Instructions to the Organizers
International and Regional Conferences of the
POLYMER PROCESSING SOCIETY (PPS)
February 2018

1. International and Regional Conferences (in the past named "Meetings")

International and Regional Conferences of PPS are held each year by rotation in one of the identified regions (Americas, Europe-Africa, and Asia-Australia), in line with the Society goals in terms of fostering scientific understanding and technical innovations in polymer processing, polymer products, and polymer-based technologies. While the International Conferences are aimed at gathering the maximum of participants from the five continents and, therefore, covering a broad spectrum of topics, the Regional Conferences may be focused toward a topical area of polymer processing, at the discretion of the organizing committee. The Regional Conferences are named after the hosting region, without the use of the word "Regional", such as PPS Europe/Africa Conference (Year), PPS Asia/Australasia Conference (Year), or PPS Americas Conference (Year). An abbreviated form, *PPS Year*, is also permissible to name a Regional Conference. An international conference should be abbreviated at "PPS-30" or "PPS-31" to indicate respectively the 30th and 31st International Conference of the PPS.

2. Executive Committee (EC) expectations for activities, timing, and service standards in relation to the Conferences

2.1 Conference Activities, Responsibilities, and Interactions with the Society

The technical program of the Conferences includes plenary lectures, parallel symposia with keynote lectures and contributed oral presentations, and general contributed poster presentations. Professional training courses and equipment, publications, or software exhibitions can also be held at International and Regional Conferences. The technical program at International Conferences usually spans four days, often from Monday to Thursday, and at Regional Conferences technical program typically takes three days.

Each Conference should also make provision for the following events. Exceptions are indicated in the parenthesis:

- Executive Committee (EC) Meetings
- EC and International Representatives Meetings, usually held the day before the start of the scientific symposia (only at International Conferences)
- Business Meeting (only at the International Conferences - to be held during lunch break on the second or third day of the conference)
- Editorial Advisory Board meetings of International Polymer Processing (IPP) Journal and Progress in Polymer Processing (PPP) Book Series (only at the International Conferences)
- Welcome reception in the evening before the start of the scientific symposia
- Dinner banquet, a social event for the attendees to interact and also get a flavour of the local culture and other social activities. Several businesses are also conducted at the dinner banquet, such as awards presentations and short presentations (no more than 5 minutes each) of the upcoming International and Regional Conferences. Proper arrangements of audio-visual should be made to facilitate these presentations.
- Social programs for accompanying person who are registered for the conference

- Other social events at the discretion of the organizers
- Technical tours and topic-appropriate site visits planned at the discretion of the organizers as determined from the interests of the attendees

Only in the case of unusual circumstances, such as war, terrorist attack in the host country or the host city, natural calamities, outbreak of deadly disease, a conference can be cancelled after consultation with the EC of PPS. Such a decision on cancellation should be broadcast to all registered attendees and potential attendees through common, available media, and scientific forums. The Conferences Organizers are encouraged to purchase insurance for the unforeseeable events indicated above, which may cause disruption to the regular conference development. The Society assumes no legal responsibility for debts resulting from unprofitable conference operations; any seed money taken in advance of the conference shall be returned irrespective of the financial situation. Deficits may, however, be in part reimbursed to the Conference Organizers at the discretion of the Executive Committee.

The Society expects return of a pre-determined participation fee that the organizing committee of International and Regional Conferences collects from each fully paid registrant. A fully paid registrant includes PPS members, student members, and both PPS non-member and student non-member who register by paying full registration fee in their respective categories. **For International Conferences, the participation fee to be transferred to the Society's treasury is $50 for each non-student registered participant.** For Regional Conferences the participation fee can be smaller. These funds are used to advance the mission of the Society.

In addition, the registration fee for PPS non-members must include a one-year membership fee of PPS, which is currently $25 for students and $95 for regular registrants. In some cases, current members renew their membership by registering as non-members in order to facilitate payment of their membership dues for the following year. The organizers are required to return all such membership fees collected to the Society at the conclusion of the conference. It is especially important that the list of new student and non-student PPS members with proper mailing addresses and email addresses should be sent to PPS President and PPS Membership Chair within a month after the conclusion of the conference to facilitate the immediate start or continuation of the membership services without any undue delay.

