

IMEKO Guide for Organisers of TC Events



8th EDITION, IMEKO 2023



Preamble

The Guide is meant for:

- Member Organizations;
- Organising Committees;
- International Program Committees;
- Chairs and Members of Technical Committees;
- Chairs and Secretaries of Event Sessions;
- Members of the Technical Board;
- Members of the Presidential Board;
- IMEKO Secretariat;

List of related IMEKO publications:

- IMEKO Constitution;
- IMEKO Bylaws;
- IMEKO Guides on General Data Protection;
- IMEKO Authors' Guide;

The original Guide was compiled in 1988 and approved by the General Council (GC) in 1989. This 8th edition approved by the General Council follows the revisions in 1989, 1992, 1987, and 2005, including amendments agreed upon at the Technical Board Meeting held in Busan, South Korea, in September 2012, has been revised in April 2017, in July 2018 and amended in 2021 by the Secretariat and approved by the Presidential Board, and in 2022 approved by the General Council in Berlin, Germany.



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Summary of the vital mandatory rules

This summary does not include all rules and recommendations; please read the document.

Organizer: The event organizer may only be a Member Organisation (MO) of IMEKO as the legal entity with the organizing and financial responsibility for the event.

The MO may entrust other legal entities within its country with the organizational tasks if the General Council approves it.

The Technical Committee (TC): via the [International Program Committee](#), responsible for the scientific success of the event.

Application: The MO applies for the right to organize an event with the Chair(s) of the respective TC(s). If another entity is involved, then the application form shall also be signed by the legal representative of that entity. IMEKO events generally must be self-financing. The MO sends the application to the IMEKO Secretariat.

Approval: The TB evaluates the application and sends the recommendation to the General Council (GC). If there is no GC session in a short time, the Presidential Board (PB) approves the application.

Organization: [Preparation](#) may be started only upon a valid approval of the event.

Copyright Agreement shall be agreed upon in written form with the author. The statement shall be sent to the Secretariat (part of the Call for Paper too).

When in doubt, please consult the [Secretariat](#).

Introduction

The procedures described in the following (application, TB endorsement, GC approval, setting up the International Program Committees, Organizing Committees, paper selection procedure etc.) are official IMEKO procedures. Organizers are requested to follow them.

IMEKO-supported events (also only morally supported ones) shall form parts of the described procedures.

This Guide summarises RECOMMENDATIONS and RULES (rules are in bold written) for those organizing: IMEKO World Congress, TC Conferences, Symposia, Workshops, Seminars, Webinars and other events (further: *IMEKO TC events*). This Guide's aims are:

- To make the experience of many others available to benefit from their success and potential pitfalls.
- To list (almost) all the tasks the organizers have to perform that result in a successful event sponsored by IMEKO;
- To provide a "textbook" for organizers, including the information necessary for authors, participants, etc., to facilitate their work, enabling them to focus on key issues at their event;
- To give assurance that the organization of all IMEKO events is done competently and professionally;
- To remind the fulfilment of the IMEKO Guides on General Data Protection.

The procedures described here (e.g., application, TB endorsement and GC approval, setting up the International Program Committees, organizing Committees, paper selection procedure etc.) form a part of official IMEKO procedures. Every organizer is requested to follow them as far as possible, recognizing that there will be exceptions occasionally.

IMEKO-supported events (also only morally supported ones) shall be parts of the described procedures.



1 IMEKO Scientific Events and Publications

1.1 Types of Events:

IMEKO-organized scientific meetings are sponsored or co-sponsored by:

- World Congresses,
- TC Conferences,
- TC Symposia,
- TC Workshops,
- TC Seminars and Webinars,
- and any other TC events with participants in the broader community

IMEKO might also support events not organized by IMEKO (co-sponsored events).

World Congress: The scientific program of a World Congress covers the whole scope of IMEKO. It is typically held every three years. Only events of local interest may be held in the year of the Congress.

Conferences and Symposia: are typically regular technical meetings covering a well-defined area within the scope of one or more Technical Committees. They are initiated and fostered by one of the Technical Committees and organized by a Member Organization of IMEKO. Attendance may vary significantly between 80-200 participants, with some well-known events now attracting much larger audiences. As a rule, these last 2-4 days (with typically single or two parallel sessions) or a maximum of two. The terms are often used interchangeably, but Symposia are smaller or focus on more selective topics than Conferences.

Workshops: are less formal and less structured events than Symposia. Usually, they have a narrower scope and more limited attendance (30-100 participants and no parallel sessions). A Workshop aims to provide a forum for in-depth discussions by experts in the given professional field. Often no detailed abstract booklet is produced, but a proceedings volume may be published in printed or electronic form.

Seminars: are meetings for discussions or training. Webinars are seminars conducted over the Internet.

Other TC events with participants to the broader community: This event type is typically a small online event giving presentations to specific experts at the time of drafting these documents. It usually does not involve formal registration fees, but it shall be registered (also by the Secretariat) as a TC event.

1.2 Roles

The event organizer

It is the legal entity with the organizing and financial responsibility. It is a Member Organisation, but it may entrust other legal entities within its country with the organizational tasks if the General Council approves it.

