

International Federation of Societies for Microscopy

Policy and Procedures

For bidding, organizing, and implementing the quadrennial
International Microscopy Conference

Version [1.0]

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Contents1	Introduction
1	
1.1	General Notes1
2	Candidacy for hosting the IMC.....1
2.1	Procedure for election of the hosting city1
2.2	Bids for hosting1
3	Legal considerations.....2
3.1	Legal review2
3.2	Arbitration venue.....2
3.3	IFSM Executive Committee approval.....2
3.4	Exhibitor exemption.....2
4	Insurance2
4.1	Liability2
4.2	Event cancellation.....2
5	Financial3
5.1	Budget approval.....3
5.2	Financial institution location.....3
5.3	Net revenue3
6	Security.....3
7	Photography policy3
8	Scheduling3
8.1	IMC scientific sessions and exhibition3
8.2	Exhibitor requirements3
9	Minimum site requirements for hosting the IMC4
9.1	Geographic location requirements4
9.2	Exhibit hall requirements.....4
9.2.1	Size4
9.2.2	Capacity4
9.2.3	Power4
9.2.4	Plumbing.....5
9.2.5	Networking/Internet connection5
9.2.6	Environmental5
9.2.7	Access5
9.2.8	Additional meeting space.....5
9.3	Scientific meeting room requirements6
9.3.1	Number and size of rooms6

9.3.2	Lighting	6
9.3.3	IT requirements	6
9.3.4	Catering requirements	6
9.4	Hotel requirements	6
9.4.1	Location of hotels	6
9.4.2	Number of rooms	6
9.4.3	Price range	7
10	Committees and responsibilities	7
10.1	Congress organizer (CO)	7
10.2	Organizing committee (OC)	7
10.2.1	Chair	8
10.2.2	Vice chair	8
10.2.3	Secretary	8
10.2.4	Treasurer	8
10.3	Management committee (MC)	8
10.4	Local organizing committee (LOC)	9
10.5	Scientific program committees (SPC)	11
10.5.1	Committee types	11
10.5.1.1	Biological sciences	11
	Membership: Chair, plus five others, one of whom is designated as vice chair.	11
10.5.1.2	Physical sciences	11
	Membership: Chair, plus five others one of whom is designated as vice chair.	11
10.5.1.3	Instrumentation and Methods	11
	Membership: Chair, plus three others one of whom is designated as vice chair.	11
10.5.2	SPC responsibilities	11
10.5.2.1	Symposia chair responsibilities	12
10.6	Workshops committee	13
10.7	Proceedings editorial committee	13
10.8	Publicity and marketing committee	13
10.9	Trade exhibition committee (TEC)	13
10.9.1	Exhibit badge types, allocation, and cost	14
10.9.1.1	Exhibitor badges	14
10.9.1.2	Public exhibit hall-only badges [proposed change to current practices]	14
11	LOC – appointment and charge	16
11.1	Composition and organization	17
11.1.1	Publicity coordinator	17
11.1.2	Volunteer coordinator	18
11.1.3	Award recipient/special guests coordinator	18
11.1.4	Secretary	18
11.1.5	Treasurer	18

11.1.6	Program liaison coordinator.....	18
11.1.7	Student coordinator	18
11.2	General responsibilities	18
11.3	Financial	19
11.3.1	Budget	19
11.3.2	Expenses.....	20
11.4	Publicity.....	20
11.4.1	Logo	21
11.4.2	Publicity booth	21
11.4.3	Local publicity.....	21
11.4.4	National publicity	22
11.5	Social events	22
11.5.1	Sunday reception	22
11.5.2	Optional social events	23
11.5.3	Golf tournament.....	Error! Bookmark not defined.
11.6	Fundraising.....	23
11.6.1	Exhibit sponsorships.....	23
11.7	Major awards	23
11.8	Program production meeting (PPM).....	24
11.9	Miscellaneous	24
11.9.1	Child care	24
11.9.2	Educational outreach	24
11.9.3	Shipping and packaging service.....	25
11.9.4	Souvenirs	25
11.9.5	Host member society special sessions	25
11.9.6	Host member society breakfast	25
11.9.7	Short courses.....	26
11.9.8	Committee meetings.....	26
11.9.9	IFSM meetings.....	26
11.9.10	Badge checkers.....	26
11.9.11	Daily newsletter	26
11.10	Coordination	26
11.10.1	During the IMC	27
11.10.1.1	General oversight	27
11.10.1.2	Site coordination and audio/visual services.....	27
11.10.1.3	Poster signs	28
11.10.1.4	Hospitality/information booth	28
11.10.1.5	Educational outreach	28
11.10.1.6	Souvenirs	28
11.10.1.7	Daily newsletter	29
11.10.2	After the IMC.....	29
11.11	LOC chair required meetings	29

11.12 Timetable30

12 Regional meetings

13 IFSM Student Support

14 Glossary31

1 Introduction

These policies and procedures are revised based on suggestions from those involved in Congress planning and execution, subject to approval by the IFSM Executive Committee through its directors designated for meeting management liaison. These policies and procedures have also been developed to clarify roles and to make maximum use of diverse talents, knowledge, and expertise.

The International Microscopy Congress (IMC) is among the most important and certainly the most visible activities of the International Federations of Societies for Microscopy (IFSM). The success of the Congress depends upon many factors, including the quality of the program, the extent of the commercial exhibition, and local arrangements.

Regional conferences are also a key part of the IFSM activities. The IFSM involvement in these is less, much being developed to the Local Organizing committees. However, it is recommended that regional meetings adopt an organizational protocol that mirrors, where practical that of IMC.

1.1 General Notes.

Unless otherwise explicitly stated the point of contact with IFSM as related to this document is though the General Secretary who will communicate as required with the relevant committees of IFSM.

2 Candidacy for hosting the IMC

2.1 Procedure for election of the hosting city

The IFSM Bylaws describe the election of the Hosting City in Article X, Section X.1 and the requirements for proposal submission in Article X, Section X.2.

2.2 Bids for hosting

A bid is a secure document that, according to the Bylaws, must be submitted as a written proposal to the General Secretary at least three (3) full calendar months before the General Assembly.

Once the bid is submitted, it cannot be changed except during the General Assembly. Requests to change a previously submitted bid must be justified in writing and submitted to the General Secretary for consideration.

For the avoidance of doubt, bids submitted electronically should be in a non-editable format and will be considered as acknowledged on receipt by the General Secretary.

