



**European Colloid and  
Interface Society e.V.**

The European Colloid and Interface Society (ECIS) is regularly holding and supporting a number of activities for its members, the major being its annual conference, held generally at the first full week of September. This contract is between ECIS e.V. and XX of XX, the organizer of ECIS conference, X-XX September 202X.

#### **Detailed description of registration fee options on the conference website**

- ECIS member (50 € reduction in registration fee, clearly stated that this fee includes membership fee and can be used to become a new member).
- Regular participant (non-member).
- Student (requires confirmation from PhD supervisor), and pensioners.

#### **Licensing Fee**

- Fee paid by the organizer to ECIS per every participant in the conference and satellite meetings: regular participants (members and non-members) 25 €, students and pensioners 5 €.
- ECIS e.V. and XX agree, that the respective payments, stipulated in this contract, are not liable to the value-added tax (=VAT - in Germany: Umsatzsteuer). In case the fiscal authorities demand the VAT/Umsatzsteuer on this payments, ECIS e.V and XX agree, that XX is committed to pay this tax in addition to the agreed payments.

#### **Solvay and Overbeek medal**

- Open plenary lecture slots will be available to Solvay and Overbeek medal recipients, and they will be treated on equal footing with other plenary speakers by the local organizers (registration fee waiver, travel and local cost support).
- There will be registration fee waiver for one representative from each prize sponsor (2 overall).

#### **Honorary ECIS members and retired former presidents**

- There will be registration fee waiver for honorary ECIS members, and ECIS does not require 25€ fee for them. These are currently: B. Lindman, H. Hoffmann, M. Corti, P. Bothorel, V. Degiorgio, P. Schurtenberger, B. Vincent.
- There will be registration fee waiver for retired former presidents of ECIS. The respective fees are refunded to the organizer by ECIS after the conference. These are currently: O. Glatter, M. da Graça Miguel, Mats Almgren, Dominique Langevin, Per Stenius, Henk Lekkerkerker, Conxita Solans, Jarl Rosenholm, Martien Cohen Stuart, Andrew Howe, Reinhard Miller.

## **Sessions**

- Sufficient capacity for plenary lectures.
- Maximum 4 parallel sessions, including any COST or satellite meeting(s) for the main ECIS conference.
- Enough poster sessions with sufficient space per poster.

## **International scientific committee (ISC) and program**

- Local organizers avoid repetitive appearance of members of international scientific committee (ISC).
- The program avoids repetitive speakers and ideally avoids plenary and keynote speakers in 2 successive years, and strives for regional and gender balance in selecting both ISC and speakers.
- ISC will include at least 25 members from different European countries, among them 2 members of the ECIS board (EB). ISC members must represent the different fields of interest of the ECIS community.
  - Local organizers have to consult ECIS Board regarding the ISC prior to sending out invitations.
  - The members of the ISC should be made aware that they are expected to participate at the ECIS conference, and help the organizers in peer reviewing of abstracts and selecting the oral presentations and posters.
  - The local organizers and the members of the ISC will jointly structure the program, decide on the topics, peer review the abstracts, and select the oral presentations and poster presentations.
- Local organizers and ISC have to accept approval of the ECIS Board for plenary speakers, prior to sending out invitations.
  - The list of plenary speakers should be put together by the local organizers and the ISC based on suggestions of both.
  - The number of plenary speakers is limited to 6 in total (including Solvay prize and Overbeek medal talks) with a minimum of 1 plenary per day, in order to allow for a sufficient number of contributed talks.
  - The plenary talk on the last day of the conference is typically reserved for the Solvay prize winner. In addition, if there is an Overbeek medal winner, she/he should close the conference with another plenary talk.
- If there is an award winner from the Australian Colloid Society, he/she will give an oral presentation.

## **ECIS in return provides:**

- Cash advance of 6000 € that has to be paid back after the conference. Will be provided within 2 months of signing the contract.
- Up to 3000 € to support accommodation and reimbursement of travel costs for the Overbeek and Solvay Prize winners.
- 4000 € to support a training course, if offered, where 1000 € will be in advance, and the rest after the training course ends.
- Advertisement of the conference on ECIS webpage and through emails to ECIS members.