Only PPS members are qualified to become Conference Organizers if attended the previous two International Conferences. PPS members who wish to make a proposal for the organisation of an International or a Regional Conference of the Polymer Processing Society must first submit a written proposal of few pages (typically 2 pages) to the EC and then make personally an oral presentation at the subsequent EC meeting. The submission of a written proposal is mandatory. If the EC feels that the proposal is not complete or suitable, the potential organizers may not be invited to make an oral presentation at the EC meeting. The proposals should include:

- the proposed dates of the proposed conference,
- a proposed timeline of the important deadlines and dates for the conference,
- a brief sketch of the scientific program,
- a list of the local organizing committee membership including affiliations,
- a brief description of the venue of the conference including a statement on its accessibility from a major international/national airport,
- a statement on the eventual involvement of a third party organizing firm and its role,
- an estimate of the number of attendees expected,
- the accommodation facilities at or near the proposed conference venue,

- ease of transportation to the venue from the accommodation facilities,
- a prospective budget detailing conference fees (including refund policy) and how any surplus fund (the mandatory participation fee excluded) will be shared with the Society,
- any other technical details related to the conference organization.

An agreement needs to be reached between the Conference Chairman and the Executive Committee of the Society preferably at least 3 years prior to the Conference for International and 2 years prior to the Conference for Regional Conferences. Such an agreement shall be culminated into a "**Memorandum of Understanding",** indicating the organizers understanding of the expectations outlined in the "**Instructions to the Organizers**" document. This "**Memorandum of Understanding**" is to be **signed by the President of the Society and the Conference Organizers.** Once the decision is made to hold the Conference at a particular site and at a specific date, the organizers of the conference shall deliver to the Executive Committee regular updates on the conference organization. A written progress update shall be submitted to the President of the Society (and to his delegate) at least once every six months and a presentation shall be made at each international conference until the conclusion of the said conference. It is advised that registration fees and room rates will not be published by Conference Organizers before consideration by the EC. The proposed location, dates, and other important elements of the conference, such as registration fee, cannot be changed without the approval of the EC. Lists of non-member registrants should be sent to the PPS President and to the PPS Membership Chair each month after early registration deadline. As mentioned previously, the complete list of registered participants, (preferably in Word or Excel format), is expected to be sent to the PPS President and to the Membership Chair as soon as possible, but not later than 30 days after the Conference. A final report including the number of presentations, the number of registered participants, the attendance from each country, the balance between revenues and expenses and how the surplus money (excluding the mandatory $50 participation fee) will be shared with the Society, is due to all EC Members within 6 months after the Conference.

PPS is an all-voluntary, non-profit organization. Hence, PPS Officers and Conference Organizers do not receive any financial compensation from the PPS for their travel or other personal expenses connected with their attendance to the Executive Committee Meetings. However, the Conference Organizers at their own discretion and without consulting PPS may arrange for such travel funds from their own budget to fund plenary speakers and other key personnel, as long as it is deemed viable.

Each conference should have a specifically designated Technical Program Committee with the names of its chairs, co-chairs, and membership published. The Technical Program Committee shall develop a plan for all the scientific symposia to be presented at the conference along with the numbers of plenary and keynote talks. The technical program should consist of oral and poster presentations. All presentations at the conference should have corresponding written Abstracts submitted online at the conference submission website. Abstracts (typically 2000 characters) will have to be submitted by the "abstract submission" deadline. On the basis of the submitted Abstracts, a decision will be taken about the presentation of each particular paper at the Conference. The authors of accepted abstracts are asked to upload a Paper (4-5 pages) by the "paper submission" deadline. However, submission of this Paper is not mandatory. All abstracts and uploaded Papers will be included in the Book of "Abstracts and Papers Presented at the PPS Conference" to be distributed at the Conference in a USB drive. The Conference Organizers are asked not to print hardcopy of the Book of Abstracts and Papers Presented.

The authors will indicate at the time of paper uploading if their Paper should be considered for publication in the PPS Proceedings as Conference Paper. The Conference Papers submitted for publication in the PPS Proceedings will be peer-reviewed and, if accepted, will be published in "PROCEEDINGS OF PPS-*XX*" by American Institute of Physics (AIP). AIP will submit all papers to Thomson Reuters Web of Science and Scopus for worldwide access and online citation. The cost of the publication will be supported by the Conference Organizing Committee at a rate and under the conditions agreed between AIP and the PPS. For Regional Conferences the publication of Conference Papers by the AIP is optional. If the Organizing Committees of Regional Conferences decide to publish the Conference Papers, this decision should be communicated to the Executive Committee of the Society not later than 6 months before the Conference. In any case, the Organizing Committee of the Conference will have to sign a specific contract with AIP under the same conditions agreed between AIP and the PPS for the International Conferences.

The Conference Organizing Committees shall identify the papers that, although accepted for presentation, were not presented due to no-show or cancellation. These papers should be removed from the Conference Database and thus also from the peer-reviewed PPS Proceedings. Such a removal is the responsibility of the specific Conference Organizing Committee and the PPS can help with the implementation.

