstracts 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 program should be available two months before the conference.

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

6. Accommodation

If applicable, list the names of hotels or budget accommodations 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 and 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, income, and the final balance. The *table below is an example* for your convenience, but it should naturally be adapted to your needs.

Fixed Costs	FIXED	VARIABLE		TOTAL	TOTAL
		x UNIT	PAX		
Infrastructure and facilities					150.000,00 €
Conference halls and audio-visual equipment					
Audio-visual Technicians					
Technical support in parallel sessions					
Rooms conditioning					
Support staff					
Rent of exhibition panels					
Congress Secretariat					
Diffusion and Edition					9.500,00 €
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 €
Conference Kit					26.150,00 €
Actas Proceedings. Paper	550,00 €	10,00 €	800	8.000,00 €	8.550,00 €
Delegate Kit (pen drive, program, map, ...)		22,00 €	800	17.600,00 €	17.600,00 €
Coffee breaks and lunches					145.424,00 €
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					
Social Program					29.000,00 €
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 €
Others					10.500,00 €
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 €
Plenary Speakers (4)					18.100,00 €
Travel and hotel expenses	15.400,00 €				15.400,00 €
Registration fees	2.700,00 €				2.700,00 €
Other expenses					15.000,00 €
	15.000,00 €				15.000,00 €
TOTAL EXPENDITURE					403.674,00 €
TOTAL COST PER DELEGATE (796)					507,77 €
TOTAL INCOME					
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 €
					441.250,00 €
BALANCE					37.576,00 €

9. Sponsors

The sponsors should have been contacted or plan to be contacted soon. Evaluate the potential sponsor options (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 to start 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 regular contact with the EMS Council about the progress in the planning and the current status of the event (number of abstracts, number of participants, etc.). 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:

1. 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."

2. Registration

During registration, an option should exist 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 who register for EMS membership. The EMS Council should be consulted about this option. In student registration, it should be verified whether the student would like to participate in the student contest (see above).

3. 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 of oral and poster student presenters who 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, their assignments, and the selection criteria during 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 organizers should avoid oral presentations of students participating in the contest toward the end of the conference to give them time for the EMS Council to receive all the evaluation forms and establish 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 a trustful collection of the evaluation forms to the reviewers and then pass them on regularly to the EMS Council to establish the ranking.

Moreover, the organizers should avoid oral presentations of the students participating in the contest on the last day of the conference to give the EMS Council sufficient time to receive all evaluation forms and establish 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.

4. 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 welcome message, therefore, is given by the President of the EMS Council.

5. Organization of General Assembly of the EMS

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

6. 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.