

# The Electrochemical Society



## Symposium Organizer Handbook

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## Memo to Symposium Organizers

Thank you for volunteering to be a Symposium Organizer for a technical meeting of The Electrochemical Society. Since 1902, The Electrochemical Society has held two international meetings each year, one in the spring and one in the fall, in an effort to continually respond to, and keep pace with, the changing technical needs and interests of the scientific community. Rich in both information and tradition, these semi-annual meetings provide individual scientists and engineers with an opportunity and forum to learn and exchange information on the latest scientific and technical developments in the fields of electrochemical and solid-state science and technology.

As a Symposium Organizer, you will have the opportunity to coordinate a technical symposium that will encompass the specific areas of technical and scientific interest you and your co-organizers represent. To assist you in organizing your symposium, we have put together the enclosed guideline materials from the Society. Please familiarize yourself with this packet and keep it as a helpful reference guide. You will find that “Deadline Dates and Meeting Milestones for Symposium Organizers” found on Page 10 will be of particular value in planning and coordinating your symposium in a timely and efficient manner.

Should you have any questions or require additional information at any time, please do not hesitate to contact us. Your participation as a Symposium Organizer for the Society is greatly appreciated, and we look forward to working with you toward the success of your symposium.

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# An Introduction to The Electrochemical Society

## 1. Objectives of the Society

The Electrochemical Society (ECS) is an international society concerned with a broad range of phenomena related to electrochemical and solid-state science and technology. What makes The Electrochemical Society unique is the extraordinary synergy created by the interaction of Society members in their work, both in solid-state science and in the more traditional areas of electrochemistry such as batteries and electrodeposition.

Since its inception as the American Electrochemical Society in 1902, The Electrochemical Society has grown, continually responding to the changing technical needs and interests of its members.

Today the Society's objectives remain strong and clear:

- *To advance the theory and practice of electrochemistry, solid state sciences, and allied subjects;*
- *To encourage the research and dissemination of knowledge in these fields; and*
- *To promote the education of fundamental and applied scientists and engineers in these fields.*

## 2. Past and Present

In 1901 about 30 scientists and engineers received a letter that began: "The rapidly growing importance of the subject of electrochemistry and the want of suitable occasions ... for the discussion of papers and questions pertaining thereto ... have suggested the advisability of founding a National Electrochemical Society ..." Sufficient interest was generated by this solicitation that on April 3, 1902, it was resolved to form the American Electrochemical Society - the forerunner of today's Electrochemical Society. The early days of the Society are documented in the publication "The Electrochemical Society 1902-2002: A Centennial History," which was published to recognize our 100th anniversary.

## 3. Members of the Society

Currently, the Society has more than 8,000 members worldwide. There are a number of membership categories. Most members fall in the "Active" or "Student" categories. The other categories for individuals are "Honorary," "Life," "Emeritus," and "Fellow." Companies and other organizations support the objectives of the Society through the ECS Affiliates Program.

The chief officer of the Society is its President, who also presides as Chairman of the Board of Directors, which is made up of representatives of the technically-oriented Divisions, the Council of Local Sections, and the Past Presidents and includes other serving officers. Day to day activities and affairs of the Society are handled by the Executive Director and the headquarters staff. The Executive Director is appointed by the

Board and reports to the Secretary. Society headquarters is situated in Pennington, New Jersey, U.S.A.

#### 4. Technical Activities and Publications

Among the most important responsibilities of the headquarters staff is managing the meetings. The Electrochemical Society holds two major international meetings each year, in spring and fall, at cities throughout the United States, Canada, and Europe. Attendance at each meeting averages about 1,900, with typically more than 1,000 technical papers being presented in several symposia. Short courses are often held in conjunction with these international meetings. Because not everyone is able to attend these meetings, there is a network of Sections, which provide an opportunity for members to meet more often in their own neighborhoods. Many Sections provide support and encouragement to students and younger members through their honors and awards programs, which supplement and complement those of the Society. The importance of the Sections and their contributions to the success of the Society is reflected by the fact that the Council of Sections has two representatives sitting on the Board of Directors. There are currently active Sections in the areas of Chicago, Cincinnati, Cleveland, Detroit, Pittsburgh, San Francisco, Washington, D.C., Twin Cities, Arizona, Georgia, Texas, New England, as well as in Brazil, Canada, Europe, Israel, Japan and Korea.

The Society also has a very active publications program. Two peer-reviewed journals provide high-quality venues for authors to have their work reach an international audience of their peers. These include the *Journal of The Electrochemical Society*, an online and print publication containing technical papers covering research in the ECS's area of interest; and *Electrochemical and Solid-State Letters*, a rapid-publication, electronic journal. Other publications in the program include: the *Meeting Abstracts*, providing an overview of the papers presented at each of the meetings held by ECS; the Society's latest publication, *ECS Transactions*, offering full-text papers presented at the meeting; a monograph series providing authoritative accounts of specific topics in electrochemistry, solid-state science and related disciplines; and *Interface*, a quarterly, four-color magazine containing news, reviews, and articles presented in a lively, accessible format. The Society also publishes Publications Catalogue, and the informative booklet, *What Is Electrochemistry?*

#### 5. Society Awards

The Society has a fine honors and awards program designed to recognize outstanding technical achievements in electrochemical and solid-state science and technology, as well as service as an educator, administrator, or officer of the Society and its divisions, groups, or standing committees. The Society's six major awards are:

##### 1) The Edward G. Acheson Medal and Prize

The recipient shall be distinguished for contributions to the advancement of any of the objectives, purposes, or activities of The Electrochemical Society.

2) The Olin Palladium Medal and Prize

The recipient shall be distinguished for contributions to the field of electrochemical or corrosion science.

3) The Gordon E. Moore Award (formerly The Solid State Science and Technology Award)

The recipient shall be distinguished for contributions to the field of solid state science and technology.

4) The Vittorio de Nora Medal and Prize

The recipient shall be distinguished for contributions to the field of electrochemical engineering and technology.

5) The Carl Wagner Memorial Award

The recipient shall have made significant achievements in research in areas of interest to the Society.

6) The Henry B. Linford Award for Distinguished Teaching

The recipient shall be distinguished for excellence in teaching in subject areas of interest to the Society.

There are also a number of other awards: The Electrochemical Society Summer Fellowship Awards, the Charles Tobias, the Oronzio de Nora, and the Norman Hackerman Young Authors Prizes. For the most vigorous Section, the Gwendolyn B. Wood Award is given. Many of the divisions and groups of the Society have their own awards and prizes, and at the Section level it is quite common to award student prizes at colleges and universities and to pre-college students at local and state science fairs.