Conference paper submission must conform to the specific format prescribed by the Conference Paper Publisher. The Abstract and Paper uploading deadlines must be set in advance of the Conference dates to allow sufficient time for reviewing the Papers within one month after the Conference. Suggested deadlines are as follows: *Abstracts* 7-8 months before the Conference, *Papers* uploading 5-6 months before the Conference. The Society provides conference-software for on-line reviewing process of the submitted Abstracts. Also the review process of the Papers submitted for publication in the proceedings will have to be carried out with the specific paper reviewing software provided by the Society.

The data bases of Abstracts and Papers (including those published in the Conference Proceedings) will be added by the Society to a growing Archive database, available to all PPS members. The addition of the Conference data to the PPS Archive will take place automatically since the Archive database is compatible with the output databases of the society's software. The Conference Organizing Committee should avoid modifications of the names of symposia and of the titles of the papers.

Each volume of the PPS Proceedings will have three Editors:
- The Conference Chair will be one of the Editors
- Another Editor should be identified as responsible for the publication of the Conference papers within the Conference Organizing Committee. the name of this editor should be communicated to the PPS EC at least 9 months before the Conference
- The third Editor of the volume will be the Editor of the Conference Papers Series identified by the PPS EC, who will be closely working with the other two Editors in administering rapid publication of the PPS Proceedings and will be invited as non-voting member of the PPS EC.

2.2. Typical sequence of actions for the Organizing Committee and requirements for International Conferences

The first Circular of the International Conference needs to be printed at least **15-18 months prior to the Conference.** The Conference Organizers are asked to adopt the PPS colours and proportionally-sized **PPS logo** in all Conference Circulars and promotional materials. The first Circular should include location, dates, deadline for abstract submission (7-8 months prior to the conference), registration fees (specifying what is included within the fees), and list of symposia including the names of symposia organizers. The Conference Organizers should solicit participation of the symposia organizers from all Society Regions (Americas, Europe-Africa, Asia-Australia) and share with them expected responsibilities, such as review of abstracts and peer-reviewing of submitted papers.

Fees for conference registration
  ➢ The registration fee for non-members shall be higher than that for PPS members by the amount equivalent to the annual membership dues at the time. Student members shall be allowed to register at **a maximum of one third of the member registration fee**. Student registration usually does not include the banquet ticket, but such a provision can be made at the discretion of the local organizers. The non-member student registration fee should also include the one-year student membership fee.
  ➢ All fee structures must be approved by the PPS EC before they are published to the attendees or are printed in media and promotional materials.

Keynote speakers should be drawn by the Conference Organizing Committee to provide fair representation of all Society Regions (Americas, Europe-Africa, Asia-Australia).

Plenary speakers should be invited from all Society Regions and confirmed before the abstract deadline. PPS EC leaves the composition of plenary talks to the discretion of the Conference Organizers with a caution that invitations to the same plenary speakers who delivered plenary talks in the past three Conferences does not reflect the diversity and the expanse of the scientific knowledge of the membership of the Society. It is also understood that invitations for plenary and keynote speakers does not have to be restricted to researchers who are currently members of PPS.

The Conference Organizers may also award best student poster or student oral presentation

The Conference Organizing Committee will develop a website in which all information about the conference will be posted. All scientific program operations (submission of Abstracts, evaluation of Abstracts, Conference Papers submission and revision) have to be managed by the Conference Organizing Committee through the PPS software.

The conference website will also include:
  • Important dates and deadlines regarding the conference
  • Description of the conference site, facilities, including conference rooms and their locations
  • Online registration procedure, payment options, and refund policy. Credit cards such as *Visa* and *MasterCard* should be among the accepted payment methods. Additional secure payment methods to facilitate the ease of payment for the potential participants are recommended. Arrangements must be made to provide receipt of payment to the registrants without delay.

- Abstracts and Conference Papers uploading procedures
- List of available options for accommodation, preferably within walking distance from the conference venue or the conference hotel
- Information about shuttle busses and transportation from hotels in case the conference site is not within walking distance from the hotels.
- Information on how to get to the conference city/town (by plane, by train, or by car where applicable) and some peripheral scheduling information for limousine, buses, boats, etc.
- Accompanying persons program
- Social activities program
- Visa, weather, and other general information

Abstract submission deadline should be at least 7-8 months before the Conference. A deadline closer to the conference dates may be needed for the cases where previous international conference was held within the previous six months.

Abstracts will be uploaded in the Conference website according to a format to be agreed upon with the EC. After submission, the abstracts will be evaluated by the symposia organizers for consistency to the symposium subject and to the Conference standard and for selection of oral and keynote presentations. Symposia organizers are responsible for the evaluation of all submitted abstracts. The abstract evaluation period should not be more than one month.

Abstract acceptance messages have to be e-mailed to authors at least 5.5 months prior to the Conference.

