



Guidelines for IUPAC Sponsorship of Conferences

**These Guidelines are intended as a reference for Members of IUPAC Bodies.
Questions regarding sponsorship should be directed to <secretariat@iupac.org>.**

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I. Introduction

Organizers of a conference, who wish to apply to IUPAC for sponsorship, should supply the information requested in the Application for IUPAC Sponsorship, preferably one year in advance.

The term 'conference' is used throughout this document, but is understood to refer interchangeably to 'symposium', 'workshop' or related terminology of the applicant's choice.

The conference must be located in a country represented in IUPAC by a National Adhering Organization.

In general, IUPAC sponsored conferences should be international in the sense that they are intended to attract participants from anywhere in the world. Conferences that are mainly regional in nature may be eligible if IUPAC sponsorship would help attract a more international audience.

II. Categories of Sponsored Conferences

There are four categories of IUPAC sponsored conferences. They are:

1. A conference that is Division or Standing Committee Sponsored.
2. A conference that is proposed by an IUPAC body as a one-time conference. [This may become the initial conference in a new series.]
3. A conference organized with no IUPAC impetus that applies for sponsorship, either as a one-time conference or as a part of a non-IUPAC series of conferences.
4. A conference or workshop that is part of an IUPAC project.

This document describes the procedure to be followed for each type of conference.

For all requests for conference sponsorship, the *Application for IUPAC Sponsorship* (AIS) should be sent to the IUPAC Secretariat, either by the conference organizers or the relevant Division or Standing Committee, as indicated below. Sponsorship is granted on behalf of the Executive Committee, and the decision is conveyed to the conference organizers by the Secretariat.

II.1. A conference that is Division or Standing Committee Sponsored

A Division or Standing Committee Sponsored Conference is one that has direct involvement by a Division or Standing Committee, or a body designated by it, in the maintenance of the continuity of a conference series. This usually means that the Division or Standing Committee at least selects the organizers and location of future conferences in the series. It may also review the conference program and help select the plenary and invited lecturers.

For this type of conference, the relevant Division or Standing Committee is responsible for evaluating and recommending the application on the basis of the criteria listed below. The approved AIS should be forwarded by the Division President or Standing Committee

Guidelines for IUPAC Sponsorship of Conferences

Chairman to the Secretariat for the formal grant of sponsorship by the Secretary General acting on behalf of the Executive Committee.

The AIS should provide all relevant information needed by the Secretariat to enable communications with the conference organizers. The name and contact information of the Conference Editor is a significant item. It is expected that many, or in some cases, all of the lectures presented at a conference in this category will be published, following a review procedure, either in *Pure and Applied Chemistry (PAC)* or in *Macromolecular Symposia*. Exceptions to this should be explained. The Scientific Editor for *PAC* will work with the Conference Editor to determine how to carry out whatever refereeing is judged necessary. In the case of conferences to be published in *Macromolecular Symposia*, the Conference Editor will consult with the Editor of *Macromolecular Symposia*.

Where feasible, Division and Standing Committees are encouraged to use the opportunity afforded by sponsored conferences to highlight relevant IUPAC activities and projects as part of the scientific program. In planning a Division-coordinated conference series, the Committee may be able to propose an appropriate session or presentation before the program becomes final.

IUPAC Poster Prizes, which recognize outstanding poster presentation may be awarded at these events. The conference organizers will oversee the selection of the prizewinners. Typically two or three prizes will be awarded and prize winners receive a certificate, a copy of the *IUPAC Compendium of Chemical Terminology*, and a two-year subscription to *Chemistry International*. (for details, see www.iupac.org/news/archives/2004/poster_prizes.html)

Division and Standing Committees are encouraged to review on a regular basis the conference series that they sponsor. The Evaluation Committee will also conduct retrospective evaluation of conference series, based in part on the confidential reports provided by the IUPAC Representatives [see below].

II.2. A conference that is proposed by an IUPAC body as a one-time conference

The procedure for approving sponsorship for this type of conference is the same as that described for conferences in Category 1. If the intent is to initiate a new series of conferences, the justification for the series should be fully explained.

IUPAC Poster Prizes may be awarded at these events – *see above section I.1*

II.3. A conference organized with no IUPAC impetus that applies for sponsorship either as a one-time conference or as a part of a non-IUPAC series of conferences

Organizers of this category of conferences will be asked to submit the AIS form directly to the IUPAC Secretariat. The AIS will be distributed by the Secretariat to the relevant Divisions and Standing Committees for review. Each such Committee is asked to provide substantive comments on the criteria listed below and to make a recommendation on sponsorship. [If a Committee believes the subject matter is not within its realm of expertise, a reply declining to comment would be appreciated.]

Guidelines for IUPAC Sponsorship of Conferences

The Secretariat will attempt to resolve any conflicting recommendations from Divisions or Standing Committees and will consult the Secretary General as needed. The formal grant of sponsorship will be made by the Secretary General acting on behalf of the Executive Committee.

If the organizers intend to use "IUPAC" in the Conference Title, it should appear after the main title of the Conference (*e.g.*, "[Conference Title] sponsored by IUPAC").