6. Future Meetings of The Electrochemical Society

| <u>Meeting</u>    | <u>Dates</u>        | <u>Location</u>   | <u>Venue</u>            |
|-------------------|---------------------|-------------------|-------------------------|
| 209 <sup>th</sup> | May 7-12, 2006      | Denver, CO        | Adams Mark Denver       |
| 210 <sup>th</sup> | Oct. 29-Nov.3, 2006 | Cancun, Mexico    | Moon Palace             |
| 211 <sup>th</sup> | May 6-11, 2007      | Chicago, IL       | Hilton Chicago          |
| 212 <sup>th</sup> | October 7-12, 2007  | Washington, D.C.  | Hilton Washington, D.C. |
| 213 <sup>th</sup> | May 18-23, 2008     | Phoenix, AZ       | Phoenix Civic Plaza     |
| 214 <sup>th</sup> | October 12-17, 2008 | Honolulu, HI      | West Coast              |
| 215 <sup>th</sup> | May 24-28, 2009     | San Francisco, CA | Hilton San Francisco    |
| 216 <sup>th</sup> | October 4-9, 2009   | Vienna, Austria   | Austria Center          |

## 7. The Future

The Society Officers, the Division Officers, and the many members that serve on standing, executive, and *ad hoc* committees donate their time and efforts because they believe in the goals set by our Charter. The Society is now the sum of the contributions of past and present members. It will continue and thrive as a forum to meet with peers and exchange ideas to advance science and technology and contributions to society; and as a place in which to receive encouragement to grow personally and professionally through the contributions of all those who join in these activities.

## Guidelines for Symposium Organizers

The key elements to successful planning and execution are effective communication and adherence to the deadline dates and the guidelines. Close communication among co-organizers is essential. If any problems regarding planning, finances, or collaboration arise, the lead Symposium Organizer(s) should immediately inform the lead Division Chairman to mediate a settlement.

1. Outline: Formulate a topical outline of the symposium.
2. Call For Papers: Prepare a summary of symposium plans for the Call for Papers to be published in *Interface*. A concise description of a clearly defined, limited scope is essential. Once the call is published in PDF form on the website it may not be modified.
3. ECS Transactions: *ECS Transactions* (ECST) is a new high-quality venue for authors and another excellent resource for researchers. ECST will include full-text content that has been presented at ECS meetings and ECS-sponsored meetings. The papers appearing in ECST will be reviewed to ensure that submissions meet generally-accepted scientific standards. Authors are encouraged to submit their full papers to ECST. If a paper has been submitted to ECST, the author may still submit the paper to one of the ECS journals within six months of the meeting at which it was presented. Each meeting will be represented by a “volume” in ECST, and each symposium will be represented by an “issue.” Symposium Organizers must complete and return a “Request to Publish” form, which will be reviewed by the ECST Editorial Board. To determine acceptance in ECST, all submitted full papers will be reviewed by the organizers of the symposia at which the full papers were presented, or by the ECST Editorial Board. Some symposia will publish a hard-cover version of the issue, to be available for sale at the meeting. Please see the ECST Guidelines to help decide if your symposium would like to apply for a hard-cover issue, which will require submission of a full paper to ECST. After the meeting, all accepted papers in ECST will be available for sale, either individually, or by issue. Please visit the ECS website for more details.

Suggested text for individual Calls;

Acceptance of a paper for presentation obligates the author to submit a full manuscript in camera-ready form to the new online publication, *ECS Transactions*. A hard-cover collection of the papers will also be produced, in time for sale AT the meeting. Instructions for preparing the manuscript will be sent out by the Symposium Organizers to each author upon acceptance of their abstract for oral presentation.

**Symposium Organizers may not publish the proceedings of any symposia outside of ECS publications without the express written permission of the ECS Publication Committee.**

4. Invited Speakers: Develop a list of individuals to be invited to speak. Useful suggestions for securing invited papers can be found in "GUIDELINES FOR SECURING INVITED PAPERS."
5. Financial Assistance: Financial assistance, if desired, should be requested from the sponsoring Division(s)/Group(s) Chairmen. Symposium Organizers interested in soliciting symposium funds from any non-ECS entity should carefully consult the "Guidelines For Soliciting Funds For Society Related Activities."
6. Scheduling Of Papers: Review submitted abstracts and decide on a schedule of papers. To stimulate the ever-increasing quality of papers given at Electrochemical Society Symposia, reject those papers for which a consensus of the organizing committee deems to be of insufficient originality, quality, or non-relevant to the purposes of the symposium. However, the Society must provide a forum for equal access to all its members and therefore, except for unusual circumstances, papers should not be rejected from General Sessions. Papers rejected by Symposium Organizers should be referred to General Session Organizers for consideration.

Symposia with less than twelve papers will not be scheduled, therefore, each paper must be transferred to and scheduled in another appropriate symposium, the general session, or rejected, pending notification of the authors.

7. Session Chairmen: It will be necessary for Symposium Organizers to choose a Session Chairman and Vice-Chairman to conduct each session of the symposium. The conducting of Sessions has been detailed in the "Policy For Conducting Technical Sessions At Society Meetings" reference card, which is sent to all session chairmen and vice-chairmen.
8. Paper Preparation And Presentation: Comments to speakers concerning paper preparation and presentation have been outlined under "Suggestions For Paper Preparation And Presentation," which is sent to authors.

## Deadline Dates and Meeting Milestones for Symposium Organizers

Please note that these dates are approximate and may vary.

| Milestones and Action Items  | Spring Meeting | Fall Meeting |
|--|----------------|--------------|
| Submit preliminary symposium topics to ECS Headquarters <i>prior to</i> 1 ½ years in advance of symposium.   | April          | September    |
| Symposium topics are finalized at Symposium Subcommittee 1 ½ years in advance of symposium.  | May            | October      |
| Submit final draft of Call for Papers to Headquarters Office <i>prior to</i> 1 year in advance of the symposium.   | March 31       | August 31    |
| ECS publishes Call for Papers.   | July           | December     |
| If publication approval is being requested, submit completed ECST Request-to-Publish form to Headquarters Office.  | August 31      | March 31     |
| Abstracts must be submitted by the authors, in the proper electronic format, to the PXP Abstract Submission System. Check Call for Papers for alternate dates and additional requirements for individual symposia.   | January 1      | June 1       |
| Complete preliminary scheduling of symposium/session in the PXP System, which includes providing names, complete mailing addresses, and e-mail addresses of Technical Session Co-Chairs. Headquarters Office will email online scheduling instructions to Organizers.                                  | January 16     | June 15      |
| Headquarters Office will email each Symposium Organizer when the preliminary program is posted and send email and hardcopy letters of notification of paper acceptance or rejection to authors.  | February 15    | July 15      |
| Headquarters Office will email information pertaining to the technical program and other information on the meeting, to authors and Technical Session Co-Chairs.   | March 15       | August 15    |
| Symposium Organizers who have received approval from the sponsoring Division(s)/Group(s) to authorize travel grants for participating speakers must provide Society Headquarters with a list of names, addresses, affiliations and amount to be disbursed. Payment to speakers is made at the meeting. | April 1        | September 1  |

## **Symposium Subcommittee of the Technical Affairs Committee**

This responsibility is perhaps the most important of the Division Chairman. Participation on this committee provides a forum for exchange of information on the Society technical programs and development of schedules of topics for the next two years. It provides an opportunity for cooperation through cosponsorship of symposia with other Divisions.