3 Legal considerations

3.1 Legal review

A lawyer qualified to act in the Hosting country, engaged by the organizing committee (OC) should review all contracts associated with the IMC. This person or persons could be encouraged to donate their services as “in-kind” in lieu of a fee.

3.2 Arbitration venue

The venue for any arbitration will be stated within any contract associated with the IMC; any contract between the OC and facility or service providers must include a clause acceptable to IFSM regarding the method of handling arbitration-related issues.

The venue for arbitration is the United States, unless the IFSM Executive Committee approves (in written or electronic form) an alternative venue.

3.3 IFSM Executive Committee approval

Any contract with a congress organizer (CO) must be approved by the IFSM Executive Committee prior to execution. Contracts should be initially submitted to the General Secretary.

3.4 Exhibitor exemption

Exhibitors retain the right to conduct activities in their booth space, especially as it relates to their instrumentation, without consideration of contracts with organized labor.

4 Insurance

4.1 Liability

The OC must acquire comprehensive liability insurance with a minimum value of US\$5M. A copy of the insurance schedule should be provided to the General Secretary.

4.2 Event cancellation

The OC must acquire event cancellation insurance sufficient to cover non-recoverable expenses. A copy of the insurance schedule should be provided to the General Secretary.

5 Financial

5.1 Budget approval

The financial goals and the overall meeting budget for the IMC will be determined by the OC subject to approval by the IFSM Executive Committee. The final budget should be provided to the General Secretary no later than 12 months in advance of the meeting.

5.2 Financial institution location

The banking account[s] used by the Local Organizing Committee must be with financial institutions located in the United States or in an international bank with a U.S. presence.

5.3 Net revenue

The IMC should be run so that net revenue should be approximately 10% of the approved gross* budget for the meeting.

Net revenue is split 50/50 between the IFSM and the host member society.

*Includes social events associated with the IMC.

6 Security

The OC must provide adequate security for all IMC venues.

Security services during the IMC are contracted for by the meeting manager. Requirements vary, depending on the site, but generally, convention centers require a basic minimum, supervised by their own personnel, with additional coverage at the option of the OC. In most cases, the meeting manager will follow the convention center's recommendations. A primary security function is to restrict access to the exhibition area during non-exhibit hours.

7 Photography policy

The OC must provide notice of the photography policy at all IMC venues. The policy must be developed in conjunction with the IFSM.

8 Scheduling

8.1 IMC scientific sessions and exhibition

The IMC runs from Sunday evening until Friday at noon.

8.2 Exhibitor requirements

Exhibitors require four days move-in time prior to the first day of the IMC and two days move-out time following the last day of the IMC.

9 Minimum site requirements for hosting the IMC

9.1 Geographic location requirements

- A dedicated microscopy group in the area is required to form a local organizing committee (LOC).
- The site must have the general draw of a tourist destination (to increase meeting attendance).
- The site must be within 800 km (500 mi) of universities and companies with microscopy groups that would be likely to attend.
- The site must have adequate transportation (for example, a nearby international airport and sufficient local public transportation). The attendees' ability to take a direct flight to the location and/or have the option of multiple flights per day is recommended strongly.
- The site must have a pleasant climate in the month of September that is unlikely to experience adverse or extreme weather conditions during the IMC.
- The site must have access to a good, suitably skilled labor pool.
- The site must be safe and secure.
- The site must be adjacent, or close, to a hotel that can be designated as the headquarter hotel for IMC.
- The site must have a reasonable number of housing options, restaurants, cultural venues, and evening activities within walking distance or quickly and easily accessible by public transportation. Housing options should include a range of Hotels spanning a range of prices and suitable low cost accommodation for student delegates (see section 9.4 for further details).
- The site must offer non-exclusive service contracts.
- The site must offer competitive facilities pricing.

9.2 Exhibit hall requirements

9.2.1 Size

The exhibit hall must be a minimum of approximately 11,600 m² (125,000 ft.²) in size.

9.2.2 Capacity

The exhibit hall must have a capacity of at least 1500 persons.

9.2.3 Power

- Access to power, data, water, and compressed air.

- 9.1 m (30 ft.) spacing between main distribution points.
- 100 Amp, 280 V AC
- A local supplier of specialty gases (argon, nitrogen, liquid nitrogen, etc.).

9.2.4 Plumbing

- Access to temperature controlled process water with defined physical connections.

9.2.5 Networking/Internet connection

- 1 GB/sec local network capacity.
- Preferably T3 or better connectivity.
- Exclusive high-speed Internet connections, at least 10 MB/sec; preferably symmetrical lines. The lines should be available from the first day of equipment installation.

9.2.6 Environmental

- Good, clean air circulation.
- Less than < 30% relative humidity (within the parameters required for microscope operation).
- Temperature control, in the range of 20 to 21 °C (68 to 70 °F). Air conditioning must be operating on the day of exhibitor move in and continue uninterrupted until the completion of exhibitor move out. The air conditioning requirements must be stipulated in the facility lease.
- Much of the exhibitor equipment is very sensitive to vibration, particularly to high frequency vibration. Vibration within the exhibit hall must be < 100µm .

9.2.7 Access

- A suitable dock / loading area to handle the exhibitor shipments in a timely and efficient manner.
- Unfettered access to the booth area from the loading dock (no elevators).
- An indoor storage area for exhibitors' empty boxes and crates for the duration of the IMC.

9.2.8 Additional meeting space

- At least 8 private meeting rooms for companies to have confidential discussions with exhibit attendees.

- Informal meeting areas within the exhibit hall (seating areas, couches, etc.) are desirable.

9.3 Scientific meeting room requirements

9.3.1 Number and size of rooms

Thirty meeting rooms with auditorium seating are required. However, if breakfast and lunch meetings are held at a neighboring hotel, fewer meeting rooms are required. See **Table 1** for a description of the seating capacity and number of room requirements.

Table 1. Meeting room requirements.

Type of room	Seating capacity	Number of rooms
Small	Approximately 50	10
Medium	50 to 150	15
Large	100 to 300	5
Ballroom	1,500	1

9.3.2 Lighting

All meeting rooms must be able to be darkened for projection purposes.

9.3.3 IT requirements

All scientific meeting rooms will be equipped with data projection facilities that can be operated from either presenters laptops or from a central computer.

9.3.4 Catering requirements

Bottled water will be provided for each speaker/presenter.

9.4 Hotel requirements

9.4.1 Location of hotels

IMC attendee lodging should be within walking distance of the primary meeting space and exhibit hall or be accessible by public transport.

9.4.2 Number of rooms

At the peak of the IMC (Sunday, Monday, and Tuesday), 1,100 hotel rooms are required.