The Organising Committee (OC)



It is responsible for all local arrangements. Its members are from the host country and the organizing MO. It is expected that the Chairperson or Secretary of the IPC and the Guest Editor of any publication from the event will be members of the Organizing Committee.

The OC is responsible for:

- all local arrangements (such as meeting rooms, hotel reservations, transportation, etc.)
- the budget, raising funds from sponsors and other important related activities.
- all the correspondence with authors and participants (and where there is an International Programme Committee (IPC),
- assists the IPC in its administrative work and takes advice and support from it for the scientific and social programme of the event.

The International Program Committee (IPC)

It is responsible for the scientific success of the event. (Attracting papers, developing event programme.) IPC members should be chosen for their international reputation and their willingness to participate in IPC - effective participation in IPC activities such as reviewing and selecting papers. TCs involved in the event (or other co-sponsoring organizations) are expected to be represented in the IPC and to participate in shaping the program for the event.

Terms of Reference of the IPC:

- write and publish the "Call for Papers",
- identify key specialists of the field for invited or plenary lectures to participate in the event (taking advice from TCs involved);
- referee submits abstracts and works in cooperation with the OC to develop the event programme;
- suggest scientific events within the programme (such as plenary and invited lectures, tutorials, sessions, round tables, etc.);
- recommend high-quality papers for extension and expansion in "ACTA IMEKO" or the other IMEKO Journals' special selection after the event;
- act as a peer reviewer for any manuscript submitted to be published after the event.

Editor of Publications from the Event

The Editor should be chosen with the agreement of the organizers and the relevant TCs. They will typically be a member of the IPC or OC, be an expert in the scientific field of the event, and work in close cooperation with the Publisher of the Proceedings.

All IMEKO event Editors are required to:

- take prime responsibility for selecting papers and abstracts for the proceedings, ensuring that matters of scientific, linguistic and typographical quality are dealt with.
- liaise with the presenters of the best papers for the extended version of the accepted conference paper for publication in the special issue of the IMEKO Journals
- and if this is happening, then
- send a proposal for a package of papers to the Journal;
- serve as Guest Editor for the selected Journal.

Session Chairpersons



Should, as far as possible, be persons of international reputation and with good communication skills. Their names may only be printed with their knowledge and agreement in the final program.

Section Chairpersons are responsible for the session and are hosting it:

- Look at the papers of their session in advance.
- Prepare a brief opening statement for the session in which the papers to be presented are put in perspective and related.
- Get the authors' personal information (affiliation, books published, main activities, etc.) for the introduction.
- Prepare some questions to start the discussion, or invite colleagues in the field to consider some areas for questions on the papers.
- Organize a discussion, names questions noted.
- Keep the schedule tight, be aware of limitations, and be firm about speakers trying to overrun their time.
- Check at the registration desk before the session whether all the authors (or at least one of the co-authors) have registered, and arrange a pre-session meeting with the Secretary and the authors.
(Authors must be present 15 minutes earlier in the session room.)
- Close the meeting by summarising and evaluating the highlights of the different presentations and discussions.

1.3 Publications

Publications are a significant output from scientific events and are as follows:

- Event proceedings
Proceedings of World Congresses and IMEKO TC events should be published electronically. Copies of these proceedings will be stored and made available for download soon after the event.
The organizer, TCs, are responsible for submitting material to the website (supported by the Information officer).
Organizers shall ensure the quality of the proceedings by introducing peer review processes.
- Publications in Journals:
 - Acta-IMEKO, the online Journal of IMEKO
 - IMEKO journals published by Elsevier: Measurement, Measurement Sensors and Measurement Food,

Extended and enhanced papers presented at IMEKO events can be published in these journals. Measurement will typically publish up to 10 or 12 such papers in a 'Special Section' of the Journal, often with a brief Editorial written by a Guest Editor for the Section. Acta-IMEKO may publish a greater number of papers from an IMEKO event. These selected papers go through a complete review process as regular papers according to the specifications of the journals.

Organizers of IMEKO events seeking to publish in these journals discuss their plans with the Editors-in-Chief. The Editors-in-Chief's names and addresses can be found on the webpage of IMEKO, or the Secretariat could provide this information.

IMEKO publishes a regular newsletter (previously Bulletin) containing up-to-date information on the Confederation. Events and more general news can be found on the IMEKO webpage.



2 Early preparations for an IMEKO event

Technical Committees, Working Groups and Organisers of IMEKO TC events need to follow the following IMEKO regulations:

2.1 The Initiative, Budget and Application

An Application should reach the IMEKO Secretariat (and, if separate, the Secretary of the TB) preferably at least six months before the suggested date of the event.

IMEKO events must be self-financing; therefore, they should break even or return a surplus of income over expenses. Creating a sound financial plan is a vital part of the application for the event planned by the organizers. The Organizing Committee is encouraged to raise funding from prime sponsors, co-sponsors, etc., to finance the event partly. The primary income source is generally the participation fee.

The application includes the following information:

- Name (or identification) of the event,
- Indication if it is a joint event; if so, partners, and the estimated share of IMEKO
- Detailed scope,
- Location and date,
- Chairperson of the Organizing Committee
- Chairperson of the International Programme Committee,
- Name of the Editor of the Proceedings,
- Indication in which Journal will the Proceedings and articles be published,
- Expected attendance (national + international),
- Estimated registration fee (early, regular, student, late, on-site),
- Declaration of the host organization (MO) accepting complete financial responsibility,
- Declaration on applying IMEKO Guides (e.g. on the General Data Protection Regulation of the EU).