In addition, there is an opportunity to have a final review of the Call for Papers before being published in a Society publication. The final call for papers is approved at the symposium subcommittee meeting during the spring and fall meetings. The ECS headquarters will send the symposium subcommittee meeting notice agenda and all items to be approved prior to the meeting. Changes to the call for papers are not permitted once the symposium subcommittee has approved the final call for papers. Also, the suggestions for candidates for The Electrochemical Society Lecturer are reviewed.

An important responsibility is the appointment of qualifying organized chairmen for the technical sessions. The schedule of Deadline Dates For Symposia for the spring and fall meetings are in the Symposium Organizer handbook.

Article XII of the Society Bylaws explains the role of the Division Chairman in the symposium subcommittee.

## Guidelines for Intersociety Meetings

### Requesting a Meeting:

Cosponsoring of meetings with other Societies is appropriate when it is in the best interest of The Electrochemical Society. If an intersociety meeting is desirable, whether it be held at a Society Meeting or at some other time, the Division, Group, Section, or Committee wishing co-sponsorship should make a **formal request to the Board of Directors through the Chairman of the Technical Affairs Committee (TAC)** for permission to participate under Society auspices. In the request, a Society member should be designated to act as representative to the intersociety meeting and to keep the Society informed of important matters. The request should be made as early as possible so that the TAC can study it and make a recommendation to the Board of Directors for their action. Intersociety meetings should not conflict with Society meetings.

Section meetings of a technical nature that are held jointly with the equivalents of Sections of other societies, and that involve no Section financial commitments beyond those of a normal Section meeting, require no more approval than written notification to the Society that such meetings are being scheduled.

### Financial Responsibility:

If the intersociety meeting involves any financial responsibility on the part of The Electrochemical Society, the budget for the meeting **must be submitted to the Finance Committee** for their evaluation and recommendation to the TAC. Even if no financial responsibility is intended, co-sponsorship of a meeting by The Electrochemical Society may make the Society financially responsible for at least part of the debts and/or liabilities incurred. The Society representative to the intersociety meeting should be alert to any financial difficulties and report to the Executive Director if there are any such problems. When a Division(s)/Group(s) symposium at a Society Meeting is cosponsored by another society or organization, the members of the other society or organization may register at the Society member's registration fee.

## **Guidelines for the Organization of a Joint Symposium**

### 1. Proposal Requirements

To initiate a joint symposium, the planners of the lead Division/Group construct a proposal which includes the topic, a statement of the main thrust of the symposium, and the Symposium Organizers(s) appointed by the lead Division/Group. The Chairman of the lead Division/Group should inform, and solicit agreement with, other Division(s)/Group(s) that may be interested in co-sponsoring the symposium. It is desirable that this be done prior to the Symposium Subcommittee.

### 2. Topic Requirements

The topic of the symposium must be central to the interests of the Division or Group seeking designation as the lead Division/Group. Where overlap of interests casts the designation of the lead Division/Group in doubt, the Chairman of the Divisions/Groups involved are urged to arbitrate the designation prior to presentation to the Symposium Subcommittee. If the negotiation is not successful, the concerned Divisions/Groups may state their positions at the meeting of the Symposium Subcommittee, and the issue will be resolved by vote of the Subcommittee. Agreement should be reached by the time the Call for Papers is due.

### 3. Co-organizer Interests

It is understood that co-sponsorship of a symposium will normally involve two Division/Groups except under unusual circumstances and with the approval of the Symposium Subcommittee. While it is recognized that the topic of a symposium may legitimately encompass more than three Divisions/Groups, for organizational purposes this is to be discouraged. Where agreement is not attained prior to the presentation to the Subcommittee, or as a result of negotiation at the Subcommittee Meeting, the issue will be resolved by Subcommittee vote.

Co-organizers:

- 1) Co-sponsoring Divisions/Groups should decide whether their interests are adequately represented by the Symposium Organizer(s) appointed by the lead Division/Group. If not, each may designate one additional Co-Organizer. Co-Organizers should be chosen early in the development of the symposium so that all Co-Organizers can work together to plan the event.
- 2) The Symposium Organizer(s) appointed by the lead Division/Group has primacy in resolving disputes between Co-Organizers that may arise during the actual planning of the symposium.
- 3) If adequate support from Co-Organizers does not occur, the lead Symposium Organizer(s) appointed by the lead Division/Group Chairman, should contact the co-sponsoring Division about correcting the matter.

#### 4. Financial Responsibilities

It is understood that all symposium costs, potential liabilities and income will be shared among all sponsoring Division/Groups. In some cases, Co-Sponsors may prefer sharing the income, or liabilities, on a basis that is financially more favorable to one Division/Group or another. This is acceptable as long as all of the co-sponsoring Divisions/Groups involved are in complete agreement.

- 1) Income from meeting abstracts will be shared equally.
- 2) If Symposium Co-Organizers desire financial support for the symposium from co-sponsoring Divisions/Groups and outside sources, a proposed expense budget for symposium costs should be sent all co-sponsoring Division/Group Chairmen for inspection and approval. It is the responsibility of the lead Division/Group Chairman to coordinate the final response to this proposal. It is desirable that these expenses be equally shared among all co-sponsoring divisions of the symposium.
- 3) The lead Division/Group of a jointly sponsored symposium is responsible for approving the request and obtaining approval from the Publication Committee for publishing its papers as an issue of *ECS Transactions*. Please see the ECST Guidelines for details about the possibility of deriving revenue through publication in *ECS Transactions*.

## Policy for Memorial Symposia

If a Division or Group wishes to honor a recently deceased member of The Electrochemical Society by conducting a Memorial Symposium, the Chairman of that Division or Group should first contact the Executive Director at the Society Headquarters. If the deceased member was a Past President of the Society, the symposium will be sponsored by the Society, with co-sponsorship by the Divisions/Groups that wish to participate. The revenue from Meeting Abstracts and the Proceedings Volume (if published) will be shared as follows: 60% divided equally between the sponsoring Divisions/Groups and Society and 40% to the Society. A sample format is listed below:

|  |           |            |             |
|--|-----------|------------|-------------|
| John Doe Memorial Symposium                        |           |            |             |
| Society  |           |            |             |
| cosponsored by the Battery and Corrosion Divisions |           |            |             |
| Income sharing:                                    | Battery   | 20%        |             |
|  | Corrosion | 20%        |             |
|  | Society   | <u>20%</u> |             |
|  | Total     | 60%        | Society 40% |

If the deceased Society member was not a Past President, Society Headquarters will issue a memo to determine if other Divisions/Groups wish to co-sponsor this symposium. The interested Divisions/Groups will then serve as co-sponsors and select the organizers for the memorial symposium. Income from the Meeting Abstracts and *ECS Transactions* will be divided according to the current distribution break-outs.

Originally Approved 10/93- Board of Directors: Revised 10/05

## **Guidelines for Poster-Based Research Forums**

The following guidelines are divided into two related parts for convenience. The first part provides guidelines for Organizers and chairs of poster-based research forums regarding organization and logistics of a research forum. The second covers guidelines for authors and presenters of research forum presentations.