9.4.3 Price range

The preferred price range is US\$100 to 300. The availability of approximately 300 rooms at a lower price range, such as nearby university or college student is a plus.

10 Committees and responsibilities

The following reflects the IFSM expectations of the typical composition and responsibilities of organizing bodies; actual arrangements may vary, depending upon local circumstances.

10.1 Congress organizer (CO)

- This defines a local commercial organization is responsible for all business transactions, including contracts with a convention centers and local hotels.
- The CO handles trade exhibition arrangements and the registration of attendees; and collects registration and exhibitors fees.

10.2 Organizing committee (OC)

- The OC is responsible for adhering to the IFSM policies and procedures for the conference organization.
- The chair of the OC is *de facto* a member of the IFSM Executive Committee for the period between the award of the IMC and the final submission of the required reports from the IMC.
- The OC makes an initial presentation to IFSM at the previous IMC, prior to a vote.
- The OC proposes financial policies and procedures with respect to registration fees and exhibitors' fees at the prior IMC. For a successful bid the OC is subsequently the responsible authority for delivering the IMC according to the the IFSM policies and procedures and the IFSM bylaws.
- The OC liaises with the IFSM Executive Committee, through the General Secretary as an initial contact. The OC solicits government and commercial sponsorship of the entire IMC.
- In collaboration with the scientific program committee, the OC reimburses invited speakers and program chairs if necessary according to the budget approved by the IFSM Executive Committee.
- With input from a proceedings editor, the OC chooses a publisher/printer and arranges for publishing the scientific proceedings, the program booklet, and exhibition guide.
- Candidates for the OC membership must submit their credentials to IFSM via the General Secretary for approval.
- Members of the OC should be as follows:

10.2.1 Chair

- In consultation with the vice-chair and management committee (MC), oversees and coordinates the activities of other committees including the monitoring timelines and goals.
- The chair is ultimately responsible for political and protocol issues, and is a member of the IFSM executive committee for the period from a successful bid to the conclusion of the conference.
- The chair approves the scientific program recommended by the chairs of the SPC for balance and educational content, and ensures that the event is promoted to the extent necessary.

10.2.2 Vice chair

- When necessary, the vice-chair deputizes for the chair.
- The vice-chair is a member of the MC and is required to attend all meetings.

10.2.3 Secretary

- The secretary records and distributes the minutes of OC meetings which will be communicated to IFSM through the General Secretary.
- The secretary handles correspondence and communications as requested by the committee.

10.2.4 Treasurer

- The treasurer structures and manages the conference budget, with the mandate of making the event a financial success.
- The treasurer exercises financial management to ensure that the approved budget is adhered to as closely as possible.
- The treasurer is responsible for updates to the budget as necessary and provides a cash-flow analysis at appropriate intervals.
- In consultation with other committees, the treasurer sets the various registration fees, making allowances for bursaries to students and financially disadvantaged attendees.
- The treasurer provides financial advice when requested.

10.3 Management committee (MC)

- The MC consists of the chair plus at least four additional members.
- The MC oversees and coordinates the activities of the other committees as well as the various contractors.

- The MC consists of the OC chair, OC vice-chair, OC secretary, OC treasurer, and Local organizing committee (LOC) secretary.

10.4 Local organizing committee (LOC)

Most LOC activities should be the responsibility of a professional meeting manager as approved by the IFSM Executive Committee.

- The LOC consists of the chair plus at least 10 additional members.
- The LOC handles all issues that are planned and managed in the city where the IMC is held and reports to the MC and OC.
- The LOC responsibilities include:
 - Interaction with the CO and any local contractors
 - Arranges and directs the social events including, but not limited to, the reception, social(s), and banquet
 - Makes arrangements with airlines (for conference rates), hotels (for conference rates) and travel companies (for local transport, if necessary)
 - Makes arrangements with travel companies for optional local tours and sports events
 - Organizes an accompanying person's program
 - Designs the IMC logo
 - Handles local expenses (photocopying, phone etc.) and arranges for commercial shipping services (e.g. of proceedings) in the registration area.
 - Arranges for the manufacture and sale of any IMC souvenirs.
 - Allocates the room locations for all symposia, and rooms for IFSM and business meetings during the IMC.
 - Arranges for security services, in collaboration with the trade exhibition committee.
 - Arranges for volunteers to check for registration badges at the entrance to the scientific sessions.
 - Arranges coffee and other ad hoc refreshments.
 - Arranges audio/visual services including any necessary taping / recording of platform presentations.
 - Arranges for any changes to scientific session schedule to be made visible to the attendees.
 - Organizes an appreciation social event after the end of the IMC.
- Members / functions within the LOC are as follows:

- Social program coordinator

In collaboration with the CO, is responsible for staging social events, for preparing a budget for these events, and for recommending to the LOC the appointment of service providers.
- Tours and accompanying persons coordinator

Works with the CO to develop an interesting and appropriate program of local tourist destinations. These tours might include local scientific/technical establishments that are likely to be of interest to IMC attendees.

Tour information will be publicized in circulars, registration material, and on the IMC Web site.
- Transport coordinator

Works with the CO to ensure a smooth and stress-free movement of attendees to and from the various conference sites including, but not limited to, the convention center, IMC hotels, and various social event venues.
- Accommodation coordinator

Together with the CO, ensures that attendees have a choice of safe and conveniently located accommodation at all budget levels.
- Registration coordinator

Assists the CO with inquiries that may arise, particularly during on-site registration.

With the OC and MC, sets guidelines for handling potential problems.
- Trade exhibition coordinator

Is a member of both the trade exhibition committee (TEC) and LOC and provides communication between these committees on matters relating to the trade exhibition.

Coordinates all activities with the International Corporate Microscopy Assembly (ICMA).
- Poster coordinator

Ensures that as many scientific posters as possible are displayed, in as accessible a manner as possible, and for as long as possible.

Liaises with relevant service providers to establish the requirements for the poster presentation and ensure that this information is provided to the attendees in an unambiguous manner. The posters should be ideally housed in the exhibition hall and coordinated with the exhibitors.
- Sponsorship coordinator (SC)

Identifies sources of financial sponsorship and works with the OC and other committees to attract as much sponsorship as possible.

All potential sponsorships should be centralized and handled exclusively by the SC, subject to approval by the OC and not by individual session chairs.

– Venue coordinator

Liaises with the OC to ensure a suitable allocation of meeting rooms.

Determines the audio/visual requirements that are suitable to the IMC requirements.