The application is to be signed by the TC Chairperson(s) and by the representative of the hosting Member Organisation, who takes full financial responsibility for the event. If the MO entrusts an organizer (legal entity from the MO's country), the application shall also be signed by the entity's representative.

Signing it, the organizers commit themselves to the following:

- The event is organized in harmony with the IMEKO Constitution and Bylaws.
- It fulfils all the criteria IMEKO is setting.
- Deadlines set by the IMEKO regulations are to be respected
- The IMEKO logo appears on all the material used for scientific purposes or advertising.

IMEKO World Congress applications fulfil additional requirements. Please contact the Secretariat to ensure all requirements are met.

The TB will examine the application and endorse it within one month. The GC (or, when unavailable, the Presidential Board) will decide on the event based on the TB recommendation within one month. The Secretariat will inform the organizing MO and TC officers about the approval or rejection of the application within two months of its receipt.

2.2 Preparation for the event



2.2.1 The TC at least four months before the event

- The organizer sets up an International Programme Committee with representatives from at least three countries and with one or more representatives of the relevant IMEKO TC(s) and of the hosting institution and hosting country;
- proposes an Editor for the event.
- includes the IMEKO name and logo clearly in all material prepared.
- advertises the event, announcing a Call for papers and other relevant publicity material, giving details of deadlines for the submission of abstracts, scope and length of papers, discounts for early payment, etc.;
- The organizer shall submit a financial plan and the signed contract for the event to the IMEKO Secretariat at the email address available on the IMEKO webpage.

2.2.2 The Organiser at least four months before the event

- Set up a website for the event or use the IMEKO infrastructure.
- Set up an Organizing Committee;
- Include the IMEKO name and logo clearly on all material prepared;
- Advertise the event, announce a "Call for Papers" and other relevant publicity materials, give details of deadlines for submission of abstracts, scope and length of papers, discounts for early payment, etc.;
- Organizers of TC events are encouraged to invite the IMEKO officers and recipients of the IMEKO Distinguished Service Award to the event.

2.3 Drafting the Programme

The first draft of the programme should contain:

- The approximate schedule and the draft Conference schedule of scientific presentations (invited/plenary papers, tutorials, session papers and posters) as well as
- details of other events such as round tables, book and instrument exhibitions, technical visits, accommodation facilities and travel arrangements.

2.4 Call for Papers (CfP)

2.4.1 Content of the CfP

On the approval of the GC (PB), the IPC prepares and distributes the CfP.

Setting up a website for the event is an essential early step.

The following information should be included.

First page:

- IMEKO logo and reference to the webpage of IMEKO,
- the full names of IMEKO and the organizing TC,
- serial number of the event,
- event title, date, and location,
- Editor of the event,

Following pages:



- organizing MO,
- organising TC(s),
- sponsors and co-sponsors,
- IPC members,
- OC members,
- Editor of the event,
- important addresses, phone and fax numbers, email addresses, website URLs,
- list of TC members,
- list of relevant former events of the TC, e.g. (recognizing that this may be a follow-up to a previously successful event)
- scope of the event (in narrative style or in keywords), giving sufficient details to attract participants and competent speakers,
- language (the working language should be English. (Publication in any other additional language is up to the OC),
- information concerning the submission of an abstract (e.g. a 2-page abstract is to be submitted for paper selection in electronic form, including title and the author's name),
- email addresses for correspondence,
- deadlines,
- approximate participation fee,
- availability of abstract booklets or proceedings volumes,
- copyright information – the [declaration in the appendix](#) should be used
- Return sheet

2.4.2 Publicizing the CfP

The distribution of CfP is usually done electronically; gaining maximum publicity requires a good distribution list. The obligatory mailing list includes:

- TC Members
- IPC Members
- OC Members
- Co-sponsors
- IMEKO Secretariat
- All TC Chairpersons
- Member Organizations
- National and international societies related to the subject; universities, research institutions (IFAC, IFIP, IFORS, IMACS, IEEE, OIML, etc.)
- Participants of 1-4 relevant former TC Events (distribution at the event or by lists of participants)
- Participants of IMEKO events on related topics
- Authors of leading international journals in the field
- Industrial companies active in the field
- Others suggested by the OC

The OC should copy the complete applied mailing list (also the electronic) in the electronic form to the IMEKO Secretariat. The OC shall return the updated list to the IMEKO Secretariat for use by the organizers of the following events.

2.4.3 Press Releases and IMEKO Secretariat



In parallel with the CfP, preparing a Press Release and emailing it to the most relevant journals in the field is recommended. The Press Release should be brief and contain vital information about the event (maximum of one page). The text should be inviting to possible lecturers and participants. The IMEKO Secretariat may help prepare it. (The list of relevant journals may be obtained from the IMEKO Secretariat.)

Placing information about the event on the IMEKO website is vital.

Information about IMEKO events shall be sent to the IMEKO Information Officer and the Secretariat. It will be displayed on the IMEKO website, preferably using graphics with links to the event website and contact details about the organizers.