### **Poster-Based Research Forum Organization**

1. Research forums must be planned in the same manner as any other technical session at a Society Meeting. Suggestions for research forums must be presented to the Society Symposium Planning Subcommittee by the sponsoring Division(s) and/or Group(s).
2. Upon approval, a "call for presentations" must be issued, as for any planned technical session. Abstracts of presentations, meeting Society criteria for format and length, must be submitted in accordance with the instructions in the call for presentations.
3. Abstracts of research forum presentations will be published in an appropriate Society publication, along with those for the technical sessions.
4. Presentations selected for a forum must be of the same high quality as for a conventional technical session.
5. Both invited and uninvited poster presentations may be included in a research forum.
6. The Division(s) and/or Group(s) sponsoring a research forum may provide financial support to presenters, just as they might for a conventional technical session.
7. Presenters must comply with research forum and Society deadline requirements for abstracts.
8. Commercial advertisement or publicity, other than that promoting the mission of the Society, is not permitted. Presenters violating this guideline must be asked to remove their posters.
9. Space for each poster presentation will be provided at the Meeting. The location of the research forum where the posters will be displayed will be provided in advance by the Society Headquarters Staff, and this will be included in the published program.
10. The organizers of a research forum may schedule a short session of brief, oral presentations prior to the poster presentations to introduce the content of the posters to the Meeting attendees. This session must be an integral part of the research forum and proposed at the same time the plans are submitted to the Society Symposium Planning Subcommittee. The guidelines for conventional technical sessions will apply, with the exception that the oral presentations of poster highlights will be allocated 5-10 minutes each. A meeting room for the oral presentations will be assigned in advance by the Society's Headquarters Staff, and this location will be included in the published program.

11. The organizers of a research forum should discuss any requests for special equipment (*such as the need for an electrical utility hook up for a computer, a display stand, or special audiovisual equipment such as a video player*) with the Society's Headquarters Staff to determine the availability and practicality of meeting such requests. The organizers must then inform the requester of the decision made. If additional costs are associated with such requests, these may be passed along to the requesting presenters. Consequently, the requester must confirm in writing the request for special equipment and the willingness to pay any associated costs if this should be necessary. A copy of the confirmation should be forwarded to the Society's Headquarters.
12. Presenters must be present at all times during the scheduled times for their research forum. No poster presentations should be displayed without the participation of the presenter(s). No exceptions should be granted.
13. Presenters will be responsible for setting up and removing their poster displays during the designated times.

### **Poster-Based Research Forum Presentations**

1. Presenters must comply with research forum announcements and Society deadline requirements for abstracts.
2. Abstracts and the poster presentations must be written in English.
3. Research Forum poster presentations should be of the same high quality as conventional technical session oral presentations.
4. Commercial advertisement or publicity, other than that promoting the mission of the Society, is not permitted. Presenters violating this guideline will be asked to remove their posters.
5. Space for each poster presentation will be provided at the Meeting. The poster display should fit on one upright panel, approximately 96 inches (2.45 m) wide and 48 inches (1.22 m) high, raised from the floor to eye level.
6. Pins, tape, and thumbtacks will be supplied at the Meeting.
7. The title and presenter(s) name(s) and affiliation(s) must be at the top of the display. The recommended size for the title is approximately 1-2 inches (2.5-5 cm) high. Material must be presented from left to right, starting at the top left of the panel, under the title. Presenters should use a minimal amount of text consistent with providing enough information to emphasize essential data and/or stimulate discussion.
8. All illustrations, drawings, charts, pictures, graphs, figures, other visual aids, and written text should be sufficiently large to allow them to be read or seen easily from a distance of 60 inches (1.5 m).
9. Photographs, if used, preferably should be matted and finished to enhance visibility.

10. Presenters may wish to bring copies of their poster displays - in handout form - for research forum attendees. The Electrochemical Society will not supply copying assistance at the Meeting. Presenters also may wish to have sign up sheets available for attendees who request additional information about the poster presentations.
11. Presenters are responsible for setting up and removing their poster displays during the designated times.
12. Presenters must be present at all times during the scheduled times for their research forum. No poster presentations will be displayed without the participation of the presenter(s). No exceptions will be granted.
13. Presenters are responsible for the security of their poster presentations and any associated items of value. The Electrochemical Society cannot accept any responsibility for lost, stolen, or damaged articles.
14. Special requirements, such as the need for an electrical utility hook up for a computer, a display stand, or special audiovisual equipment such as a video player, should be discussed with the research forum organizer(s) at the time the abstract is accepted. The organizer(s) will confer with Society Headquarters Staff to determine the availability and practicality of meeting such requests, then inform the requester of the decision made. If additional costs are associated with the request, these may be passed along to the requesting presenter. Consequently, the requester must confirm in writing the request for special equipment and the willingness to pay any associated costs if this should be necessary. A copy of the confirmation should be forwarded to the Society's Headquarters.
15. Additional information or questions concerning a research forum should be addressed to the Organizer(s) or Society Headquarters.

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## Guidelines for Securing Invited Papers

The suggestions offered in this note are intended to facilitate the work of The Electrochemical Society Symposium Organizers in securing invited papers.

1. Decide who would be your first choice for starting off the session as an invited speaker. This person should preferably be a recognized authority in the field and be able to make a good presentation. For a large symposium you may want to have several invited speakers to start off each morning and afternoon session with an invited paper.
2. Define one or several topics, possibly of a survey or review nature, that would be appropriate to suggest to the person you intended to invite. Be sure the plans are clearly understood by all co-organizers before any contacts are made.
3. Make the initial contact with a prospective author in person or by phone. Do not write! Explain why you chose him or her and why you offer this invitation. Point out the publicity and prestige associated with the lecture presentation. Suggest the topic(s) you would like to see covered, but let the author make the choice of the materials within your requested framework. Unless the person accepts on the spot, which is unlikely, ask him or her to consider your offer for a few days and state that you will call back and hope very much for a positive answer. (Financial assistance, if requested, must first be cleared by the Division(s)/Group(s) involved. See "Guidelines For The Organization Of A Joint Symposium," for proper procedures.)
4. If the candidate of your first choice does not accept, proceed to your alternate choices.
5. When a invitee has accepted, follow up with a formal letter of thanks and include pertinent details of the symposium, such as timing and plans for publication of the papers, and a copy of "Suggestions For Paper Preparation And Presentation." Ask invitee for a written confirmation.
6. After you have secured well-known invited speakers, it is easier to secure papers on specific subjects. Again, personal contact must be made to ensure a good success rate. Select names from previous related symposia and published papers. Then call each prospective author.
7. To summarize, the most important element in securing high-quality papers for your symposium is personal contact with the prospective author. A clearly defined objective and a convincing story to motivate the candidate are invaluable aids in securing acceptance of your offer.

## Guidelines for Soliciting Funds for Society-Related Activities

When a Division, Group, Section, or Committee considers it necessary to solicit funds from outside the Society to provide money for individual speakers, preparation of proceeding volumes, or other expenses that are to be covered by normal income sources, certain rules and procedures must be followed because the Society becomes legally responsible for the proper use of these funds. Symposium Organizers must work through an appropriate Division, Group, Section, or Committee, which will make the **formal request for approval** by the Society.