Determines the catering requirements in collaboration with the OC and LOC, and communicates with the ICC in this regard.

– Workshop coordinator

Liaises with the workshop committee and TEC concerning the logical requirements of workshops and/or open labs.

10.5 Scientific program committees (SPC)

10.5.1 Committee types

10.5.1.1 Biological sciences

Membership: Chair, plus five others, one of whom is designated as vice chair.

10.5.1.2 Physical sciences

Membership: Chair, plus five others one of whom is designated as vice chair.

10.5.1.3 Instrumentation and Methods

Membership: Chair, plus three others one of whom is designated as vice chair.

10.5.2 SPC responsibilities

- In consultation with the IFSM International Scientific Advisory Committee (which consists of members chosen by the member societies of IFSM and the Executive committee of IFSM), the SPC is responsible for selecting symposia topics, nominating plenary speakers and symposium chairs and co-chairs (the latter could be SPC members). The final composition of the SPC will be approved by the IFSM Executive committee.

- In collaboration with the IFSM the Executive committee and symposium chairs, the SPCs determine the structure of the final program after abstracts have been received and processed.
- The SPCs solicit commercial sponsorship of particular symposia. The expectation is for a unified sponsorship solicitation which should be approved by the OC; individual symposia chairs should not solicit sponsorships
- SPCs ensure that all scientific events are appropriately housed (with regard to room size and location) according to a realistic conference schedule, working with the LOC and MC.
- SPCs ensure that the interests of major identifiable groups of delegates are spread across the conference timetable so that, as far as possible, simultaneously occurring events do not compete for the same audience.
- The SPCs, in cooperation with the proceedings committee and the IFSM Executive Committee, should agree upon the format for the abstracts and thereafter assist in the preparation of the Instructions to Authors.

10.5.2.1 Symposia chair responsibilities

- Symposia chairs are responsible for approving the naming of their symposia, selecting one or more invited speakers, receiving the abstracts from the authors (via the CO if so arranged), refereeing the abstracts, returning them for correction if necessary, and thereafter sending them (via the CO, if necessary) for further action by the proceedings committee.
- Symposia chairs will select which of the abstracts submitted for their symposia will be given as oral presentations (if so requested by the authors), which will be given as poster presentations, and which are not acceptable for presentation in any form.
- During the IMC, the symposia chairs are responsible (with a co-chair, if provided) for ensuring that their symposia run smoothly and on schedule, and arrange speaker assistance, if required.
- It is incumbent upon symposia chairs to become acquainted with the lecture rooms and presentation equipment to be used. However, connecting equipment and resolving equipment issues is handled by the A/V technician assigned to each venue.

10.6 Workshops committee

- Membership: Chair, plus three others.
- Organizes workshops that typically precede or follow the main convention.

10.7 Proceedings editorial committee

- Membership: Typically two editors, one from physical and one from biological sciences.
- Responsible for collating abstracts of invited and contributed talks, monitoring scientific quality (in consultation with the two program committees), and publishing the abstract volumes in time for the IMC. It is expected that the proceedings are published in an ISI citable journal or volume.

10.8 Publicity and marketing committee

- Membership: Chair, plus four others.
- Designs and distributes first and second circulars, in consultation with the other committees.
- Maintains a Web site containing all useful information relevant to the IMC.
- Designs and distributes posters for the IMC.
- Contacts local commercial and academic institutions and makes them aware of the IMC. Sends press releases to local news media.

10.9 Trade exhibition committee (TEC)

- Membership: Chair plus two others, preferably with representation from a major manufacturer.
- Sends out invitations to potential exhibitors
- Ensures that the exhibitors' needs are met.
- Ensures that the trade exhibition is located only on the ground floor of the exhibit hall facility.
- Arranges a check for registration badges at entrance to exhibition (if necessary).
- The TEC, headed by the trade exhibition coordinator, is responsible to the CO to ensure that the trade exhibition component is efficiently run, is rewarding for the exhibitors and attendees, and is a financial success.
- In cooperation with the MC and CO, the TEC will establish a budget and structure rates for exhibition booths based on projected running costs, required net revenues, and practice at previous IMCs. This will form part of the overall IMC budget as previously described.
- In cooperation with the Publicity and marketing committee, the TEC will make contact wherever possible the trade to promote the conference and especially the

exhibition content by means of an exhibitor invitation document and expression of interest form. On receipt of the applications received for display booths, the TEC will, on a first-come first-served basis, allocate stands to exhibitors. In allocating the stands, the TEC will structure the costs involved to allow for fair trade and competitiveness, as well as the maintenance of a professional image. Complimentary stands shall be at the discretion of the OC chair, in consultation with the TEC and the MC.

- A TEC should be appointed and will ensure that an Exhibition Manual is prepared setting out in detail all information that exhibitors may require relating to the country, city and venue, the rules and regulations, the sponsorship and advertising opportunities and the contracted suppliers to the event. Throughout the lead-up period and during the IMC, the TEC should keep in close liaison with the CO, the exhibition stand builder, the venue exhibition supervisor and other appropriate service providers.

10.9.1 Exhibit badge types, allocation, and cost

10.9.1.1 Exhibitor badges

Exhibitors should be allocated a quantity of badges based on the size of their booth space that allow both exhibit hall and scientific session entrance. As an indicative example, three badges per 9 m² booth.

Additional exhibit hall-only badges can be purchased at a reasonable price.

10.9.1.2 Public exhibit hall-only badges

Badges that will allow the public to enter the exhibit hall (not the scientific sessions) should be made available for a reasonable price.

Table 2. Summary Timeline of a typical IMC.

Registration	(Sunday – Thursday)
Scientific	Opening Ceremony (Monday morning)
	Scientific sessions (Monday – Friday)
	Poster Exhibition (Monday – Thursday)
	Trade Exhibition (Monday – Thursday)
	Awards Ceremony
	Closing Ceremony (Thursday)
	Workshops (May precede or follow main meeting)
	Open Labs (Monday-Wednesday afternoons)
Social	Opening Reception (Sunday evening)
	IFSM Reception (Tuesday evening)
	Trade Exhibition Reception
	Banquet (Wednesday evening)
	IFSM General Assembly (Tuesday evening)

Table 3. Provisional timetable of events in preparation for an IMC in year N.

