



## **Guide for making a proposal for the organisation of a Conference / Seminar**

IENT – COE Description

The present document is intended to provide guidelines to institutions interested in making a bid for the organization of future editions of a conference / seminar.

Contact:  
Website:

# 1 General Information

## 1.1 The Conference / Seminar

The revolution in the Nano technology has fueled tremendous research activities and interests in the academia as well as in industry. Any Conference / Seminar in this Nano field will be able to reflect this rapid development by providing a meeting place for the discussion of related research, developments, methods, tools and experimental results. Its main goal is to foster multidisciplinary exchange by bringing together researchers and developers, educators and librarians, as well as students and professional users.

Further, to highlight the areas of focus, the Conference / Seminar can be exclusively designed & conducted on the following aspects:

- i. **Online proceedings with DOI No.**
- ii. **Printed proceedings with DOI No. + ISBN No.**
- iii. **Selected papers published with separate DOI No. in peer reviewed Journal.**

## 1.2 Format of the proposal

Proposals to organize the Conference / Seminar should be written as an application document, must include the following aspects:

- (I) Motivation
- (II) Dates, facilities and local context (see Section 2.2)
- (III) Organizing institutions and proposal Committee (see Section 2.3)
- (IV) Housing aspects (see Section 2.4)
- (V) A timeline of the organization (see Section 2.5)
- (VI) Budget (see Section 2.4)
- (VII) Reviewing aspects (see Section 2.7)
- (VIII) Website and promotional aspects (see Section 2.8)
- (IX) Activities and topics (see Section 2.9)
- (X) Papers and Proceedings-related aspects (see Section 2.10)

## 1.3 Evaluation criteria

Proposals will be evaluated by the IENT Board with respect to the following criteria:

- Proposed mechanisms to guarantee the high level scientific quality of the conference
- A clear intent or mechanisms in place from proposers to reach financial break-even (i.e. no financial gain nor loss)
- Compliance to the format mentioned in Section 1.2 and the requirements listed in Section 2

## **1.4 Communication with the IENT Board**

Proposers are invited to communicate with the IENT Board via the contact email provided on the first page of this document.

Requirements

## **1.5 Location**

Ideally, the location of the Conference / Seminar will be decided on following the laid-down criteria. This is a desirable aspect of a bid rather than a strict rule.

## **1.6 Dates, facilities and local context**

Dates of the Conference / Seminar should not conflict with other important meetings or major holidays.

Organizers are encouraged to indicate whether they would be interested in other dates, if necessary.

Organizers must agree to reserve an adequate number of meeting rooms for conference activities

Proposals should include a description of the local context (town specificities, typical climate in target dates, closest international airport, typical international travel costs, local transportation, etc.).

## **1.7 Organising Committee**

The organising committee should propose various committees as per the suggested requirement:

## **1.8 Housing**

In their formal application to host a Conference / Seminar, interested institutions must agree to either reserve a large number of rooms, or provide evidence that a large number of rooms will be available to participants:

## **1.9 Timeline**

An indicative timeline should be provided, covering the whole period between the date of proposal to target dates of the conference, and including milestones dates.

### **2.5.1 Submission deadline extensions**

We encourage organisers to keep to their advertised deadlines unless there are unexpected circumstances which create the need for an extension. Any extension should be fair (apply equally to all authors) and public (announced on the mailing list).

## **2.6 Budget**

The Conference / Seminar has traditionally intended to be accessible and affordable both to organisers (in terms of organisation complexity and financial burden) and to participants. Organisers must explicitly agree to do their best effort to reach financial break-even (i.e. no financial gain nor loss).

Organisers must agree to registration fees comparable to, or cheaper than, those of previous conferences.

Managing the conference budget is the responsibility of the conference organisers. Although the objective is for the organisers to reach financial break-even, post-conference financial balance may show a small loss or profit.

### **2.6.1 Student support**

Proposals should describe how you intend to support students (e.g. by means of travel grants and/or cheap housing).

## **2.7 Reviewing workflow**

Organisers must agree to implement a rigorous blind peer review workflow. A detailed document regarding the implementation of that workflow will be provided in due time by the Board to the organisers.

### **2.7.1 Criteria for paper acceptance**

Submitted papers should be evaluated according to the following criteria:

- Novelty of the paper
- Scholarly/scientific quality
- Appropriateness of topic
- Importance
- Readability and paper organization

Proposals can propose a slightly different list of criteria, to be eventually decided between the organisers and the Board.

### **2.7.2 Conference Management System**

Organisers must agree to use the START V2 Conference Manager System (CMS) for managing all operations and communications related to the scientific program of the conference (paper submission, communication with reviewers, etc.).