Society Headquarters must be informed in writing of intentions to solicit. In response, the Executive Director will outline the approved procedures.

All proposals or contacts for soliciting or accepting funds for a Division, Group, Section, or Committee, or for the Society itself, must be submitted to Society Headquarters. The Executive Director will be responsible for reviewing the proposals, informing the appropriate Society Officers or Committee Chairmen, getting the necessary approvals and signatures, and submitting the proposals or contracts to the proper agency or company.

Copies of correspondence from the agency or company, from which funds are being solicited, must be sent to Society Headquarters so that conditions, terms, and requirements established by the agency or company can be analyzed for consistency with Society policy. This requirement is designed to insure that the Division, Group, Section, or Committee, as well as the Society, can meet the conditions. For instance, certain government agencies do not permit funds to be used for speakers' travel expenses, they may require a supply of proceedings volumes that may not be published, or they may want complimentary Society Meeting registrations. In addition, if certain terminology needs to be used or avoided in correspondence, the Executive Director should be informed explicitly.

Sections may solicit contributions locally to support Section activities in accord with Society objectives provided (a) individual requests do not exceed the minimum annual support provided to the Section by the Society, (b) the total to be solicited does not exceed ten times this amount, (c) the Society is notified in writing of such solicitation four weeks before they are undertaken, and (d) the Society is informed of the names and addresses of the contributors.

Adherence to the rules should in no way delay the solicitation or receipt of funds from outside the Society; rather it should assure that the necessary paperwork is accomplished as promptly as possible.

Originally Approved - 5/82, Board of Directors: Revised 10/05

## Guidelines for Travel Grants and Keynote Speakers

One of the attractions for organizing a successful symposium is the inclusion of keynote and invited speakers. A successful symposium begins with the careful consideration of the scope and quality of the symposium, in addition to the selection of Keynote and Invited Speakers by the Symposium Organizers. There has long been a difficulty in properly recognizing invited speakers because of the general lack of distinction by Symposium Organizers between special invitations to present a review or overview paper and solicitations to contribute a paper. The concept of Keynote Speakers has now been introduced, and will accompany formal recognition for Keynote Speakers in the Meeting Program. Accordingly, it is appropriate to draw a distinction between the three different classifications of papers submitted for a symposium.

### 1. Keynote Speakers

A Keynote Speaker is a general authority, well known in the field covered by the symposium. One to three Keynote Speakers could lead off a symposium to set the overall theme and put the topics in context. For one or two day symposia, a single lead off Keynote Speaker would be appropriate. Keynote Speakers should normally be given a longer time to present their papers, such as 40 minutes, depending on the amount of time given for the symposium, in order to properly develop their theme.

Keynote Speakers will be recognized in the symposium proceedings volume, if one is prepared. Keynote Speakers will be designated to emphasize certain "overview" papers in the program, at the option of the Symposium Organizers, and with the written approval of the Chairman of the Lead cosponsoring Division/Group. Symposium Organizers who wish to designate Keynote Speakers must receive written approval from lead Division/Group Chairman and notify the Society Headquarters Office with the names and abstract numbers on or before **December 1 for a Spring Meeting, and May 1 for a Fall Meeting**. This will ensure that appropriate designation will be made in the Meeting Program. Meeting registration fees and partial travel grants for Keynote Speakers may be paid from the individual symposium budget, if one exists. Careful communication with Society Headquarters is a must for preparing such reimbursement checks (see *Symposium Funding and Travel Grants*).

### 2. Invited Speakers

Where Keynote Speakers set the stage for the entire symposium, invited speakers can effectively perform the same function for a session on a particular subtopic. Invited papers, which are typically 30 to 40 minutes in length, depending on the amount of time given for the symposium, can help to ensure that the contributed papers for the symposium are in proper context within the individual symposium program.

Usually one invited speaker per major subtopic or session is appropriate. However, in some cases, especially where several points of view are competing for favor in a particular area, several invited speakers may be required to present a full picture. Invited Speakers cannot be identified in the Meeting Program. However, they may be recognized in both

pre-Meeting publicity and in the ECS Transactions publications.. Partial travel grants for Invited Speakers may be paid from the individual symposium budget, if one exists, but funding may be limited because of the typically large number of such speakers.

### 3. Contributed Papers

Contributed papers are simply papers that have been submitted for the symposium through general advertisements or broad solicitations, independent of specific invitations. Broad solicitation of contributed papers on topics to be covered is an essential factor for the success of individual symposia. Because contributed papers make up the majority of papers presented at Meetings, such papers are normally given 20 minutes or less for presentation, depending on the amount of time given for the symposium, and should not be considered as papers of inferior quality.

### 4. Symposium Funding and Travel Grants

Funding of symposia is divided equally between the cosponsoring Divisions/Groups and outside sources, unless special agreements have been made. The lead Division/Group establishes the amount of funding for each symposium, for which all the cosponsoring Divisions/Groups must confirm in writing. Such approvals are usually made at the time the symposium topic is proposed, 18 to 24 months in advance of the symposium date, and on a one time per Meeting or symposium basis. All symposium funding approvals must be communicated to the Symposium Organizers, Division/Group Chairmen, and Society Headquarters.

#### 1) Securing Funds from the Society

Funds disbursed from individual symposium budgets are done through the Society Headquarters Office, with the written approval of both the Symposium Organizers and the Chairman of the lead cosponsoring Division/Group. If you have received approval from your sponsoring Division or Group to authorize travel and/or registration support from your symposium budget, please notify the Society Headquarters Office in writing with the names, complete mailing addresses, amount of travel and/or registration support and abstract numbers on or before **March 1 for a Spring Meeting, and August 1 for a Fall Meeting**. This will ensure that checks for the speakers will be available at the Meeting. Symposium Organizers **must** notify those speakers who will receive travel grants of their arrangements prior to the Meeting by using the sample ***Travel Grant Letter***. Therefore, careful communication with your speakers is extremely important!

#### 2) Reimbursement for Travel Expenses

Reimbursement for all travel expenses, including Advance Meeting Registration, must be handled by a signed and dated letter from the Symposium Organizer to the Society Staff in the following manner: 1) Individuals receiving support equal to the Meeting Registration Fees will be automatically Advance Registered, unless indicated otherwise, 2) Individuals receiving travel support in excess of the registration fee, will be automatically Advance Registered, and they will also receive a check representing

the balance of the travel grant, unless indicated otherwise. Please notify those speakers receiving travel and/or registration support that it will be **their** responsibility to report to the Advance Registration Desk located in the Meeting Registration Area at the Meeting, in order to pick up their Meeting Registration materials, information, and/or check. The Society will **not** pre-register keynote or invited speakers without the proper documentation and approvals. **If the individuals do not pick up their checks at the Meeting, the Society will not mail any checks after the Meeting commences.**

All grants will represent the amount of support designated by the Symposium Organizers. In this context, it is usually appropriate to point out that those individuals registering for the Meeting as a nonmember, may become members by simply filling out an Application for Membership at the Meeting, thus, if elected to membership, they will be entitled to significantly reduced registration fees in the future, in addition to the many other benefits of membership.