Year	Tasks
Year N-4	With the support of the IFSM, a meeting is called to establish that there is sufficient local organizational support for an IMC and to appoint members of an OC.
Year N-3	The OC engages a conference center and/or large hotel(s) to establish that adequate meeting and accommodation facilities are available (preferably in late August or early September).
	Identify a suitable company to act as CO.
	Prepare an IMC budget, including registration fees.
	Contact local government and/or travel offices to acquire information and support for making a presentation to IFSM.
	Prepare bid document, according to IFSM policies and procedures.
	Attend the IFSM General Assembly at IMC and present the proposed IMC site for year N.
	Attend the IFSM Executive meeting to discuss preliminary details and set the theme of the IMC.
Year N-3	Contact Conference Organizer to confirm the company's participation in year N (this presumes that a professional conference organizer will be hired).
	OC contacts local colleagues and OC chair appoints a proceedings editor(s) and chairs for the MC, LOC, scientific program committees, publicity and marketing committee, trade exhibition committee and workshop committee, and transmits this information to IFSM secretary for approval. OC appoints the SPC which should normally include at least three members of the IFSM executive committee of whom is a member of the IFSM council
	These chairs recruit members for their committees.
Year N-2	OC Chair attends IFSM Executive Committee meeting routinely held in N-2 until the IMC
	LOC prepares an IMC logo.

Year	Tasks
	Publicity and marketing committee prepares and mails out a first circular, in collaboration with other committees.
	Scientific program committees appoint program chairs for scientific sessions.
	OC arranges for representative(s) to attend major national meetings to provide publicity.
Year N-1	Program committee finalizes a list of symposia.
	Set registration fee.
	Registration and hotel/travel information should be posted on website and printed no later than December N-1.
	September: send out second circular and call for papers, in consultation with publicity and marketing committee.
Year N	1st February: abstracts received and passed to scientific program committee.
	Program committee checks format and scientific worth, and then sends copies to session chairs and to proceedings editor(s).
	Program chairs organize sessions and send schedules to program chair by 1 April.
	Program chairs notify proceedings editor(s) of any unacceptable abstracts.
	Program committee compiles entire scientific program and sends it to the printer and/or posts it on IMC Web site.
	Trade exhibition committee, in consultation with publicity and marketing committee, prepares an exhibit guide.
	Hold meeting (August/September).
	Compile attendance figures.
	IMC chair sends thank-you letters to colleagues involved in the meeting, and job-well-done letters to supervisors or department heads of volunteers.
	OC/LOC may organize an appreciation social.
	OC suggests improvements to IMC Policies and Procedures and sends them to IFSM General Secretary.
Year N+1	Produce final report and send to IFSM General Secretary.

11 LOC – appointment and charge

Several organizational components of IFSM interact and cooperate to arrange the IMC:

- OC Chair
- LOC chair
- SPC chairs
- Meeting manager
- IFSM Executive Committee and council
- Trade show manager

Although each of these has a distinct role, there are few aspects of the IMC that are not the concern of all, their interest in a given matter differing mainly in degree of detail. It is therefore essential for smooth execution of the IMC that decisions and actions are communicated among the above and their respective committees and that advice be sought and given freely. It is recommended that a sharepoint or similar is set up at an early stage which can act as an electronic document repository.

The OC nominates the LOC chair. The IFSM Council must formally approve both the LOC chair and the SPC chairs. Nominations should be sent to the General Secretary of IFSM for approval by the IFSM council no later than the end of year N-2. SPC membership is agreed in year N-3 and vice-chairs are nominated at this time

The OC and SPC chairs are crucial to the success of IMC. While most of the administrative work associated with the IMC is done by the meeting manager and trade show manager, the OC chair position is demanding and requires a willingness to devote considerable time in communication with the meeting manager, trade show manager, and IFSM Executive Committee and council, especially in the months immediately preceding the IMC. The OC and SPC chairs must be members of IFSM at the time of appointment and maintain a membership during their tenures. There are specific rules about IFSM membership for members of the SPC defined by the IFSM Bylaws.

The general charge to the LOC chair is to provide volunteers to help with the execution of the IMC. Certain social functions are the responsibility of the meeting manager who will draw upon the LOC for local resources.

The general charge to the SPC chairs is to devise and implement a broad and excellent scientific program that reflects important and timely themes in keeping with IFSM's general purposes and interests. The SPC chairs will also propose and administer the program committee budget which will be approved by the OC.

11.1 Composition and organization

Approval of the LOC chair must be approved by the IFSM Executive Committee in year N-3 before the IMC and usually comes in response to a nomination formally made by the host member society. The LOC chair is responsible for selection of the LOC treasurer and other LOC members. Although the LOC draws its members and support largely from the host member society, it is important to remember that they are not identical groups. IFSM Bylaws require all LOC members to be IFSM members.

LOC style, size, and organization are at the chair's discretion. Usually, shortly after being appointed, the chair forms a core group that expands as the IMC approaches. Suggested designations / roles for members of the core group follow.

11.1.1 Publicity coordinator

Works with the exhibition supplement editor, local schools, the media, politicians, related societies, as well as generate the on-site newsletter. The publicity coordinator also co-coordinates mailings of calls for papers,

announcements in journals, advertising and all appropriate marketing activities.

11.1.2 Volunteer coordinator

Defines a list of volunteers, organizes the badge checkers, A/V support staff, and otherwise provide support to the meeting manager as required.

11.1.3 Award recipient/special guests coordinator

Interacts with award recipients and special guests to ensure that their meeting experience is as positive and seamless as possible.

11.1.4 Secretary

Prepares and provides the minutes for review and comment.

11.1.5 Treasurer

Establishes a local bank account and processes all financial transactions associated with the LOC.

11.1.6 Program liaison coordinator

Works with the meeting manager in defining the rooms for the given sessions and then making on the spot adjustments in the event that a session draws more or less people than anticipated.

11.1.7 Student coordinator

Works with the various entities in order to bolster student involvement in the meeting.

11.2 General responsibilities

In the suggested sequence of events, by the time the LOC chair is appointed, contracts for the convention center and major hotels already will have been signed by the OC chair and will have been approved by the IFSM Executive Committee.

Consistent advice from former LOC chairs, as well as accepted good management practice, is to assign backup responsibilities for all major functions, including the chair. Hence LOC chairs may wish to appoint a vice-chair. In addition, a representative from each joining society, if any, should be part of the LOC as soon as possible and should be included fully in its activities and communications.

The LOC chair should appoint the core LOC group and hold an organizational meeting to assign basic responsibilities. Early tasks include identification of sites for the opening reception and social events (some of these may be previously negotiated by the meeting manager as part of the IMC package). The LOC will work with the meeting manager, who is ultimately responsible for the creation of the meeting logo. The LOC will provide input relative to logo creation. IFSM requires that the logo is finalized by at least one year

prior to the meeting. The first formal report, submitted via the General Secretary to the IFSM Executive Committee is scheduled for the summer of year N-2.