Note that this incurs a price.

## **2.8 Conference website and promotional aspects**

The Conference website will be called <http://.nanoient.org/conference/acronym/year>. The URL will be provided by the Board. Organisers must link their site to that URL. Website hosting, content edition and management is the responsibility of the organisers from its initial publication online until at most two months after the completion of the conference. After this date, the organisers must provide a **static** version of the website for public archiving on the official JENT domain.

### **2.8.1 Online guidelines for reviewers**

The website must include guidelines for reviewers.

### **2.8.2 The “About JENT” webpage**

The conference website must include a page with the list of previous JENT conferences to date and/or link back to the JENT official website.

### **2.8.3 JENT Logo placement**

The official JENT logo should be displayed prominently on the conference web site, proceedings, program booklets, and any other JENT-related document.

## **2.9 Activities and topics**

Proposals should include a list of scheduled activities (see Section 1.1), together with a draft program for the conference (subject to change).

### **2.9.1 Keynote/invited speakers**

The conference program should include keynote or invited speakers.

Finding an appropriate keynote speaker (relevant to JENT, a good speaker, well-known, etc.) often takes a long time, so it should be started early.

Conference organisers must cover the travel and housing expenses of the keynote and invited speakers, and provide complimentary conference registrations. If an honorarium is paid (which has not been the norm at JENT), it should be symbolic, to avoid increasing the registration fees.

## **2.10 Papers and Proceedings**

Organisers must agree to publish papers and posters selected by the review committee report.

Papers must be made accessible and linked on the conference website, on the latest at the starting day of the conference.

A complete book of proceedings must be edited and a PDF version must be linked on the conference website as an online proceeding with unique DOI No. for each article.

An electronic version of the book of Proceedings must be provided to each registered participant of the conference upon registration.

Printed copies may be provided as an option to participants (for an optional extra fee), but are no longer compulsory if an electronic proceedings is supplied.

### **2.10.1 Copyright of Accepted Papers**

Organisers must agree to publish papers under the agreed terms of reference.

### **2.10.2 Number of papers and balance oral/posters**

The number of papers presented at the conference and balance between oral vs. poster presentations must not vary too much from previous editions of the conference (see Section 3).

### **2.10.3 Author registration requirement**

Organisers must agree that for each accepted paper, at least one author must register for the conference, and that papers with no registered author on the author registration deadline will be removed from the conference program and will not appear in the proceedings nor on the conference website.

### **2.10.4 Important requirements for papers**

Organisers must ensure that papers presented at the conference and published in the proceedings consist of original contributions (not previously published and not being considered for publication elsewhere on the date of presentation at JENT).

### **2.10.5 Paper format**

To ensure consistent proceedings, organisers must provide templates, together with detailed instructions on formatting paper submissions as per the JENT format. We encourage organisers to use the same format and templates.

All accepted papers (oral presentation and posters) must have the same format.

All papers to be published in the proceedings must be no more than 6 pages long and conform to JENT format (e.g. include all fonts).

All images submitted with the papers should conform to the JENT prescribed pixel strength for proper resolution of the said images.

### **2.10.6 Late-break/Demo/Unconference Documentation**

At the discretion of each facilitator in the Late-break/Demo/Unconference, notes taken during a given session will be refined into a 1-2 page summary, with a deadline for this document set at three weeks after the close of the Conference.

A single comprehensive document will be compiled by the Late-break/Demo/Unconference Chair(s), consisting of fixed copies of all organizing documents, including but not limited to a given outline:

This final document will be made available on the conference website as the Late-break/Demo/Unconference report, separate and distinct from the conference proceedings.

### **2.10.7 Post-conference report**

Organisers must also agree to provide, at the latest 2 months after the end of the conference, a final report describing the way the scientific program was organised. A template report from previous editions of the conference will be provided to organisers, which they can update at the end of the conference. This report is passed on to future conference organisers, to ensure continuity and retention of best practice.



### **3 Data about previous conferences**

#### **3.1 Previous conferences**

The list of previous JENT Conferences can be given.

Diverse useful statistics for previous JENT conferences may be made available on the JENT official website.

# Appendices

**A Sample Sponsorship request letter**

**B Where to send the Calls for Papers and Participation**

**C Agenda**

We encourage proposers to contact the Board informally before investing significant effort in proposal writing.

## **D Template email - Call for proposals - JENT**

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JENT encourage researchers to publish their research articles with their self-citation in order to increase your i10-index & h-index values in science community / forum.