3 Organization of an Event

3.1 Paper Selection and Technical Programme

The task of paper selection should be coordinated by the Organising Committee (OC), working with the International Program Committee (IPC) (where such a Committee has been formed).

The key steps are:

- The OC identifies every submitted abstract (usually by giving a number) and sends a copy for review to selected members of the OC or IPC for review. Minimum reviewers are chosen (additional reviewers can be selected if there is a significant difference in the decision made). Appendix 3 shows sample evaluation sheets presented and, if needed, a more detailed procedure. Evaluation is done by email or using any appropriate alternative solution (e.g. Web-based application.)
- Papers should be subjected to a software check to detect a lack of originality in the submission: papers with a significant overlap with previously published work should be rejected immediately or sent back for revision based on an immediate Editorial decision.
- The OC, working with the IPC as needed, will use the peer reviews to accept or reject papers (and where there is time to ask authors to modify the papers before acceptance) and construct a Technical Programme.
- In case of a dispute, the Chair of the OC will make the final decision.

This process can be helped by referencing previous successful events. The proceedings of similar events in the recent past (e.g. events of the same TC and related TCs, World Congress, etc.) provide a useful guide.

Based on the selected and invited papers, the OC constructs the Technical Programme. The technical sessions' timing should be careful to allow sufficient time for accepted oral lectures, posting in the poster sessions, and for meal and tea/coffee breaks to let attendees network with colleagues.

Samples of acceptance and rejection letters can be found in Appendixes 4-6.

The guidelines for authors should be discussed with the Technical Board. The guidelines provided by the Secretariat are a model that can thus be distributed.

3.2 Second Circular and Preliminary Programme (SCPP)



Where the event is sufficiently large and planned sufficiently far in advance, OC can issue a Second Circular containing:

- the information in the First Call;
- scientific programme (preliminarily, with authors, country and paper titles);
- details of technical visits (with application forms if necessary);
- information concerning cultural programs (partners' programs, if there are any);
- registration information (place of information desk, opening hours);
- exact registration fees and way of payment (it is advisable to fix a lower fee for early payments, a slightly higher one for late ones and a reduced fee for students);
- registration form (see Appendix 7);
- accommodation reservation form;
- range of hotels where reduced fees have been negotiated, including low-budget options;
- venues;
- details of any TC meeting scheduled;
- names of session Chairpersons (if they agreed, otherwise as involved). Session chairpersons should be identified.

3.3 Final Programme

The Final Programme contains:

- the exact schedule of the scientific aspects of the event;
- names of sessions;
- names of session chairs (if available and agreed);
- details of the social programme;
- useful logistical information, e.g. on travel, visas, hotels and local transport;

Note: the cover should be clearly distinguished from the Preliminary Programme in the printed form or web layout in case of internet site updating.

Abstracts of authors who cancel their abstracts should not appear in the Final Programme; thus, they should be compiled at the latest possible time. The Final Program is generally distributed with the registration documents and available on the website.

Participants should have a simple schedule overview of the final programme's complete scientific and other programs with locations and schedules.

In the Final Program Booklet, advertisements are welcome to raise funds for the event.

3.4 Checklists for the event

Registration set:

- Conference bag or case (this may be sponsored and have the sponsors logo);
- Programme of the Event;
- Proceedings;
- Name tag, readable from a distance with the name and affiliation of the person;
- City maps (if needed, extra copies with conference site, hotels, technical visits, and meeting point marked);
- Information about public transportation;
- List of participants



(This should be compiled based on submitted registration forms and contain participants' full names alphabetically, with affiliation and mailing address. A supplement with late registrations may be prepared and distributed during the event). Note: care should be taken about possible local limitations about divulging such information concerning privacy laws;

- Event Feedback Forms
- Programme for accompanying persons;
- Information on lunch/dinner and Conference Dinner (restaurants, venues etc.);
- Advertisement leaflets of financial sponsors;
- Eventually, sightseeing information.
- Materials of the event's sponsors

Conference site:

- Information desk, message board or pigeon holes;
- IMEKO logo
- Large signs for session rooms (with identification of the session);
- Place tags at speakers' tables;
- Projection equipment (slide and overhead projectors), spare projectors and fuses, projector pens and transparencies;
- Pointers;
- Microphones if necessary;
- Drinking water;
- Place and boards for posters (if applicable);
- Meeting rooms, also for informal discussions;
- Internet access;
- Secretarial service for participants;
- Buffet, refreshments.

Miscellaneous:

- Social/cultural events;
- Technical visits to local institutions;
- Visa arrangements and other formalities;
- Accommodation information and help;
- Special allowances for students and young scientists;
- Office facilities for event officials, chairpersons, etc.
- Exhibition of books, papers, etc.
- Presentation of movies;
- Video equipment;
- Computer and printer;
- Exhibitions (if arranged);
- TC meeting(s);
- Announcements in the local newspapers, radio, television and media.