The LOC chair will maintain periodic contact with IFSM (via the General Secretary) involved with the IMC to check on progress toward the IMC. It is also recommended that the LOC should maintain contact with preceding LOC chairs. The LOC chair will be invited to all IFSM Executive Committee meetings (late January/early February and August) starting with the one in year N-2.

Refer to Table 3 on page 10 for a schedule of specific IFSM Executive Committee meeting and reporting responsibilities.

11.3 Financial

- The LOC chair and treasurer are responsible for providing the meeting manager with cost estimates for the items that are their responsibility: the opening reception and LOC expenses (see section 11.3.2, Expenses on page 20). Social(s) are not part of the IMC budget. The IFSM Executive Committee liaison and the meeting manager are available to advise the LOC on any of these activities.
- Although the IMC budget is not generated directly by the LOC chair or treasurer, they should understand it thoroughly.
- It is the meeting manager's responsibility to sign all contracts.
- It is OC's ultimate responsibility to balance program costs and other IMC expenses against registration fees and other income, in the best interest of the IFSM as approved by the IFSM Executive Committee.
- The IMC treasurer is responsible for making payments to invited speakers.
- The collection of all local income (e.g registration fees), is dealt with by the meeting manager and trade show manager, who will transfer these fees to the conference account. The disbursement of funds is also handled by the meeting manager, trade show manager, or one of the meeting officers. The vast majority of these requests will be made by the meeting manager. The LOC chair or treasurer should not request any payments for items that have been arranged or coordinated by the meeting manager or trade show manager to avoid confusion or duplication.

11.3.1 Budget

A draft budget is initially presented at the IFSM Executive Committee Meeting in the year N-2 for comment. In year N-1, the budget is officially approved by the IFSM Executive Committee being communicated via the IFSM Treasurer. The budget is developed by the meeting manager, with responsibility for certain sections devolved to the LOC and PC chairs. It is constructed in a uniform fashion consistent with the Accounting Practices and Formats established by IFSM (See **Table 4**) Both the LOC and the

program committee budgets are part of the IMC budget but are proposed and justified separately by the LOC and PC chairs.

Table 4. IFSM Chart of Accounts.

[insert IFSM Chart of Accounts]

Table 5. Example budget.

[Insert sample budget]

11.3.2 Expenses

All LOC expenses must be authorized by the LOC chair. It is appropriate to reimburse LOC members for expenses such as travel (at the most economical rate), phone, copying, etc. incurred in connection with planning for the IMC.

Reasonable expenses for working meetings associated with the various IMC committees may be reimbursed. Registration fees and hotel expenses can be reimbursed for LOC members.

Accommodation and registration for the IFSM Officers (4 people) for the duration of the meeting will be reimbursed.

All of these costs must be included in the IMC budget approved by the IFSM Executive Committee.

Although IFSM is a non-profit organization, the IFSM is not exempt from tax in every country. The LOC should inform the IFSM as to the status of exemption for the IMC location.

The OC chair should attend IFSM Executive Committee meetings in years N-2, N, and N+1.

Reimbursement for expenses associated with attending the IMC in year N-2 by other LOC members for the purpose of staffing the publicity booth (see section 11.4) may be authorized and budgeted by the LOC chair if no other staffing is reasonably available and if the staff would not have otherwise attended the IMC.

It is common for the LOC to hold an appreciation social event, the costs for which may be part of the IMC budget. The LOC should use the meeting manager for the arrangement of any event.

11.4 Publicity

The LOC's main responsibilities for publicity-related activities for the IMC are designing a logo, arranging for a publicity booth at the previous IMC, and local publicity. In addition, the LOC is responsible for placing announcements in relevant scientific journals, as well as paid advertisements where justified.

11.4.1 Logo

It is customary for the LOC to design and execute a logo for the IMC. The logo must be consistent with the IFSM IMC logo format so that there is brand identity. A component of the logo should represent the city, as in a stylized skyline or some historical object. It should include the dates and city. The logo appears prominently on all IMC publications, including the registration bulletin, Program Book/Exhibit supplement, and Exhibitors Prospectus, as well as in display advertising, on souvenir tote bags, and on letterheads and envelopes.

The logo should be reproducible and attractive in several colors and one color; the colors probably will be carried through all IMC arrangements such as carpet and drape in the exhibit hall. It should not contain significant fine detail that could be lost in reduction or reproduction on inexpensive paper or embroidered fabrics. Typical sizes range from ~2.54 cm (1 in.) square to ~0.8 meters (2.5 ft.) to larger banner sizes. The quality of design and execution should be professional. The result should be color prints and/or color separations suitable for use by a commercial printer; one set should be sent to the meeting manager and trade show manager.

The final recommended design(s) should be approved by the OC.

Because the logo is a critical part of IMC marketing, the meeting manager should review any logo design (or the LOC, in the case of a meeting manager-designed logo).

11.4.2 Publicity booth

The LOC usually promotes its IMC at an N-2 meeting that the IFSM Executive Committee attends. The meeting manager will prompt for standard booth furnishings, rental for which is a budgeted item. The LOC arranges for decorating the booth, perhaps with a large rendition of the logo. Giveaway promotional items often are featured, as are tourist brochures and other literature furnished by the Convention and Visitors Bureau (CVB) or similar organizations. Sometimes LOCs design a special souvenir poster and/or a promotional brochure to be distributed at the booth. The publicity booth, which usually is located in the registration area, should be staffed during the entire meeting, approximately from 9:00 to 15:00 hours, Sunday through Wednesday. Often the CVB will provide, at their expense, a representative or materials for the booth.

11.4.3 Local publicity

National publicity is distributed through the meeting manager, but some local publicity can be done by the LOC. Local commercial and academic institutions can be a significant source of attendees for the IMC but often they are unaware of it. A good way of spreading the word is through host

member society members and IFSM can provide details of these. The goal is to maximize the number of local scientific attendees, while minimizing large numbers of simply curious pedestrians. Press releases to local politicians, newspapers, radio, and TV stations can be valuable, but should be approved by the meeting manager to ensure a consistent message. Direct mail lists developed by the LOC should be shared with the meeting manager, so that these potential attendees can also receive posters, the call for papers, and the IMC information pamphlet.

Sometimes LOCs are able to arrange for coverage of the IMC by local media. Depending on its extent and type, a Press Room may be required and LOC staff needed to interpret, shepherd, arrange interviews, etc. Specifics should be discussed with the meeting manager.