Originally Approved - 6/96, Board of Directors: Revised 10/05

## Sample Travel Grant Letter

(Date)

(Author's Mailing Address)

Dear Dr. \_\_\_\_\_:

I have received a request for financial support for your attendance at the (number) Meeting of The Electrochemical Society, which will be held at the (Name of Hotel) in (City) from (Meeting Dates).

It is my understanding that you will be presenting (# of papers) paper(s), abstract(s) #(abstract number(s)), entitled, "(Title of paper(s))", on (Day), (Date), at the Symposium entitled, "(Title of Symposium)", as a part of the (number) Meeting. As the Symposium Organizer, I am pleased to have you participating in our symposium. We are pleased to be able to offer you some financial assistance associated with your presentation at our Symposium.

Suggested Paragraph Depending Upon Amount Of Grant  
(change paragraph for the type of grant being given)

We have arranged for you to receive [a complimentary Advance Registration and/or a check in the amount of \$\$\$]. *(Please suggest to those speakers not receiving a complimentary registration that they should register in advance in order to avoid the higher on-site registration fees)*

It will be your responsibility to report to the Advance Registration Desk located in the Meeting Registration Area in the (name of meeting venue), in order to pick up your (meeting registration materials, information, and/or check). All checks must be picked up by Thursday, (Date). If you do not pick up your check at the Meeting, the Society will not mail it to you.

I look forward to meeting you in (City). If you have further questions or require additional information, please do not hesitate to contact me or the Society Headquarters Office in Pennington, New Jersey.

Sincerely,

(Name)

(Name of Symposium) Organizer

cc: ECS Associate Director of Development

## **Guidelines for Co-Sponsorship of Symposia with Industrial Firms**

Industrial ("for profit") firms frequently organize symposia in technical fields of particular interest to the company in order to exchange information with their customers and with other experts in these fields. In instances where the subject matter of these symposia falls within the purview of The Electrochemical Society, and thus its membership, firms may request co-sponsorship of the symposium by the Society. Since both the corporation and the Society can benefit significantly from such interactions outside of normal Society Meeting programs, it is useful to establish guidelines to facilitate such activities. The Electrochemical Society requires the following criteria to be met in order to accept co-sponsorship with profit-making organizations.

1. The topics and focus of the symposium should be related to the current and/or future technical interests and directions of The Electrochemical Society and its membership.
2. The symposium must be open to national and international participation, including representatives of other companies with similar interests. The symposium may not be dominated in terms of number of presentations by the hosting organization.
3. The Electrochemical Society will bear no financial responsibility for the symposium unless approved by the Executive Committee; however, Divisions or Groups of The Electrochemical Society may participate in the organization as well as in the financial profit/loss of the symposium. These arrangements will be by mutual agreement between the Divisions and Groups and the external organization offering the symposium.
4. A request for the symposium cosponsorship with a Division or Group of The Electrochemical Society must include a Call for Papers, comprised of the title and focus of the symposium, Organizers, invited speakers, and the date and location of the event.
5. The approval sequence for proposed symposia will be via the Symposium Subcommittee and ultimately the Technical Affairs Committee. Approval will be needed prior to formal advertisement of the symposium by the sponsoring organization. Due to the Meeting schedule for The Electrochemical Society this means that requests must be received by The Electrochemical Society Headquarters Office by May 1 or October 1 preceding initial advertisement by the hosting organization or The Electrochemical Society.

After final approval by the Technical Affairs Committee, The Electrochemical Society will provide the following to the sponsoring organization:

1. Permission for a one-time exclusive use of the Society mailing labels for advertising and promoting the symposium. Please note that there may be more than one request for the labels, as typically two mailings are distributed, one for the Call for Papers and another for symposium invitations.

2. Publication of the symposium title and dates in *The Electrochemical Society Interface*. *Interface* is also available for paid advertisement if desired by the sponsoring organization.
3. Possible publication of the symposium content in ECS Transactions. This effort will involve the negotiation of fees, costs, and profits between the sponsoring organization and The Electrochemical Society and its Divisions and Groups.

Originally Approved - 10/95, Board of Directors: Revised 10/05

## **Abstract Preparation Instructions for Electronic Submission**

### Editorial Process Overview

The abstract submission and peer review process is categorized into the following six basic steps:

1. The Author submits an abstract to be considered for participation at the meeting, for electronic publication on the ECS website and in the ECS Meeting Abstracts CDROM volume.
2. The Symposium Organizers work together to handle the review process for the abstract.
3. The Lead Organizer either assigns Reviewers to the abstract, or directly makes a decision regarding the author's participation at the meeting, and whether the author will participate in an oral or poster session.
4. The Assigned Reviewers review the abstract and submit their comments to the Lead Organizer.
5. The Lead Organizer makes a decision regarding publication of the current abstract.
6. Staff contacts the Author with the decision after the meeting program has been finalized.

If revisions to the abstract are invited, the Author may resubmit a revised abstract prior to the meeting abstract deadline, and the process cycle is repeated.

### Submission Process

The abstract submission process proceeds through a series of five screens that gather detailed information about your abstract and allow you to upload the pertinent file (one abstract file, complete with any references, tables, and/or figures, if any). The uploaded source file is automatically converted by system software into Portable Document Format (PDF) file versions. It is the PDF file that is made available to editors and reviewers (as well as yourself); such files can be viewed via a web browser and Adobe Acrobat Reader.

The sequence of submission screens is as follows:

1. A long abstract-submission form asking you to enter author name(s), title, abstract, meeting session information, etc.
2. A screen asking for the name (on your computer) of the file to be uploaded (do this via the Browse button, which brings up a "choose file" pop-up box). After completing this screen and using the Submit Abstract Files button, your file will be uploaded to the PXP server.
3. A file-upload confirmation screen will provide you with a specific tracking number for your abstract submission.
4. A file-conversion status & approval screen will advise you of the progress of converting your source file to its PDF version, and, when conversion is successfully completed, (i) will require you to verify that the file has uploaded and converted to PDF correctly. If a conversion is incorrect, you can replace or delete a

file as necessary at this stage. Once your converted file has been viewed and approved as correct, you will need to click on "Confirm Approved Converted File" to officially register and notify the editorial office of the submission.

NOTE: Until you complete this step, your abstract is not submitted to the ECS meetings office for review handling.

Upon confirming approval of the converted files, you are returned to your Home screen (Main page), with a message indicating that the submission has been registered, and with an opportunity to view summary data, the converted file, and current status information about your abstract. Check the "Abstracts Submitted" folder.

Before submitting a NEW abstract package, please gather the following information and items; those followed by "(\*)" are required data:

- For the Presenting Author (\*):
  - First name (\*), middle initial, and last name (\*)
  - Title, e.g., Dr. Prof. (\*)
  - E-mail address (\*)
  - Primary (work) telephone number (\*)
  - Primary (work) fax number
  - Postal address, including institution (\*)
- For the other (Contributing) Authors (if the last name is provided for an author, then the data indicated by \* are required):
  - First name (\*) and last name (\*)
  - E-mail address (\*)
  - Institution affiliation (\*)
- Symposium you are submitting to (check the Call for Papers located at [www.electrochem.org](http://www.electrochem.org) if you are unsure) (\*)
- Properly prepared abstract text file in Word or PDF file formats, having used the meeting abstract template available at <http://www.electrochem.org/abstracts/templates.htm>

### Submission Mode

No more than one abstract file should be uploaded. Use the meeting abstract template located at: <http://www.electrochem.org/abstracts/templates.htm>.