4 Report and financial contribution

Within two months after the event, the organizers will:

- send the full report to the Secretariat



- transfer the agreed contribution of the participation fees to the IMEKO Secretariat

The Chairperson of the OC or the TC Chairperson (as agreed) shall prepare a report on the event containing the following information:

- List of submitted, accepted and presented papers, number of participants by country;
- Approach to paper selection;
- Highlights of the event concerning technical and scientific contributions, new information on developments and trends, conclusion;
- A brief summary of the program and discussions and the TC Meeting;
- Suggestions for publication in Measurement, Acta IMEKO or any other IMEKO journal;
- Number of registered participants, registration distribution (early, student, etc.), budget and actual expenses;
- A statement that the fees due to the IMEKO Secretariat are transferred;
- Comments on the new features tested;
- Any further comments and suggestions?

The report is to be submitted by email to the Secretariat of IMEKO. (It will be forwarded to the Chair of the TB)

5 Timetable for the organization

This table is only providing estimates. (NA – non-applicable)

Task	Conference, Symposium month	Workshop month	Simple Conference, Symposium month	TC Seminars and Webinars month
For the formal proposal to the GC, please add time until the next GC Session	18	12	12	5,5
TB endorsement to the GC	17,5	11,5	11,5	5
GC (PB) approval in the GC meeting, per correspondence or by the Presidential Board	17	11 (if PB)	11 (if PB)	4,5 (if PB)
Invite IPC members	16	10	10	4
Establishment of OC	16	10	10	4
Signing contract (including the planned budget)	15	9	9	4
First Announcement, Press Release	15	9	9	3



Task	Conference, Symposium month	Workshop month	Simple Conference, Symposium month	TC Seminars and Webinars month
Deadline for receipt of abstracts	12	5,5	9	NA
Distribute abstracts for review	11,5	tentative	8	NA
Reviewing of abstract, suggestions for the scientific programme	10	tentative	5	NA
Acceptance of abstract, shaping of the programme	9,5	4,5	4	NA
Notification of authors	9	4	4	NA
Deadline for receipt of papers	12	5,5	NA	NA
Distribute papers for review	11	tentative	NA	NA
Reviewing of papers, suggestions for the scientific programme	9	tentative	NA	NA
Acceptance of papers, shaping of the programme	5,5	4,5	NA	NA
Notification of authors	5	4	NA	NA
Second Announcement distributed	4,5	4	3	NA
Papers/synopses returned by the authors in electronic form	4	tentative	3	NA
Registration Form returned	3	3	2	1
Invitations (Chairmen, etc.)	2	2	2	1
Proceedings printed	1	tentative	1	NA
Participants' kits, Final Program, etc., ready	1	1	1	1
EVENT	0	0	0	0
Selection of best-presented papers for publication in Special Volume of Measurement, ACTA	+1	+1	+1	NA



Task	Conference, Symposium month	Workshop month	Simple Conference, Symposium month	TC Seminars and Webinars month
IMEKO or other IMEKO Journals				
Report on the event	+2	+2	+2	+2

6 Annexes

Application for the organization of an IMEKO Event

Please find this form on the IMEKO webpage.

Application for co-sponsorship by IMEKO

Please find this form on the IMEKO webpage.

Contract Agreement

Please find this form on the IMEKO webpage.

Outline budget and financial plan

Please find this form on the IMEKO webpage.

Report on the organization of an IMEKO Event

Please find this form on the IMEKO webpage.



Suggestions for aspects for the evaluation of the abstracts

(It is suggested to implement this content electronically.)

1. Does the paper fit into the topic of the Symposium?

- yes (1)
- partly (2)
- cannot decide (3)
- no (4)

2. Is it possible to understand the essence of the paper from the abstract?

- yes (1)
- partly (2)
- no (3)

3. What is the scientific level of the paper and the degree of novelty?

- outstanding (1)
- good (2)
- moderate (3)
- poor (4)

4. Do you suggest that the paper be accepted?

- yes (1)
- cannot decide (2)
- no (3)



Individual evaluation sheet

(It is suggested to implement this content electronically.)

TC no. and Conference, Symposium or Workshop title:

Date and place/country:

International Program Committee Abstract Review

(It is suggested to implement this content electronically.)

Abstract No.:

Author(s):

Title:

Reviewer:

This form is the property of the IPC of the above IMEKO event. The reviewer's name will be held in confidence.

1. Does the paper fit into the topic of the Symposium? yes / maybe / no
2. Are the results new? yes / maybe / no
3. Are the methods new? yes / maybe / no
4. Does the author explain clearly what he has done and why it was worth doing?
 yes / maybe / no
5. Quality of technical contents of the paper:
 outstanding / good / fair / poor
6. Evaluation of interest:
 wide interest
 interest to a limited number of specialists
 no interest
7. Suggested Form of presentation:
 tutorial
 oral session
 poster
 rejection
8. Reason for refusal:
9. Can you offer advice for the author(s) in preparing the manuscript? yes / no
(If yes, please do so on a separate sheet without mentioning your name)
10. Which session would the paper best fit in?
11. Which are the possible other sessions?

Date:

Signature:



Acceptance Letter

(It is suggested to implement this content electronically.)

TC no. and Conference, Symposium or Workshop title:

Date and place/country:

<place, date>

Dear Sir/Madam,

We are glad to inform you that the

Organising Committee/International Programme Committee (change as appropriate), after thorough and careful consideration of the submitted abstract, has included your paper into the scientific program of the event

- as a plenary paper
- as a session paper
- as a poster.

The Preliminary Program is in preparation; it will be forwarded to you with Registration Forms and further details by <date>.

