

International Conference on Advanced Vibrational Spectroscopy (ICAVS) Guidelines

1.0 Aims of the Conference Series

The ICAVS Conference Series brings together researchers, applications scientists and instrumentation developers from universities, research institutes and industry to provide a forum to present and discuss recent developments in all fields of vibrational spectroscopy. ICAVS is particularly focused on showcasing developments at the leading edge of vibrational spectroscopy and covers applications of vibrational spectroscopy over a wide-range of disciplines including, *inter alia*: chemistry, physics, materials, biology, agriculture, process control, biochemistry and medicine. A key aim is to encourage students and young people at the early stage of their careers in the area of vibrational spectroscopy. Each conference should commit to support student participation at the conference and to expose early career researchers through contributed lectures.

2.0 Membership and Roles of the International Steering Committee

The International Steering Committee (ISC) has the responsibility:

- To support and guide the Conference and Programme Chairs in their preparation of an ICAVS conference.
- To be ambassadors for the ICAVS conference series, particularly at major conferences such as Pittcon and FACSS.
- To publicize widely the ICAVS conference and to be involved in distribution of circulars and marketing material when requested by either the Conference or Programme Chair.
- To solicit suitable hosts for future ICAVS by clearly publishing the procedure for bidding for future ICAVS conferences. The ISC must ensure that potential hosts present a proper, comprehensive case and that there is clear information on the ICAVS website of the procedure that potential hosts should follow.
- To decide future venues for the ICAVS conference series. This will be achieved, following submission of a proposal, by a majority vote. In the event of a tied vote, the current Chair of the Steering Committee has the casting vote.
- To steer ICAVS conferences as the area of vibrational spectroscopy evolves and to make changes to the constitution as required. Any changes to the constitution must be ratified by an open vote of the Steering Committee and any decision requires an 80% majority vote in order to be passed. Any agreed changes must be posted when ratified onto the ICAVS web site.
- To endeavour to attend the ICAVS series of meetings while serving on the ICAVS Steering Committee

Membership and term of office:

- The Conference and Programme Chair will become part of the ICAVS committee as soon as a decision on a future conference has been made.
- The Conference and Programme Chair will serve on the ICAVS Steering Committee a total of six years following hosting a particular ICAVS conference. If an individual resigns from the ICAVS Steering Committee due to unforeseen circumstances then it is the responsibility of the acting Chairperson of the Steering Committee to find a suitable replacement, which must be to the satisfaction of the majority of the committee.
- The Conference and Programme Chair for a particular conference will serve as Chairperson and Secretary of the ISC for their last two years on the ISC starting at their penultimate ICS committee meeting. For example, the Conference and Programme Chair for ICAVS-2 will serve as Chairperson and Secretary of the ISC for the preparation of ICAVS-5 and they take over this role at the ICS steering committee meeting at ICAVS-4.
- The Conference and Programme Chair for a particular conference will step-down from the Steering Committee at the end of the ICAVS conference that occurs six years following but will have full voting rights on the ICAVS steering committee meeting held at this conference. An individual may serve longer on the committee if either he or she has been selected by the Chairperson to replace a member who has resigned from the committee or if he or she has been successful in a bid to host a future ICAVS conference. For example, the Conference and Programme Chair for ICAVS-2 will step-down from ICS at the end of the ICAVS-5 conference.

3.0 Operation of ICAVS Conference and Roles and Responsibilities of Conference Chair and Programme Chair

Conference and Programme Chairs has the responsibility for:

- All aspects highlighted above except the technical programme; this includes generating sponsoring and bursary monies.
- Financial responsibility for running the conference.
- Maintaining and updating the ICAVS website, which should have the mission statement and vision of ICAVS conference as well as a history and record of previous meetings together with information of the upcoming meeting, and the ICAVS Constitution.
- Organization of the Social and Accompanying Persons Programmes.
- Arranging the proceedings of the conference (joint responsibility with Conference Chair).
- To publicize widely the ICAVS conference and to be involved in distribution of circulars and marketing material.

- To solicit suitable hosts for future ICAVS by clearly publishing the procedure for bidding for future ICAVS conferences. Potential hosts must present a case to the ICS and the current conference chair should facilitate this process including making sure that there is clear information on the ICAVS website.
- To compile a Programme Committee that is comprised of experts who will be able to select Plenary Speakers who will reflect the cutting edge of vibrational spectroscopy across the full breadth of the subject. This should normally be completed at least eighteen months before an ICAVS conference
- To facilitate the selection of Plenary Lectures and this should normally be completed at least 12 months prior to the conference.

Duration, Format and General Operational Details:

- The conference will normally run for four or five days.
- The scientific programme will have Plenary/Invited lectures; Contributed Lectures and Poster sessions.
- **Plenary/Invited Lectures** should be chosen to reflect an agenda from across the entire range of topics covered in the ICAVS conference series and should make up only a small amount of the conference, normally be less than 25% of the overall programme. Plenary/Invited lectures **MUST NOT** be invited to participate in subsequent ICAVS for at least four years following presentation of a Plenary/Invited Lecture. Such a speaker can give a contributed talk at any time but **MUST NOT** be treated any different to any other applications to give contributed talks (see below). Where appropriate, it has become a tradition that the final lecture of the conference is offered to the Conference Chair of the next meeting, so that this can be combined with an announcement of the next meeting.
- **Contributed Lectures** form a large, essential part of the oral presentations for the conference and it is normally expected that there will be a large interest from the community to give such contributed lectures and such presentations should be solicited in advertisement material; selection of talks should be made by the Programme Chair and his/her committee by assessment of a submitted abstract which details the proposed presentation and overall programme balance. This will normally be done following a set deadline and assessment procedure, which involves consideration of all submitted abstracts. It is expected that a significant number of early career researchers be given the opportunity to present their work.
- **Parallel Sessions** will normally make up part of the conference in order to accommodate the expected large number of requests for contributed talks. However, the decision of the inclusion of parallel sessions into the programme will be made by the Conference and Programme Chairs. The Programme Chair should do his/her best endeavours in order to avoid competing talks in similar interest areas.
- **Poster** presentations are an extremely important part of the ICAVS conference series and it is expected that a large amount of time will be allocated in the programme for poster presentations. Posters should be displayed for at least the first three days of the conference. It is hoped that between 150-300 posters will be presented at the conference. The organisers should select a venue with adequate space to hold such a poster session with a location close to the main lecture theatre and exhibition area.
- **Exhibition:** The conference will normally have an exhibition comprising of instrument vendors, learned societies and publishers and it is expected that there will be a significant exhibition at the conference. The organisers should select a venue with adequate space to accommodate an exhibition with a location close to the main lecture theatre and poster area.
- **Housing** should include suitable low cost accommodation available for students and this should be clearly communicated with the other housing details in circulars and via the ICAVS website (www.ICAVS.info).
- **Social Programme** should normally be provided.
- **Accompanying Persons Programme** - should normally be provided.
- **Transportation details** should be clearly given on advertisements for ICAVS conferences and provided on the website.
- **Proceedings** should be produced in the form of a Special Issue of a high quality refereed journal or book with a clear ISBN number. Up to now this has been done by publishing in the journal *Vibrational Spectroscopy*. The Conference/Programme Chairs must try to maximise the number of contributions to the proceedings and it is expected that ALL plenary lectures will contribute. The Conference/Programme Chairs must get agreement from the Steering Committee for any changes in the format of publishing the proceedings and must keep the Committee informed of progress of the arrangements for the proceedings since dissemination and advertisement of the outputs of the conference is a very important aspect of the ICAVS series of conferences.
- **Proposals for Future Conferences.** It should be announced on the website that proposals for future conferences must be submitted at the beginning of the upcoming meeting for conferences to be held four/six years from the year of the upcoming conference. Proposals must include the names of the Conference and Program Chairs, a recommended site, and a suggested date. Authors of the proposals should be prepared to make a presentation to the ISC at the conference and it is expected that award of the venue will be made before the end of the current conference. Proposal guidelines must be published on the conference website.

4.0 The ICAVS web-site

- The website should be maintained with a homepage www.icavs.info. Each ICAVS conference will have websites.
- The current Conference Chair has full control of the content of the conference website.
- The content of the permanent website shall be agreed within the ICS.

Appendix - ICAVS Bidding Process

The bid for the ICAVS conference should be submitted at the ICAVS conference and contain the following information. Any additional information is welcome. The bid should be submitted to the current chair of the International Steering Committee.

Organisers

Name and background experience of the following two positions must be stated, e.g. previous experience of organising large events or conferences. Only one person can be nominated for each position. Additional people may be mentioned in the bid but their expected contribution to the organising procedure must be clearly stated.

Chair Has overall responsibility for all aspects of the conference except the programme.

Programme Chair Has responsibility for selected technical programme of the conference.

It is expected that the Chair and Programme Chair will work together on most aspects of the conference and previous track record of the applicants working together is advantageous.

Location – Please give expected location – including pictures (if possible) and capacity e.g. 300 person lecture theatre plus one other 100 person rooms for parallel sessions.

Housing – Please give details of housing including low cost accommodation available for students.

Transportation details – Please give the distance from airport(s) and connections from East and West Coast USA; Europe and Asia e.g, 12 hour direct flight from London

- Cost and options for air and local travel

Expected Date of Conference – Please give details

Expected Delegate Registration Fee - Please give details

Expected Student Registration Fee - Please give details

Funding – Please give the strategy to fund the conference.

Students - Student participation is one of the most important parts of the ICAVS conference series. Encouraging young people to undertake research in vibrational spectroscopy is one of the mission statements of ICAVS. Several of the previous ICAVS conferences gained sponsorship for over 30 student scholarships. Please state your approach to raising funds for student scholarships to attend the ICAVS conference.

Exhibition Facilities – Instrument vendors, learned societies and publishers have had a long tradition of exhibiting at the ICAVS conference and it is expected that there will be a significant exhibition at the conference. Please comment on the available facilities to accommodate an exhibition and its location relative to the main lecture theatre and poster area.

Posters –Poster presentations are an extremely important part of the ICAVS conference series and a large amount of time will normally be allocated for poster presentations. It is hoped that the posters will be displayed for at least the first three days of the conference. It is anticipated that between 150-300 posters will be presented at the conference. Please give details of available space to hold such a poster session.

Social Programme - Please give details of any planned social programme.

Accompanying Persons Programme - Please give details of any planned social programme.

Proceedings – The possibility to publish the papers presented at ICAVS in a refereed journal is important. Traditionally, proceedings are published in the journal "Vibrational Spectroscopy". Please, comment if another publication will better serve intended attendees

Advertisement– The visibility of the conference is important to ensure satisfactory attendance. Please describe how interested scientists will receive conference information in a timely fashion.