- Upload a single, complete abstract file (including any references, tables, and/or figures, if any). A PDF version of this file (which will be presented to you for approval) is presented to the editors and reviewers.

### Copyright Transfer Agreement

Under U.S. copyright law, a transfer of copyright from the author(s) must be explicitly stated in writing to enable the publisher to disseminate the work to the fullest extent. ECS requires the submitting author to agree to the copyright transfer during the submission process.

## Resubmission Process


Once an abstract has been approved by the author and submitted to the system, that submission is considered final and not updatable in the system. Please make every effort to approve only your final abstract to the system. In the event that you MUST update an abstract file that you have previously approved and submitted, please make an entirely new submission to PXP. Please also notify the abstract administrator to ensure that your old abstract is deleted from the MAS-PXP system.

## Navigation and Getting Help

When you are on the PXP submission site, the upper right-hand corner of every page carries links that allow you to:

- Return to your Home screen (Main page)
- Call up a Suggestions feedback form
- Display a Help contact list
- Log out of the Peer X-Press service

Throughout the system, **red arrows** ➔ reflect pending action items that you should address by clicking on the associated link.

If you need additional help, you can click on the help signs  located throughout the system. A help dialog box will pop up with context-sensitive help comments.

## Checking an Abstract's Status; Viewing Abstract Files

After you have approved the file upload and conversion for your abstract submission, you may obtain the status of your abstract, or view the abstract files, at any time by:

1. Logging into the system with your user name and password. The site's URL is <http://ecsmeet.peerx-press.org/> . (If needed, use the "Unknown/Forgotten Password" link at the Welcome/Login screen to be emailed your login name and a new, temporary password.)
2. Clicking on the "Abstracts Submitted" under Author Tasks on your Home screen (Main page).
3. Clicking on the appropriate "Check Status" link, which is presented as an abstract number and abbreviated title.
4. Clicking on the "Abstract #" link at the top of the Detailed Status Information screen. (This returns the so-called Abstract Items/Tasks page, from which you can view your abstract files.)

This procedure will display tracking status information about the location of your abstract in the editorial process, and/or give you access to the abstract files that have been uploaded, approved, and submitted.

### Sending Abstract Correspondence

To send email to the ECS meetings staff regarding a particular abstract, please use the "Send Abstract Correspondence" link found on the abstract's Abstract Items/Tasks page (see the above section for how to bring up such page). This facility allows for email attachments and for cc: (e.g., to yourself). The email is automatically recorded and stored within the system and accessible to the ECS staff.

### Starting the Process

The abstract submission process starts by clicking the "Submit Abstract" link on your Home screen (Main page). Please make sure you have gathered all the required abstract information listed above *before* starting the submission process.

Please go to the [MAS-PXP](#) login page to start your submission.

### Abstract Template

To help you prepare an abstract in Microsoft Word format, a [ready-made template](#) is available for download. If you prefer, you can use Adobe Acrobat, or some other compatible tool, to produce a Portable Document Format (PDF) file, but please use the template to create the PDF file and you must embed the fonts to enable us to open the file. In general, you prepare your abstract exactly as if you were going to print and mail it to ECS Headquarters. Please refer to the [Style Guidelines for the Preparation of Camera-Ready Meeting Abstracts](#) for complete information about requirements for page size, margins, fonts, etc. Please DO NOT PASSWORD PROTECT YOUR DOCUMENT to read only format; we MUST be able to add a header to the file that contains the abstract number and meeting information.

## Abstract Template

Title  
Author  
Affiliation  
Address

These instructions are an example of what a properly prepared Meeting Abstract should look like. Proper column and margin measurements are indicated.

All scheduled papers will be published in the MEETING ABSTRACTS volume for this meeting, copy-righted by The Electrochemical Society, Inc. The volume, which is in a double column format, is printed photo-offset directly from the typewritten copy submitted by the author. The volume size is 7 x 10 in. (178 x 254 mm); therefore, it is mandatory that the typing be at least 1/16 in. (1.6 mm) high so that it is legible after reduction. The necessary font for laser printers (which these instructions are typed in) is 10-point Times Roman.

The Meeting Abstract must be **One page** of text, references, tables and figures. Meeting Abstracts exceeding this limit will be returned or rejected.

Type the body of the Meeting Abstract text single-spaced using black ink. Type author(s), affiliation(s), and address(es) at top of first column as shown above. Tables and figures must be securely mounted on the page within the outside margins.

If you are using a laser or other printer which cannot accommodate the legal size paper, make each column 3 and 1/4 x 11 in. (82.5 x 279 mm) and paste the column securely onto the camera-ready typing mats or 8.5 x 14 in. white bond legal size paper within the proper margins.

Camera-ready typing mats may be obtained from The Electrochemical Society, Inc., 65 South Main St., Pennington, NJ 08534-2839, U.S.A. or white bond legal size paper, 8.5 x 14 in., may be used. For International standards, white bond A3 paper (297 x 420 mm) may also be used, but the right side should be trimmed so that the total trimmed width is 216 mm and the total trimmed length should be 356 mm.

## **Suggestions for Paper Preparation and Presentation**

### Paper Scheduling

The Symposium Organizers have evaluated and scheduled your presentation in conjunction with many other keynote, invited, and contributed papers. Please refer to the Advance Program Booklet for the date and time of your presentation.

### Paper Preparation

Care in the preparation of your oral and/or poster presentation will result in a better understanding of your work. Extra time is usually required to prepare an oral and/or poster presentation; it is suggested that you rehearse your presentation to ensure proper timing and more effective delivery.

### Paper Presentation

All papers and/or posters must be presented in English. Papers are accepted with the understanding that one of the authors will make the presentation. If you or one of your co-authors cannot attend, please notify the Chairman of your Session and give them the name of a qualified person willing to present your paper for you. Your Chairmen's names appear in the Meeting Program and their addresses are on the List of Technical Session Chairmen and Vice-Chairmen. It is advisable to introduce yourself to the Session Chairmen before the Session begins. When giving your oral presentation, speak loudly, be enthusiastic, and emphasize the important developments and conclusions. Commercial advertisement or publicity will NOT be permitted in any oral or poster presentation.

### Paper Publication

Meeting authors may also, and are encouraged to, submit full-length manuscripts of their papers promptly to the Journal of The Electrochemical Society or to Electrochemical and Solid-State Letters. We call your attention to the following editorial policy of the Society:

Presentation of a paper at a technical meeting of the Society does not guarantee publication. However, all papers so presented become the property of the Society and may not be published elsewhere, either all or in part, without the express written permission of the Society. Address your requests to the Director of Publications of The Electrochemical Society, Inc., 65 South Main Street, Pennington, New Jersey 08534-2839.