The deadline for submitting your full-text, which is to be published in the Proceedings, is <date>.

Address for submission: <url>.

When preparing your manuscript, follow please the attached instructions.

The Proceedings volume will appear by <date>, including an author and a subject index for ease of reference by the reader. The Proceedings will contain only those papers, which will be presented by one of the authors, are of high scientific quality and were submitted in technically and linguistically appropriate form. IMEKO holds the right to perform a selection of the papers for the Proceedings.

We will thank you for informing us in advance, if; due to some reason, your paper will not be presented.

Participants of the Symposium will receive a copy of the full Proceedings by registration <exception: by mail within 6 months after the Symposium>. Orders for extra copies are to be sent to the Publisher or to the IMEKO Secretariat.

Submission of the paper implies that the work has not been published before in its present form and that the author grants the International Measurement Confederation the copyright for publication. Kindly sign and return us the enclosed Declaration form together with your manuscript. IMEKO grants permission to the author to use parts of the paper elsewhere at a later date, provided that proper reference to the original work is given.

The author(s) may obtain permission to publish the paper elsewhere, with proper reference to the original source and if before this second publication, the distribution of the Proceedings volume has been started. Publication of the paper in the Proceedings does not influence any later publication of a complete account of the work.



Looking forward to hearing from you and thanking you in advance for your cooperation, Yours sincerely,

<signature>

Secretary of the IPC

Enclosed:

- Instructions for Authors
- Copyright Form

Occasional remarks, recommendations of the International Program Committee:

- Please pay more attention to correct English
- Please pay more attention to typography
- See enclosed sheet with remarks
- Other comments



Copyright Agreement

(It is suggested to implement this content electronically.)

"Submission of the paper implies that the work has not been published before in its present form and that the author transfers the copyright for publication of the paper to the International Measurement Confederation (IMEKO). IMEKO grants permission to the author to use parts of the paper elsewhere later, provided that proper reference to the original work is given. The author may obtain permission to publish the paper elsewhere from the IMEKO Secretariat provided a proper reference before the second publication. The distribution of the Proceedings volume has started. Publication of the paper in the Proceedings does not preclude a later publication of a complete work account elsewhere. The copyright is automatically returned to the author if a submitted paper is not published in the Proceedings."

The following information from the author shall be collected:

- Name
- Paper title
- Affiliation
- Mailing address
- Telephone
- Email
- Date
- Signature



Rejection Letter

(It is suggested to implement this content electronically.)

Dear Sir/Madam,

The organizing Committee/International Program Committee (delete as needed) has given thorough and careful consideration to your submitted abstract and has found that - much to our regret - it cannot be incorporated into the scientific program of the Symposium due to the reason given below.

Altogether < the number of > abstracts have been submitted for the Symposium. Because of the limited session time, we had to keep a low limit for the presented papers. However, we sincerely hope you will attend and share your experience with other participants. We count on your active participation during the sessions,

- and as a panellist of the planned round table
- and as <interested expert>

The Preliminary Programme is in preparation, and it will be forwarded to you with detailed information and Registration Forms by <date>

Yours sincerely,

<signature>

Secretary of the IPC

Cause of rejection:

- The submitted abstract does not fit into the scope of the Symposium.
- The submitted abstract does not contain sufficiently new results.
- Based on the abstract, the International Program Committee could not understand the essence of the paper.
- Based on the abstract, the International Program Committee could not distinguish the planned paper from the following one: (exact data).



Sample Registration Form

(It is suggested to implement this content electronically.)

TC no. and Conference, Symposium or Workshop title:

Date and place/country:

To the Event Secretariat

<postal address>

<e-mail>

Deadline: <date>

Registration Form

(If filled in by writing, please use block letters)

Family name

Given name

Title, degree

Affiliation (firm, institution)

Mailing address

(please mark if it is not the address of the above institution: home address, etc.)

Street, No. *or* P.O.Box

ZIP-code

Town

Country

Phone

Electronic mail

The conference fee

has been sent at the same time to the given account

is paid otherwise:

will be paid on site.

Date

Signature



Instructions for Session Chairpersons

Chairpersons of sessions may contribute substantially to the success of a session.

In this leaflet, the essential duties of a chair are collected. Although they may be well known to you, it may be helpful to have them together. Please use the checklist below to do your job with excellence.

Checklist

1. Look at the papers in your session in advance.
2. Prepare some questions to start the discussion, or invite colleagues in the field to consider some areas for questions on the papers.
3. Try to compose a brief opening statement for the session in which the papers to be presented are put in perspective and are related to each other.
4. Meet the session secretary, possibly during the first break after the opening session, by the chairmen's desk.
5. Before the session, check at the registration desk whether all the authors (or at least one of the co-authors) have registered. Try to arrange a pre-session meeting with the Secretary and the authors. (Authors must be present 15 minutes earlier in the session room.) Get the authors' personal information (affiliation, books published, main activities, etc.) for the introduction. Since a Detailed Abstract Booklet or the Proceedings will be in the hands of the audience, try to avoid papers being read word by word, especially by somebody other than the authors (see also Guidelines for Speakers).
6. Stress the time limitation and be firm about speakers trying to overrun their time.
7. Stick closely to the timetable.
 - introduce yourself and the Co-chairman as well as the subject, and give the opening statement of how the papers fit into the overall picture,
 - if desired, state that short questions will be handled immediately after each presentation, request that questions and answers be put in written form for the Proceedings and handed over to the session secretary or the Secretariat; insist that all speakers identify themselves,
 - introduce the speaker by mentioning their name, affiliation and other important personal characteristics,
 - if it seems desirable (and there is time for it), after all the presentations are delivered, invite discussions of some length,
 - close the meeting by summarising and evaluating the highlights of the different presentations and discussions.
8. On the enclosed sheets, feel free to make recommendations for the publication of extended versions of the presented paper(s) in *Measurement* or *ACTA IMEKO*, or other *IMEKO journals* (keep in mind that 6-10 papers of the Symposium should be recommended for publication in each of the journals *Measurement* and *ACTA IMEKO* or other *IMEKO journals*). Please, forward both signed sheets to the Symposium Secretariat even if there were no papers to be suggested for publication.