**Template for registration page on conference home page:  
(y includes the ECIS Licensing Fee)**

<b>Price</b>	<b>Early-bird registration (June 10)</b>	<b>Late registration (June 11 through July 15)</b>	<b>On site registration (after July 15)</b>
ECIS member	$x = y \text{ €} - 10\%$	$y \text{ €}$	$z = y \text{ €} + 5\%$
Regular participant	$x + 50 \text{ €}$	$y + 50 \text{ €}$	$z + 50 \text{ €}$
Accompanying person	-	-	-
PhD student, pensioner	Up to 60% $x \text{ €}$	Up to 60% $y \text{ €}$	Up to 60% $z \text{ €}$

\_\_\_\_\_  
(Organizer)

\_\_\_\_\_  
(President of ECIS)

\_\_\_\_\_  
(Treasurer of ECIS)

## Recommendations for organizing a ECIS conference

### Time schedule for organizing ECIS conferences

Pre-proposal to ECIS, > 26 months before the conference	Potential organizers contact ECIS
ECIS conference, 24 months before the conference	Confirmation by the ECIS General Assembly and the ECIS Board (EB)
Up to January, 21 months before the conference	Sending contract to local organizers
Up to March, 18 months before the conference	Signing the contract, followed by organizers proposal of the members of the International Scientific Committee (ISC)
Up to May, 16 months before the conference	Setting up of the international scientific committee (ISC)
Up to 15 months before the conference	Proposal for the list of topics, Proposal for Plenary Lecturers (PL)
Up to July, 14 months before the conference	Approval of list of topics, finalizing list of Plenary Lecturers (PL)
September – ECIS conference, general assembly session, 1 year before the conference	Presentation of the state of the art of the upcoming conference, including information on venue, ISC, list of topics, registration fee, accommodation options
November	Mailing with the URL of the ECIS conference, of the 1 <sup>st</sup> Circular, on the location, on various organization details
December	Mailing with the URL of the 2 <sup>nd</sup> Circular including registration, conference fee, plenary speakers, and invitation for abstract submission
February	Mailing with the reminder of abstract deadline
April	Deadline for abstract submission
May	Mailing on selected oral and poster contributions, reminder of Early Bird payments
June	Deadline of Early Bird registration fee
June	Mailing with the 3 <sup>rd</sup> Circular including accommodation, payment deadline reminder
July	Mailing with latest News
August	Mailing with latest News and final information on arrival registration etc.
	Deadline for transfer of registration fee (around August 15)
September,	Registration and Get-Together-Party on Sunday, sessions from Monday morning to Friday at noon, ECIS

ECIS conference	general assembly session one of the evenings, poster sessions, one free afternoon, gala dinner.
	Report on the conference by the organizers during the General Assembly of ECIS
	Transfer of fees to the ECIS account

### General rules to be considered by organizers

- ✓ The ECIS conference fee should be arranged to be minimal, given the realities of the country of organization and venue. For students the fee should not be more than 60% of the full fee.
- ✓ Expensive locations should be avoided in order to keep the fee reasonably low.
- ✓ Organizers should provide a list of accommodation possibilities, including inexpensive places for students (hostels, dormitories). This should already be demonstrated to the general assembly as part of the proposal to undertake the organization of a conference.
- ✓ The deadline for paying the Early Bird Fees (EBF) should be after the selection of oral and poster contributions, and decisions submitted to the authors. The EBF should be at least 10% below the full fee to encourage early payments. The fee on site should be 5% higher than the full fee to avoid late payments.
- ✓ The licensing fee for participating ECIS annual conference and the satellite meeting(s) will have to be considered when setting up the conference budget. The respective paid fees will be transferred to the account of ECIS after the conference along with a list of all participants and the list of ECIS members.
- ✓ The ECIS conference will have maximum 4 parallel oral sessions including all COST and satellite meetings.
- ✓ The number of plenary lectures (40 min + discussion) should be limited to one per day (except 2 on Friday). Plenary speakers will be proposed by the local organizers and the ISC, and approved by the ECIS board before approaching the speakers or making names public. Plenary speakers get the registration fee waived and support for the accommodation. Travel support will be provided to plenary speakers by the decision and budget of the local organizers.
- ✓ ECIS strongly encourages the organizers to have insurance with full coverage for any unanticipated changes in the conference schedule, such as change of date and cancellation.