

# **POLYMER PROCESSING SOCIETY (PPS)**

## **International and Regional Conferences**

### **Instructions to the Organizers January 2017**

#### **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 30<sup>th</sup> and 31<sup>st</sup> 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 or software exhibitions can also be held at International and Regional Conferences. The technical program at International Conferences usually spans four days and at Regional Conferences typically 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)
- 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 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 in favour of the Society 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 next year. The organizers are required to return all such membership fees collected to the Society at the conclusion of the conference. The list of PPS new members with proper mailing addresses and email addresses should be turned to PPS Membership Chair within a month after the conclusion of the conference.

Only PPS members are qualified to become Conference Organizers. PPS members who wish to make a proposal for the organisation of an international or 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 an oral presentation at the next 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 next EC meeting. The proposals should include:

- the proposed dates of the proposed 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,
- a statement on the number of attendees expected,

- the accommodation facilities,
- ease of transportation to the venue from the accommodation facilities,
- a prospective budget detailing how any surplus fund (the mandatory participation fee excluded) will be shared with the Society, and
- 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 **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 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 these Conferences shall deliver to the Executive Committee regular progress reports on the conference organization. A written progress report shall be submitted to the President of the Society at least once every six months and a presentation shall be made at each International meeting until the conclusion of the said conference. It is advised that the Conference Organizers present the registration fee structures and the room rates of accommodation for consideration by the EC at least 15 months ahead of the Conferences. It is also advised that registration fees and room rates are not published before consideration by the EC. The proposed location and other important elements of the conference, such as registration fee cannot be changed without the approval of the EC. 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 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 at 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 papers presented at the conference should have corresponding written abstracts submitted online at the conference submission site. All abstracts and submitted conference papers will be included in the Book of Abstracts and Conference Papers to be distributed at the conference as USB or CD. The Conference Organizers are asked not to print hardcopy Books of Abstracts and Conference Papers. 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 a particular paper at the conference. The authors of accepted abstracts are asked to submit a Conference Paper (4-5 pages) by the “paper submission” deadline. The authors will indicate at the time of submission if their Conference Paper should be considered for publication in the PPS Proceedings. The Conference Papers submitted for publication in the PPS Proceedings will be peer-reviewed and, if accepted, will be published in PPS Proceedings by AIP; AIP will submit all papers to Thomson Reuters Web of Science and Scopus for worldwide online citation. The cost of the publication will be supported by the Conference Organizing Committee at a rate agreed between AIP and the PPS.

The Conference Organizing Committees shall identify the papers that, although accepted for presentation were not presented due to no-show or cancellation. These conference papers should be

removed by the Conference Organizing Committees from the Conference data base and thus also from the peer-reviewed PPS Proceedings.

Conference paper submission must conform to the specific format prescribed by the Conference Paper Publisher. The abstract and paper submission deadlines must be fixed to allow sufficient time for reviewing the Abstracts and the Conference Papers. Suggested deadlines are as follows: *abstracts* 7–8 months before the conference, *conference papers* –5 months before the Conference. The society provides conference-software for on-line reviewing process of the submitted abstracts. Also the reviewing process of the Conference Papers submitted for publication will have to be carried out with a specific society paper reviewing software.

The data bases of Abstracts and Conference Papers (including those published in the Conference Proceedings) will be added by the Society to a Growing Archive data base, available to PPS members. The addition of the Conference data to the Archive will take place automatically since the Archive data base is consistent with the output data bases of the society software's.

The Conference Chair will be one of the editors of the PPS Proceedings of the conference. In addition, an Editor of the Conference Papers Series identified by the PPS EC, will be closely working with the Conference Chair in administering rapid publication of the PPS Proceedings; he will be invited as non voting member of the PPS EC.

## **2.2. Typical sequence of actions for the Organizing Committees and requirements for International Conferences**

- ❖ The first Circular of the International Conference needs to be printed **15-18 months prior to the Conference**. The Conference Organizers are asked to adopt the PPS colours in the Conference Circulars. The first Circular should include location, dates, deadline for abstract submission (7-8 months prior to the conference), registration fees (specifying what the fees include), 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-review of conference 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. Students 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 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 set of plenary speakers who delivered plenary talks in the past three conferences does not reflect the diversity and nor the expanse of the scientific knowledge of the membership of the Society. It is also understood that invitations for plenary and keynote should not be restricted to researchers who are currently members of PPS.

- ❖ The Conference Organizers may also award best student poster or student oral presentation
  
- The organizers of the PPS Conferences will develop a website in which they will post all information about their conference. The PPS offers the use of software for the management of the scientific program. The website will also include:
  - Description of the conference site, facilities, including conference rooms and their locations
  - Online registration procedure
  - 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.** 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 abstract evaluation. The abstract evaluation period should not be more than one month.
  
- **Abstract acceptance messages are to be e-mailed to authors at least 6 months prior to the Conference.**
  
- The deadline for Conference **Papers uploading should be set at least 5 months before the Conference.** All these documents should be uploaded to the “submission” section of the Conference website. At the time of Conference Papers uploading, the authors of Conference Papers submitted for publication in the PPS Proceedings will also sign a copyright transfer form in favour of the Proceedings publisher. Symposia organizers are responsible for the Conference Papers reviewing process; other reviewers can also be appointed, they will be acknowledged in the PPS Proceedings volume.  
Conference Organizers will obtain (on behalf of the Society) ISBNs for USB or CD containing the Abstracts and Conference Papers. The Society will make the Abstracts and Conference Papers available to PPS members on the PPS website.
  
- The Conference Program, should be posted on the website about **3.5** months before the conference and should include:

- the scientific program;
- the specific times and locations of the EC, EC&IR and Business meetings as agreed with the President;
- the specific times and locations of the IPP, PPP, BM meetings as agreed with the Chief-Editors;
- which slots should be reserved for the PPS Early Career Award, Morand Lambla Award, and James L. White Innovation award talks.
- the 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. 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 the scientific program to be diligently prepared and all chair names published in technical programs.

- The reviewing procedure of the conference papers will start about **3** months before the Conference under the responsibility of the Conference Chair. Symposia organizers are responsible for the Conference Papers reviewing process; other reviewers can also be appointed, they will be acknowledged in the PPS Proceedings. The Conference papers reviewing procedure is expected to finish about one month after the Conference.
- **The order of events at Annual Conferences should be as follows:**
  - Executive Committee Meeting usually starts in the morning of the day before the scientific symposia start; details of timing and duration of this Meeting has to be agreed upon with the Society President; the Book of Abstracts and the Conference Papers (in CD or USB) should be available at this 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.
  - 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 before holding the Conference a non-profit association recognized for public utility, which allowed them not paying the tax 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 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.

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.

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

When the Abstracts or the Papers are uploaded, be careful to ask for information needed to carry on all next activities (for instance, ask to indicate a preference for the symposium where 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- this number should be consistent with the Conference size; 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 key-note presentations for each symposium).

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