Thank you for your kind cooperation.

The Organisers



Recommendation for publication in the proceedings

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Session number, title:

Chairperson:

Paper no.	Lecturer	to be published in the same form	to be revised	not to be published

Suggested revisions (with respective paper numbers; maybe continued on separate sheets)

Date

Signature



Recommendation for publication in "Measurement" or in "ACTA IMEKO" or other IMEKO journals

TC no. and Conference, Symposium or Workshop title:

<tc number and event title>

Date and place/country:

<date and place of the event>

Session number, title:

Chairperson:

Title of the paper:

Author(s):

I recommend the paper to be published in "Measurement" or "ACTA IMEKO" in

- revised form
- extended form
- shorter form

Remarks, suggestions for the author/s:

Recommendation by (if not chairperson):

Recommendation for:

- "Measurement"
- "ACTA IMEKO"
- "Measurement - Sensors"
- "Measurement - Food"

Date

Signature



How to Prepare a Poster

You are **WRONG** if you think a lecture read is a greater honour than a poster.

You are **WRONG** if you think the audience listens to every word you say. Only some of them are interested in your topic, and even those listening only to that part of your lecture can - or think they can - use it directly or indirectly in their work.

You are **WRONG** if you think a lecture gives you what you are interested in. You get what the lecturer thinks is important, and you can not even satisfy your curiosity through questions as a result of the very limited time.

At a **POSTER SESSION**, you may choose the one you are interested in and keep on asking questions to the depth of the topic you feel like.

Being a lecturer at a **POSTER SESSION**, you can give information to the extent of the questioner's curiosity.

That is how a **POSTER SESSION** becomes an **INTENSIVE** source of **INFORMATION EXCHANGE** with minimum redundancy.

In order to have a really successful **POSTER**, it must be prepared with great care.

The text and figures in a **POSTER** must be **STRIKING**.

The letters and figures must be big enough for anyone - with normal vision - to distinguish from a distance of some steps.

This means that 110 more than 3 standard typewritten pages (25 lines * 50 letters = 1250 n) can go on a **POSTER**.

You are **WRONG** if you think writing a **POSTER** is **EASIER** than writing a lecture.

The first and most important thing is to finish research on a topic you think is worth publishing. Following this, the **PUBLICATION** must be written. This is already suitable for a lecture, but there is a lot more to do until it becomes a poster.

This classical lecture has got to be **CONDENSED** in **TWO STEPS**. Make it shorter by picking out the important sentences that still read as complete; this should be **ONE-THIRD** of the original length. In this shortened text, underline the important **KEYWORDS**; arrange them in a logical chain to indicate the different steps of the work, from the aims to the conclusion, pointing out the significant steps; form sentences like **SLOGANS** - it is not important that they should be complete sentences (e.g. "Top quality? - Chevrolet!" This naturally is not a traditional standard sentence but anyone knows the meaning of this advertisement).

The **QUESTION-ANSWER** style of advertisements is very useful for condensing what we mean to say.

These slogans must cover the whole of the research activity from the beginning to the end: aim, state of the art, the basic idea for solving the problem, applied method and materials, results, novelty, improvements, possible fields of application, explanation of results and conclusion.

Using **BIGGER** or **Bold Letters** for keywords and **DIFFERENT COLOURS** for questions and answers is advisable.

Figures should only be like sketches - they must not be detailed technical designs.

A poster may only contain figures that make understanding our point easier or quicker.



Before making a poster, make sure in advance how big the board at your disposal is and make full use of it.

You are **WRONG** if you think a lecture read is a greater honour than a poster.

You are **WRONG** if you think the audience listens to every word you say. Only some of them are interested in your topic, and even those listening only to that part of your lecture can - or think they can - use it directly or indirectly in their work.

You are **WRONG** if you think a lecture gives you what you are interested in. You get what the lecturer thinks is important, and you can not satisfy your curiosity through questions due to the limited time.

Make a poster on one sheet (size A0 or A1). If transportation in a cylinder is impossible, split it up into portable flat pieces that can be transported more easily and put together on the board on the site. Bring your means of attachment (pins, adhesive tape) to the site.

Lastly, remember what Einstein said in a lecture to teachers: "Setting an example is the best educational method", - and he added - "if you can not set a good example, give a deterrent one."

Here is one.