II.4. A conference or workshop that is part of an IUPAC project

A conference or workshop associated with an IUPAC project will not require separate approval for sponsorship. However, the quality of the conference and possible publication in *PAC* or *Macromolecular Symposia* should be specifically addressed in the project review process. If advance publicity for the conference is desired, it may be listed in the *Conference Calendar* along with other IUPAC-sponsored conferences. The Conference Organizers should provide the following information to the Secretariat, as appropriate, preferably one year before the conference:

1. Exact date and location of the conference
2. Publication plans: *PAC*, *Macromolecular Symposia*, other
3. Name and contact information of Conference Editor and of planned authors of papers if publication is planned in *PAC*
4. Registration and Abstract submission deadlines and any other information the organizers would like published in *CI*

III. Criteria for Evaluation of Application for IUPAC Sponsorship

When considering a conference for sponsorship, the Division and Standing Committees should consider the following criteria (listed in the AIS):

- (i) Scientific quality
- (ii) Significance of conference
- (iii) Suitability of proposed conference
- (iv) Evidence of sufficient advanced planning
- (v) Suitable time spacing of conferences of a similar type
- (vi) Rotation of leadership for conferences in a series or of a similar type
- (vii) Geographically diverse International Advisory Board
- (viii) Participation of industrial chemists and women as speakers and as members of the International Advisory Board

One issue has been a problem in the past: conferences that are chiefly of a national or regional nature. In general, IUPAC sponsored conferences should be international in the sense that they are intended to attract participants from anywhere in the world. On the other hand, the intention is not to be too restrictive and eliminate from consideration conferences that are mainly regional, but which have the potential to attract a larger audience if they are sponsored by IUPAC. When considering the sponsorship of such

Guidelines for IUPAC Sponsorship of Conferences

conferences, the pertinent factor should be whether IUPAC sponsorship has the potential to help the organizers attract a wider audience.

IV. IUPAC Representative to Conferences

An official IUPAC representative will be designated to sponsored conferences. The IUPAC Representative is the person who communicates to the conference participants the value of IUPAC to them and their work. It is expected that the conference organizers will give the Representative the opportunity to address the conference and give a brief overview of IUPAC and its work.

All duties and responsibilities should be agreed on and arranged at the time the Representative is appointed. See annex for details – or online document at <www.iupac.org/symposia/representative.html>.

The Secretariat will coordinate the nomination and appointment of the Representative, after consultation with the conference organizers and the IUPAC Division or Standing Committee principally responsible for sponsorship approval. The Representative should be someone familiar with IUPAC but need not be currently a member of any IUPAC body.

IUPAC does not generally provide travel funds; hence the Representative is usually someone who is already planning to attend the Conference. The Conference Organizers are requested to waive the conference registration fee for the Representative. In instances where the relevant IUPAC Committee asks the Representative to carry out significant additional duties and/or believes it important to designate a particular individual who requires reimbursement for travel expenses, it is appropriate for the Division or Standing Committee to offer partial or complete travel support, normally from its budget. Questions should be addressed to the Secretariat.

V. Conference Highlights for *Chemistry International*

Item 12 of the *Application for IUPAC Sponsorship* notes that IUPAC would like to publish highlights of the conference in *Chemistry International* shortly after the conference has been held and requests the name of the individual who will be responsible for supplying relevant information. This person should be someone whom the organizers believe has an overview of the conference and can prepare material for *CI*. It could be the IUPAC Representative if he/she is able and willing to provide the information, but there is no necessary connection between the two tasks.

Guidelines for IUPAC Sponsorship of Conferences

Annex - Duties and Responsibilities of the IUPAC Representative to an IUPAC Sponsored Conference

An official IUPAC Representative will be designated to sponsored conferences. The IUPAC Representative is the person who communicates to the conference participants the value of IUPAC to them and their work. It is expected that the conference organizers will give the Representative the opportunity to address the conference and give a brief overview of IUPAC and its work. To assist the Representative in this task, the Secretariat will provide a set of slides in PowerPoint format with general background information about IUPAC. The Representative is free to select material that is relevant to the conference, but it is hoped that this will usually include some information on IUPAC's general goals, the project system, and the IUPAC web site. If feasible, conference participants should be encouraged to propose and participate in suitable projects and to subscribe to *IUPAC e-News*. Attention should be directed to any IUPAC literature that is available at the conference.

In some instances the relevant Division or Standing Committee may ask the Representative to undertake specific tasks. These could include holding a short workshop session to encourage submission of IUPAC projects or to encourage participation in existing projects.

In addition, the Representative is asked to complete a confidential questionnaire evaluating both the organizational and scientific aspects of the conference. This questionnaire will be used by the sponsoring Division or Standing Committee to assist future organizers of the same series in organizing a conference and by the Evaluation Committee to evaluate a conference series.

The duties and responsibilities of the Representative are summarized in the points given below. They are divided into two groups, General duties relating to IUPAC as a whole and duties that are specific to the needs of a particular Division or Standing Committee.

General duties

1. Deliver an address describing IUPAC and its work
2. Encourage the participants to examine the IUPAC materials provided to the conference
3. Complete the confidential evaluation form

Possible duties specific to a Division or Standing Committee

1. Conduct a workshop on submitting an IUPAC project
2. Conduct a workshop to discuss a current IUPAC project or projects either to obtain input, or participants, for a new project, or to collect comments on a draft recommendation or report
3. Review all current projects of interest to the participants with the aim of recruiting volunteers to participate as Task Group Members
4. Present a lecture or a poster to describe a recent report or recommendation