### Timing

In view of the number of concurrent Technical Sessions, it is important to adhere to the time schedule outlines in the Meeting Program. The Session Chairmen are responsible for seeing that the time allotted for each presentation and its discussion is not exceeded; your cooperation will be appreciated as attendees will move from Session to Session to hear particular presentations.

### Audio-visual Aids

An LCD Projector (MAC and PC compatible) will be provided in each Technical Session room. If you require any additional equipment, you must notify the Society Headquarters Office in Pennington at least two weeks before the Meeting. This additional audiovisual equipment will be provided, subject to availability and **at the author's expense**.

### Transparency Preparation

Please note that technical session rooms will NOT be equipped with overhead projectors. Should you require use of an overhead projector, please notify ECS Meetings staff at least two weeks in advance of the meeting.

For good viewing, it is suggested that: (a) 8.5" x 11" or similar sheets of transparencies be used; (b) prepare typed artwork on regular paper and transfer it to film by means of a photocopying machine, but never copy typewritten sheet, computer print-outs, or line drawings without proper enlargement; (c) transparencies should be placed vertically and letters should be as large as 24-point gothic font or the equivalent; (d) black and blue colors are most clearly read at a distance, as yellow, red, brown and orange are difficult to distinguish. Additionally, transparencies afford a number of opportunities that are not possible with slides: (a) you can write on a transparency; (b) overlays can be used to enhance the visual presentation of the idea; (c) you can cover transparencies with a non-transparent sheet to enable the audience to follow along easily as explanations are revealed.

### Poster Preparation

Plan your display to fit within the following space limitations: ONE upright panel, 4 feet high by 8 feet wide, raised from the floor to eye level. Present displayed information from the left to right, starting at the top left of the panel. The paper title, names of the authors and their affiliations **MUST** be at the top of the display. The recommendation print size for the title is approximately 1" (2.5 cm) to 2" (5 cm) high. Authors should minimize written text but use it when necessary to emphasize essential data and/or to stimulate discussion. All illustrations, drawings, charts, pictures, graphs, figures, and written text should be sufficiently large enough to allow easy reading from a distance of 5 feet (1.5 m). Matted and finished photographs are recommended to enhance visibility. Pins, tape and thumbtacks will be supplied at the Meeting. Authors are responsible for setting up their displays and for being present during the entire scheduled Session. No posters will be their displays without author participation. Authors are responsible for the security of their displays and items of value. The Electrochemical Society, inc. will not assume any responsibility for lost, stolen or broken articles.

## Guidelines for Conducting Technical Sessions at Society Meetings

- 1) The programmed Time Schedule for papers must be strictly observed as to:
  - a) order of papers
  - b) starting time for each paper. This might necessitate:
    - (1) filling in time by prolongation of discussion of previous paper or earlier paper in which there was interest; or
    - (2) termination of discussion
- 2) When it is necessary to terminate discussion an announcement should be made that discussion sheets are available. Specific questions stated thereon will be sent to the author for reply.
- 3) LCD Projectors are in all meeting rooms. Authors have been notified of this and were requested to alert the Society well in advance of any special requirements.
- 4) Tape recordings, except on behalf of the Society, are prohibited. Inform the audience of this at the outset of the session.
- 5) Photographing of slides is at the option of individual authors and you, the Technical Session Chairman. The following procedure should be adopted:
  - a) When introducing the speaker, inform the audience whether his slides may be photographed.
  - b) Stress that photoflash or photoflood lamps are prohibited.
  - c) Inform the audience that photographs cannot be used in **ANY** other publication, because the Society has prior claim on such material.
- 6) Introduction of speakers should be limited to:
  - a) Title of paper
  - b) Author(s) name(s)
  - c) Business affiliation(s)
  - d) Name of the person presenting the paper
- 7) Sessions should be smooth running. Use the following Check List as a guide.

## Check List for Technical Session Co-Chairs

### Arrangement of Room

- \_\_\_ Doorways unobstructed.
- \_\_\_ Sign outside of door, with Divisional and Symposium title.
- \_\_\_ Items for distribution placed at rear of room.
- \_\_\_ Front row chairs reserved for speakers and Session Chairmen

### Facilities and Their Operation

- \_\_\_ Lights - learn how to operate them.
- \_\_\_ Lectern mic: Test; operate for control of squeal; designate person in case of trouble.
- \_\_\_ Microphone for speakers; lavalier type is provided. Chairmen should assist in proper use of the mic.
- \_\_\_ Adjust lectern light to avoid shining in audience.

### Lining Up Session

- \_\_\_ Introduce yourself to speakers before session.
- \_\_\_ Learn correct pronunciation of speakers' names.
- \_\_\_ Introduction of speakers should be limited to title of paper, author(s) name(s), and business affiliation(s).
- \_\_\_ Know which co-author is making the presentation.
- \_\_\_ Inform all speakers that the time limit is enforced.
- \_\_\_ Encourage all speakers to present their paper with vigor.
- \_\_\_ Be prepared for unused time between papers with a stimulating question or a discussion of your own.
- \_\_\_ Even good speakers get nervous. Put them at ease.
- \_\_\_ During Session: take headcounts, record on Attendance Record Sheet, and submit as requested.
- \_\_\_ Tape recordings, except on behalf of the Society, are prohibited. Inform the audience of this at the outset of the session.
- \_\_\_ Photographing of slides is at the option of individual authors and you, the Technical Session Chairman. The following procedure should be adopted:
  1. When introducing the speaker, inform the audience whether his or her slides

may be photographed.

2. Stress that photoflash or photoflood lamps are prohibited.
3. Inform the audience that photographs cannot be used in ANY other publication, because the Society has prior claim on such material.
4. Please encourage authors to submit their full papers to one of the ECS Journals even if the paper is already going into *ECS Transactions*.

### Conducting the Session

(For the benefit of the audience)

- \_\_\_ Keep moving on a lively, enthusiastic basis.
- \_\_\_ Keep it on schedule.
- \_\_\_ If a speaker runs overtime, first hand him a note; then stand up beside him and interrupt to conclude the presentation.
- \_\_\_ Never start a paper before the scheduled time.
- \_\_\_ Keep the audience alert and interested.
- \_\_\_ Relax restless audience with a 30 second stretch, if no intermission is scheduled.
- \_\_\_ Be sure the speaker can be heard.
- \_\_\_ Ask speaker to summarize the information if lettering on slides is small.
- \_\_\_ Require the speaker to repeat questions during discussion period.
- \_\_\_ Have planted questions ready.
- \_\_\_ Keep commercials to a minimum.
- \_\_\_ Encourage audience to wear registration badges.

### Keep Distractions to a Minimum

(For the benefit of the speaker)

- \_\_\_ Speaker completely alone on the podium.
- \_\_\_ Encourage silence in the audience during presentations.
- \_\_\_ Encourage audience to be seated during presentations.
- \_\_\_ Keep doors closed to eliminate outside noises.

### After the Meeting

- \_\_\_ You might consider it appropriate to write to each speaker thanking him/her for participating on behalf of yourself and The Electrochemical Society.