Sample poster text

Predicting Chemical Constituents in Different Materials by Derivate Techniques of Near Infrared Reflectance Spectroscopy

Better quality? **Prompt information** about the quality of raw materials, semi-finished and finished products during processing and storage is needed.

Quality? In the case of foodstuffs, it is mainly characterized by composition.

How to determine **composition?** Recent developments: rapid food constituent analysis based on the measurement of *physical properties*.

NIR technique is suitable for determining many constituents based on the interaction between the sample and *near-infrared* radiation.

What is the **basic idea** of NIR? The *spectrum* of a beam reflected or transmitted contains all the information about the irradiated material.

Spectrum is the ratio (R) of the flux reflected by the sample reaching from the detector to the flux *reflected* into the same beam geometry by an ideal, perfectly diffuse material in the function of the wavelength. In the *transmission case*, it is the ratio (T) of the fluxes reaching the detector with and without the sample in the function of wavelength.

What is the **method** to get the needed information out of the spectra? One way is to

use the *whole spectrum*, composing it of the known spectra of the pure constituents ("curve fitting technique"). Another way is to use the values of the spectrum only at *several "characteristic" wavelengths*. This latter can be used for a large number of food constituents -



like protein, water, fat, fibre, etc. - due to their absorption peaks in the near-infrared spectral region.

What kind of **treatment** has been used? The *transformation* of the (R) spectral curves to $\log(1/R)$ proved useful; they are comparable to the absorption curves, and the values of these curves at certain characteristic wavelengths give a linear correlation with the concentration of the given measured component.

What kind of **materials** has been investigated? Calibration samples of *pastry products* (macaroni, spaghetti, etc.), *sunflower seeds and cocoa powder* labelled with carefully analyzed compositional data were studied to determine the relationship between compositional data and optical properties.

What **novelty** or **improvement** can be provided? We found that performance could be improved by using the *second derivative* of the $\log(1/R)$ spectral curve instead of $\log(1/R)$; it does show much greater changes in sharpening the details in the curve.

Results? We developed a *single-term calibration equation* where the value of the second derivative of the $\log(1/R)$ spectrum at the first characteristic wavelength was divided by the value of the second derivative of the $\log(1/R)$ spectrum at the second characteristic wavelength and at the same time the three parameters used at producing the second derivative were optimized.

Explanation? Increasing the mass % of a component, the absorption peak rises on from the spectral curve more sharply; the *curvature* of this peak grows proportionally to the mass %; the curvature of a curve at a maximum or minimum location is proportional to the second derivative.

Conclusion? The derivative NIR technique with the introduced new single-term equations - has the potential for *accurate, rapid, non-destructive* prediction of constituents in different materials.

The accuracy and insensitivity for disturbing factors with these single-term equations were better than what can be achieved by three-term equations using the linear summation of $\log(1/R)$ values.



Sample letter asking for manuscript revision

<place, date>

Dear Sir/Madam,

The organizing Committee of the Symposium is grateful for the presentation of your valuable paper. However, to publish it in the Proceedings, the manuscript has to meet the relevant requirements. Much to our regret, your submitted manuscript has to be revised for this, because of the following reason(s):

- the letters in the figures are too small
- the following illustrations are of insufficient quality:
- the arrangement of the text does not correspond to the instructions (see enclosures)
- the text significantly surpasses the marked area
- the references are not given according to the instructions
- the manuscript is too long
- the text contains too many linguistic errors
- the language of the text is hardly understandable
- the title(s) of reference(s) not written in English are not explained in English
- other reasons:

.....

Therefore, your original manuscript is returned to you. To make your task easier, we enclose the Instructions again for Authors to this letter, with a sample sheet.

We are very sorry that the revision gives some extra work for you; however, this seems to be the only way to publish high-quality Proceedings, which is in the interest of all the authors and IMEKO.

Since we have to forward the manuscripts to the Publisher in a short time, please be so kind as to send back your revised version no later than < date> to the address indicated herewith. Revised papers arriving after the deadline cannot be included in the Proceedings.

Thank you in advance for your kind cooperation.

Yours sincerely,

<signature>

Secretary of the IPC

Enclosed:

- Your original manuscript
- Instructions for Authors



Rules and Principles for IMEKO Co-sponsorship

1. IMEKO only co-sponsors international events of related bodies dealing with bordering areas of measurement science and technology.
The co-sponsoring partner is the Confederation itself or one or more of its relevant Technical Committees.
IMEKO co-sponsorship is granted to national events of the Member Organisations in exceptional cases only (e.g. anniversary conference).
2. The organizer bears full financial responsibility.
3. If so agreed with the organizer, IMEKO shapes the scientific program or carries out organizational tasks with or without charge.
4. The main sponsor continuously provides complete information on preparations (announcements, press releases, etc.) and submits a detailed report to the IMEKO Secretariat with a copy of the proceedings within two months after the event.
5. The event will be included in IMEKO's Event Calendar and listed on the IMEKO website.
6. Applications for co-sponsorship should be submitted to the GC via the
IMEKO Secretariat
(actual address can be found on the webpage)
at least half a year ahead. The TB will endorse it and forward it to the GC for decision. After the GC decision, the Secretariat notifies the applicant about the decision within two months.
7. In case of further details, the general rules for implementing IMEKO events apply.