



International Union of Pure and Applied Physics

To stimulate and facilitate international cooperation in physics and the worldwide development of science.

Historical goal of IUPAP:to enhance physics through organisation and sponsorship of most appropriate conferences, and ensuring that all physicists had free access to the meetings....”

IUPAP Council and Commission Chairs Meetings

IUPAP Conference Application Procedures

02 - 04 May 2018

Nanyang Executive Center

60 Nanyang View

Nanyang Technological University (NTU)

Singapore

09:00 – 18:00

Rudzani Nemutudi



International Union of Pure and Applied Physics

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IUPAP CONFERENCES

RULES, GUIDELINES AND PROCEDURES



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- Conference Categories
- Conference Guidelines
- Conference Selection Criteria
- IUPAP Conference Procedures for Sponsorship
- Challenges
- Conference Application Trends
- Conference Stats
- 2019 Conferences Application Received so far



■ IUPAP Conference Selection Criteria

1. Scientific Value and Composition of Organizing Committee:

Justification to continue a series and, for new conferences, a clear statement of purpose on the relationship with existing conferences. Advisory and Program Committee members should be experts.

2. International Character and Accessibility:

Only international conferences are considered for sponsorship. They must have a fairly representative international advisory committee. If a series, the conference must move amongst countries and continents. Participation should be genuinely international.

3. Free Circulation of Scientists:

The free circulation of scientists for scientific purposes is a major piece of IUPAP policy. The principle of the Universality of Science is fundamental to scientific progress. This principle embodies freedom of movement, association, expression and communication for scientists, as well as equitable access to data, information and research materials.

4. Inclusion of Women:

It is the policy of IUPAP that all IUPAP sponsored conferences must include women on the organising and program committees and as invited speakers. The application should include a list of the program committee with evidence that women are included, and the numbers of women invited speakers should be recorded in the conference report.



■ IUPAP Conference Selection Criteria

5. Registration Fee:

IUPAP CONFERENCE FEE LIMITS							
	2015	2016	2017	2018	2019	2020	2021
Registration fee limits apply regardless of size or length of conference	550 €	600 €	640 €	680 €	700 €	720 €	740 €
				3.1% adjustment rounded to the nearest 10€. Meals, accommodation and refreshments not considered in setting the fee limits.			

6. Harassment

IUPAP insists that all participants at IUPAP conferences should be able to enjoy the conference and its benefits free of discrimination and harassment. To emphasise this policy and to indicate that remedies are available to those who are harassed or discriminated against, all IUPAP supported conferences are required to publish the following statement on their website and in all publications related to the Conference.

“It is the policy of the International Union of Pure and Applied Physics (IUPAP) that all participants in Union activities will enjoy an environment which encourages the free expression and exchange of scientific ideas, and is free from all forms of discrimination, harassment, and retaliation. The conference organisers will name an advisor who will consult with those who have suffered from harassment and who will suggest ways of redressing their problems, and an advisor who will counsel those accused of harassment. The conference organisers may, after due consideration, take such action they deem appropriate, including warning or expulsion from the conference without refund”



■ IUPAP Conference Rules (Condensed)

- IUPAP Conferences are supported either by Financial Sponsorship, or through Endorsement
- To ensure that a conference is considered for IUPAP sponsorship in time, a request *must be submitted before June 1 of the year preceding the date of the proposed conference*. The request must include all required information as indicated on the application form.
- Locations within IUPAP member nations to be given priority as conference host.
- IUPAP support to be given to best and most deserving conferences, previous funding not a *guarantee* for future support.
- Conference fees should be stated, requested amount should not exceed IUPAP limits
- Travel grants should be used to support physicists from developing countries
- Presence of women on LOCs and as invited speakers a condition for IUPAP



■ IUPAP Procedure for Conference Sponsorship:

1. Conference Organizers should complete online IUPAP Application form for conference sponsorship. All questions on the form must be answered in full. Completed copy of the application form sent to relevant Commission chair, vice chair and secretary, and also received by the IUPAP secretariat. Due date for online submission of applications is **1 June** of the year preceding the date of the proposed conference.
2. Information submitted on the application form must reflect that the organizers conform with the general IUPAP policies and guidelines for conference sponsorships, in particular the Scientific Value of the conference, the Scientific integrity of the Organizing and Advisory Committees, the International Character of the conference, and compliance with IUPAP registration fee threshold.
3. Composition of Committees should reflect clearly the scientific quality of conference together with gender diversity of participants. In particular a list of programme committee members should be provided with clear evidence that women are included.
4. Organizers should state financial measures in place to assist unsupported young scientists from developing countries. Application should also state that fees shall not exceed **€680 (2018) €700 (2019)**
5. Conference organizers are expected to publish the **Statement on Free Circulation of Scientists together with the one on Harassment** in any circular or announcement and in the conference proceedings.



■ IUPAP Procedure for Conference Sponsorship:

6. Travel grants awarded to Type A conferences should be used to assist scientists travelling from Developing Countries. Traveling grants distributed by conference organizers themselves and NOT awarded to individuals directly by IUPAP.
7. Organizers encouraged to avoid conflicting dates with those of related conferences. Contact details of conference secretary and chief conference organizer are required for correspondence purposes.
8. IUPAP Council considers it helpful to have details of the organization and budget for the proposed conference. A financial form (to be completed by organizers) will accompany the award letter
9. Supplied information should include a statement of plans for dissemination of results or proceedings.
10. After the conference, organizers MUST complete the **Conference Report Form online**, which, like the original application form, should be sent to the IUPAP Commission chair and Secretariat. The report must contain all the basic information required, with exact numbers of participants, invited speakers, number of women participants, etc. Such report is used as an assessment tool to check if the conference complied with IUPAP rules.



■ IUPAP Procedure for Conference Endorsement:

1. Application for IUPAP Conference Endorsement can be submitted anytime for conferences to be held anytime in the future.
2. IUPAP Endorsement is in particular granted to conferences organized by commissions in advance of their becoming sponsored conferences, and to conferences seeking IUPAP validation of their bona fides as physics conferences.
3. Conference Organizers seeking IUPAP Endorsement of their conferences or meetings should arrange for appropriate commission chair to submit the Conference Endorsement form.
4. When approved, IUPAP Endorsement will allow the use of the IUPAP logo on all promotional material related to the conference or meeting.
5. At the appropriate time (subject to the time-boundary conditions for sponsored conference applications), organizers of Endorsed conferences may apply for (normal) IUPAP sponsorship for their conference.
6. After the conference, the organizers of the Endorsed Conference are required to submit online a conference report form.
7. In completing the report form, organizers should capture the information to be able to report comprehensively on their meetings, and especially note that the form seeks detailed information on the number of women in the program committee, organizing committee, number of women who attended,



■ IUPAP Commissions Expected to Prioritize

1. Forward to the IUPAP secretariat their prioritized lists of Applications for Conference Sponsorships by no later than 31 August
2. Help the secretariat to follow-up on conference organizers who fail to submit reports after the conference is held. Conference reports extremely important for Council to track not only the participation of women, but also to assess if the conferences are being conducted in accordance with the IUPAP conference guidelines

END

2018 IUPAP Conference Approvals