11.4.4 National publicity

The meeting manager generates posters, advertising copy, and press releases throughout year N. Posters that contain a program outline are mailed to all members of the sponsoring societies. Display advertising appears in high profile journals and magazines. Press releases and notices are sent to some publications for listing in their meeting calendars.

11.5 Social events

The meeting manager, with input from the LOC, will arrange all social events. The meeting manager will approve contract provisions and timing, estimated costs, and similar and will be responsible for the decision making process.

11.5.1 Sunday reception

A Sunday evening reception or party is the traditional opening (and largest) social event for the IMC. The primary focus of the event is to allow attendees to network and interact in a relaxed environment. Admission is included with all paid registrations and additional tickets are sold on a space available basis. Attendance is typically 1,000 to 1,200. The event runs for two and a half or three hours, usually beginning about 18:30 or 19:00 hours. The venue is often a convention center ballroom, museum, or outdoor pavilion. Other things being equal, it is better to hold it close to the convention center and hotels, thereby obviating the need for transportation, but that should not be the determining factor. In the case of an outdoor venue, in the event of inclement an alternative indoor arrangement should be proposed.

This event usually is budgeted at about **US\$XX** per person. The site is chosen based on value to the IFSM. Regular attendees have come to expect substantial food lasting for the majority of the event; soft drinks, draft beer, and wine typically are available (there may be a cash bar for alcoholic beverages; if not, there are generally tickets for a limited number of drinks). There is usually a local theme in terms of menu, costume, and live music.

Arrangements for admission control, accounting, security, payment schedules, etc., vary according to the particular site and are organized by the meeting manager.

Because the Sunday reception is a major expense, potential arrangements and cost estimates must be provided in the initial budget submitted in year N-2. If there are problems with potential costs for the reception, these need to be resolved by the meeting manager in consultation with the LOC and if needed the OC.

11.5.2 Optional social events

Some LOCs arrange other social events for Wednesday evening. In general, these events do not appear in the IMC planning budget because they are designed to pay for themselves, i.e., attendees are charged exactly the cost of the event, on a controlled ticketed basis.

River/harbor cruises and sports events are popular options. The key to successful sales is to allow ticket purchases as part of advance registration; thus, final arrangements must be made by September of year N-1 to allow their inclusion in the registration bulletin.

The meeting manager should provide advice on arrangements for contract provisions and payment schedules, admission control and accounting, security, etc.

11.6 Fundraising

11.6.1 Exhibit sponsorships

Exhibit sponsorships are contractually the domain of the trade show manager. Exhibit sponsorships are defined as money paid by some person or group in exchange for some recognition, e.g., tote bags, refreshment sponsorships, etc., which take place on or near the exhibit floor. Symposium sponsorships

Symposium sponsorships are the responsibility of the trade show manager. If the LOC has specific ideas, they should be communicated to the trade show manager.

Local industry is often willing to contribute funds or sponsor social events at a major conference. The LOC should detail any such initiatives and convey them via email to the meeting manager, the trade show manager, and the Program Sponsorship Committee.

11.7 Major awards

IFSM presents four major awards at each IMC:

- John Cowley Medal for Diffraction Physics and Microscopy

- Vernon Cosslett Medal for New Developments in Optics and Instrumentation
- Hatsujiro Hashimoto Medal for Applications in Physical Sciences
- Eduard Kellenberger Medal for Applications in Life Sciences

The four awardees will receive the award in the form of a medal and an honorarium at the IMC following their selection. The awardees will be honored by a short laudatio and will present a talk as part of the IFSM Symposium of the IMC. The recipients are selected by the IFSM Executive Committee in year N-1 according to the IFSM by-laws and are notified and apprised of the arrangements by the IFSM Executive Committee.

These awards are primarily the responsibility of the IFSM Executive Committee. IMC registration, travel support, and other associated costs are included in the IMC Symposium budget. The meeting manager will arrange VIP housing and registration. The LOC Award Recipient/Special Guests Coordinator may be asked to assist with hospitality for the awardees and with any special needs they may have.

11.8 Program production meeting (PPM)

The PPM is held a few weeks after the paper submission deadline and chaired by one of the SPC chairs for the purpose of arranging the scientific program. It is attended by the SPC members.

The PPM's location is selected by the PPM chair and meeting manager. Physical arrangements are made by the meeting manager.

The LOC and OC should have a representative (the LOC program liaison) present at the PPM (expenses are included in the PPM budget) so as to be fully aware of program planning. In the interests of efficiency, the LOC representative should have access to the reading and scheduling activities discussed by the SPC; the LOC chair should identify prospective representative(s) to the program committee chair for his or her approval since it is customary for the LOC representative to be included on the program committee roster.

In the case where the PPM is held in the IMC city, the LOC may take an expanded role, providing extra volunteers to help with program production, delivery of materials and equipment, and perhaps some free taxi services.

11.9 Miscellaneous

11.9.1 Child care

Due to liability issues, it is advised that arrangements are left to individuals, especially because most hotels can recommend reliable agencies.

11.9.2 Educational outreach

The LOC may organize an outreach program wherein local high school teachers and/or students are invited to spend an afternoon at the IMC and are escorted through the exhibits and briefed on microscopy by LOC

volunteers. This requires liability waiver forms (available from the meeting manager) to be collected ahead of time from students under the age of 18. Expenses for such an initiative are included in the "Non-scientific Program" budget line.

11.9.3 Shipping and packaging service

The LOC meeting manager arranges for a commercial shipping and packaging service to operate in the registration area during the IMC. The meeting manager is responsible for physical accommodations.

11.9.4 Souvenirs

The LOC may arrange with the host member society to produce and sell souvenirs during the IMC, usually from a booth in the registration area. IFSM traditionally gives permission to the member society to use the IMC logo on the conditions that it is a volunteer effort and that any cash surpluses are used by the member society for its stated purposes and that any losses are absorbed by the member society. Previous LOCs can provide advice about quantity and type.

Most convention centers have exclusive rights to souvenir sales on their premises, but the meeting manager negotiates exceptions allowing inexpensive items, such as T-shirts and mugs, related specifically to the IMC, to be sold to IMC attendees under the above conditions. Occasionally, Convention Center contracts prohibit sales of merchandise.

