



European Physical Society RECOGNISED Conferences Guidelines

Organisers

EPS Recognised Conferences are organised by bodies independent from EPS, which have been awarded EPS sponsorship through the Action Committee on Conferences.

Applications

Applications must normally be made 6 months prior to the start of the conference to the EPS Conference Committee using the Recognised Conference Application Form.

A preliminary list of the invited speakers with tentative titles, as well as of the topics to be Discussed at the conference must be provided.

Criteria

The Action Committee reviews applications and, based upon referee reports, only awards sponsorship to the most promising conferences organised during that year in the given field. In making its decision, the Action Committee considers the following criteria:

- The conference fulfils a clear need in terms of topics, repetition rate (in case of series), originality and/or possibility of attracting the most important actors of the field.
- The scientific programme is determined by a high quality Programme Committee, possibly seconded by an International Advisory Committee, reflecting a broad international and topical coverage of the field. The composition of the committee(s) must be announced and, except for International Series, the majority of the members of the Programme Committee should come from European countries different from the host country.
- Participation is planned to be international.
- Members of the International Advisory Committee and Members of the Programme Committee cannot be invited speakers. This limitation may be waived in exceptional circumstances.
- The majority of the invited and contributed speakers should come from countries other than the host country.
- The reviewing procedure for the submitted papers must be described and ensure high quality standards.

Conference Location

EPS Recognised Conference is open to conferences held in a country whose National Physical Society is a member of EPS. Conferences organised in other countries can also apply for EPS label if it part of an International Series (see below).

International Series

Conferences that are part of an International Series organised outside Europe which however, are held regularly in Europe can also apply for EPS label. At least one member of the Programme Committee must be designated by the appropriate EPS Division/Group/Action

Committee.

The role of this member will be to ensure that the contribution from European physicists working in that field will be represented at the conference. The organisers must contact the Chairperson of the corresponding body (see list in Divisions and Groups) and agree on the name of that member prior to submitting their application. This agreement does not represent the award of EPS SPONSORSHIP.

Fees

The registration fee and the price for accommodation must be reasonable and in balance with the fares in usage in the region where the conference takes place. A lower registration fee for EPS Individual Members (IMs) and substantial reduction for students are strongly recommended.

Publicity

EPS RECOGNISED Conferences will be announced on the EPS conference website.

Upon request, they will be announced in the EPS electronic newsletter, e-EPS.

EPS RECOGNISED Conferences will be announced and publicised only after official approval by the Action Committee on Conferences.

Conference organisers will place the EPS logo on Conference materials, indicating that the conference is recognised by the EPS.

Grants

Organisers of EPS Recognised Conferences can apply for EPS Poster Prize Grants.

EPS Individual Members can apply for an IM Travel grant to attend the EPS recognised conferences.

Reporting

After the conference, conference organisers are requested to send a report giving an overview of the conference outlining the following details :

- Total number of submissions received/Total number of submissions accepted.
- Programme outline
- Number of poster sessions, parallel sessions and plenary sessions
- Number of participants, geographical repartition, student/non student repartition, member/non member repartition.
- Prizes awarded with the name, contact details and short citation for each of the prize winners

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