The deadline for **uploading the Papers should be set at least 4 months before the Conference**. All these documents should be uploaded to the "submission" section of the Conference website. With the Papers uploading, the authors of the Papers will sign a Permit to the PPS for storing the Paper and making it available to the PPS Members on the PPS website and, if the paper is submitted for publication in the PPS Proceedings, a copyright transfer form in favour of the Proceedings publisher. Symposia organizers are responsible for the Conference Papers reviewing process; however, other reviewers can also be appointed, they will be acknowledged by the Editors in the PPS Proceedings volume.

It is recommended that the Conference Organizers, on behalf of the Society, obtain ISBNs for USB support containing the Abstracts and the Conference Papers. The Society will make the Abstracts and the Presented Papers available to PPS members on the PPS website.

The Conference Program, should be posted on the website within **3** months before the conference and should include:
- scientific program,
- specific times and locations of the EC, EC&IR and Business meetings as agreed with the President,
- specific times and locations of the IPP, PPP meetings as agreed with the Chief-Editors,
- slots reserved for the PPS Early Career Award, Morand Lambla Award, and James L. White Innovation award talks,
- social activities program (welcome reception, banquet and other social activities including excursions and proposed post conference tours),
- accompanying persons program.

From the date of publication, each change in the program should be directly communicated to any persons involved in the change, and publicized on the website.

Session chairs need to be selected and their names must appear in the schedule of the scientific program distributed to the conference attendees. Usually symposia organizers agree to chair the sessions they organize; if the number of sessions is larger than the number of organizers, additional chairs need to be identified. Chair commitments need to be agreed upon in time for being included in the scientific program.

The reviewing procedure of the conference papers will start about **3** months before the Conference under the responsibility of the Conference Chair and of the Member of the Organizing Committee previously identified as responsible for the Conference Papers publication.

The Editor of the PPS Conference Papers Proceedings Series will advise and follow the progress on the management of the Conference Papers reviewing procedure of the Conference Chair and of the Editor previously identified by the Conference Organizing Committee as responsible for the publication of the Conference papers.

Symposia organizers are expected to act as reviewers for the Conference Papers; other reviewers can also be appointed. They will need to be acknowledged by the Editors in the PPS Proceedings volume. The reviewing of Conference papers is expected to finish about one to two months after the Conference.

The order of events at Annual Conferences should be as follows:
➢ Executive Committee (EC) Meeting usually starts in the morning of the day before the scientific symposia start; the EC&IR Meeting follows the EC meeting. Details of timing and duration of these Meeting has to be agreed upon with the Society President; the Book of Abstracts and the Papers Presented (in a USB drive) should be available at these meetings.
➢ The Welcome Reception will be held in the evening of the Executive Committee Meeting day, namely in the evening before the scientific program starts.
➢ IPP and PPP Editorial Board Meetings are usually held during lunch intervals, their scheduling has to be agreed with the Editor-in-Chief.
➢ The Business Meeting is usually held during the lunch interval of the second or third day of technical sessions; it has to be agreed with the Society President; all members of EC will attend it.
➢ The banquet is typically held in the evening of the day before the last day of scientific sessions.
➢ The Executive Committee may meet again sometime before the end of the Conference.

3. Best Practices for the PPS Annual Conferences Organizers

As soon as possible, be aware of the tax implications of holding a Conference in your country. (For information only: Some of the previous conference organizers constituted a non-profit association recognized as public utility before holding the Conference, which allowed them not paying any tax from the collected fees. Please check this aspect with the regulations of your own county).

Before deciding the Date of the Conference, please verify potential conflicts with major religious holidays and the dates of both International and Domestic Conferences on related topics in the country where the PPS Conference will be held.

An accurate and wide mailing list should be ready about 16 months prior to the Conference. The Conference Organizers are asked to work with previous PPS conference organizers to obtain the list of attendees of past PPS conferences. It is advised to expand the PPS lists with mailing lists of other Societies.

Advertise the conference through national and international scientific and technical journals including IPP.

The Symposia Organizers availability should be verified as soon as possible specifying what their commitment includes.

Starting 18 months before the Conference, copies of the first circular should be distributed at international and domestic conferences related to Polymer Processing, including PPS Conferences.

Ask for the patronage of scientific and technical associations operating in areas of interest for polymer processing.

When the Abstracts or the Papers are uploaded, be careful to ask for information needed to carry on all subsequent activities (for instance, ask to indicate a preferred symposium to present the Abstract and for keywords; the Abstracts will have to be sequenced in the symposia program and keywords will be very useful to prepare consistent sections in the scientific program).

Give to symposia organizers indications on the maximum number of oral presentation which should be consistent with the Conference size and duration. Adopt a procedure which allows for online monitoring of the Abstracts evaluation activity (PPS software allows for it and also requires to indicate the number of oral and keynote presentations for each symposium).

Always adopt a flexible organization: things never go exactly like they are expected to.