11.9.5 Host member society special sessions

Some past host member societies have used the IMC in their locale as an opportunity to promote IFSM to their membership and to stimulate interest in their own society by organizing a special event. The SPC chairs have overall responsibility for the scientific program; any special sessions should be discussed these early in the meeting planning process (Year N-2). With advance planning and approval, a member society session or symposium can be integrated into the overall scientific program. Any specific financial requirements that involve IFSM expenditure should be proposed to the IFSM Executive Committee via the General Secretary at least two years before the IMC if the scientific program and/or IMC budget are to be effected. The LOC chair should act as intermediary and facilitator for any such initiatives.

11.9.6 Host member society breakfast

The LOC should assist the host members in planning a host member society breakfast, which is held during the meeting. The host member society breakfast often seeks an interesting venue for this activity.

11.9.7 Short courses

A series of short courses is held on Sunday in rooms in the convention center. The course program is organized by an Education Committee but is not part of the IMC budget. The short course topics are discussed with the program committee via the Education Committee's Liaison to the PC. The meeting manager arranges for room setups, A/V, coffee breaks, etc. Traditionally the IFSM President delivers part of this course.

11.9.8 Committee meetings

Typically a dozen committees and other groups hold meetings during the IMC, often as working breakfasts or lunches. These are held in the convention center or one of the group hotels and are arranged through the meeting manager. Expenses for these, are charged to those groups. From time to time, a non-IFSM organization finds it convenient to meet during the IMC and it is customary to assist them with accommodations as a courtesy.

11.9.9 IFSM meetings

The IFSM Executive Committee typically meets on the Saturday preceding the IMC. Arrangements are made through the meeting manager. Councils of cosponsoring societies also may meet during the IMC and receive assistance, but not costs with arrangements, if requested. The bid presentations for the next IMC are generally held on the Tuesday of the congress. The IFSM General Assembly is generally held on the Thursday of the meeting and requires space for ca. 100 people. The costs of all IFSM meeting are included in the IMC budget.

11.9.10 Badge checkers

It is useful to have volunteers available who will check attendees for proper badges at the entrance to the scientific sessions. These volunteers are provided by the LOC.

11.9.11 Daily newsletter

A daily newsletter is produced during the meeting by the PC and LOC working together. This details any schedule and room changes, and highlights special events. It is produced in the LOC Office. Ideally this will also be available electronically. The newsletters are posted at the entrances to the meeting area each morning before the sessions.

11.10 Coordination

The LOC has coordination responsibilities during and after the IMC.

11.10.1 During the IMC

11.10.1.1 General oversight

The LOC chair should be available at all times during the IMC itself. A walkie-talkie should be provided by the meeting manager, if required.

The meeting manager handles most social events and non-scientific matters within the exhibit hall and registration area; the sessions are supported by the LOC.

Usually on Friday before the IMC, there are "pre-conference meetings" at the convention center and headquarters hotel, at which the LOC chair, program committee liaison, volunteer coordinator, meeting manager, trade show manager, and service providers coordinate their efforts and discuss last-minute concerns. The LOC chair attends these.

11.10.1.2 Site coordination and audio/visual services

The program liaison and volunteer coordinators are the chair's delegates responsible for monitoring all scheduled activities in meeting rooms, especially with regard to A/V services. They are normally equipped with a walkie-talkie or similar, and continually tour the convention center and meeting rooms and see that signs are up when they are supposed to be, that projectors are working, and things in general are running properly.

A/V services are contracted for by the meeting manager, with the selected provider chosen primarily based on quality and experience, rather than price. IFSM considers high-quality A/V to be of the highest priority in an IMC. Resolution, brightness and contrast are of the utmost importance in all projected images.

They are reminded of this in detail during a detailed walk-through session of all meeting rooms, in which at least the convention center personnel, A/V company supervisor, and meeting manager participate. At the walk-through, arranged by the meeting manager, the A/V setup in each room is discussed and decided: projector location and type, control of room lighting, procedures for handling special requests or emergencies, etc. all are determined.

The LOC hires professional A/V operators through the contractor, for all scientific sessions; they are expected to

operate the equipment (including changing slides, if requested), control the lights, and complete attendance forms (provided by the meeting manager).

The A/V company also equips the speaker-ready room.

Recording of tutorials, if desired, should be arranged through the A/V services/meeting manager.

The meeting manager compiles schedules of special A/V needs, such as video projection, during the program production meeting and circulates them to the LOC chair, program committee chair, the IFSM General Secretary acting for IFSM, and A/V contractor.

11.10.1.3 Poster signs

LOC volunteers are asked to mount poster number signs on the poster boards during the day on Sunday (the job takes typically two hours) and to supervise mounting of micrograph competition entries on Monday morning. The meeting manager provides materials and instructions.

11.10.1.4 Hospitality/information booth

The LOC arranges for a local booth, usually in the registration area, continually staffed by volunteers who provide information concerning local attractions, restaurants, restroom locations, and other general information. Often, the booth is coupled with a free-standing information kiosk designed to be the initial contact point for those entering the meeting area. Obviously, the staff should be thoroughly knowledgeable not only about their city but about the IMC as well.

11.10.1.5 Educational outreach

If any teacher/student tours or similar local activities have been planned, it is the responsibility of the LOC to handle the activities on site. Attendees should be independently notified as to gathering time and place and sufficient volunteers should be present to lead the visitors through the exhibit hall. Coordinate with the meeting manager about providing temporary badges.

11.10.1.6 Souvenirs

If items are to be sold, this operation is handled through the LOC. They must arrange for staffing and be responsible for finances. The meeting manager will arrange a separate booth,

if desired, or, as is commonly done, souvenirs can be sold from the Hospitality Booth. Again, some Convention Centers may prohibit the sale of souvenirs.

11.10.1.7 Daily newsletter

The LOC also shares the responsibility with the SPC chairs to produce a daily newsletter during the meeting detailing any special events and room/schedule changes. All scientific session room changes must be approved by the appropriate SPC chair.

11.10.2 After the IMC

An important part of the LOC chair's job is to say "thank you" in a formal way to committee members. Soon after the IMC, a letter should be sent to each expressing appreciation for a job well done and emphasizing its importance to the Society and the discipline. In addition, it should be offered, if requested, to write a similar letter to supervisors or department heads for inclusion in the committee member's personnel file.

11.11 LOC chair required meetings

These meetings also are listed chronologically in **Table 7** on page 30.

Table 6. Meetings that the LOC chair must either attend or delegate to the vice-chair.

LOC	Meetings of the LOC should be held at the chair's discretion. Commonly, after initial organization, these happen every six months, and more frequently as the IMC approaches. Minutes of LOC meetings should be sent to the IFSM General Secretary for distribution to the relevant members of the IFSM Executive Committee and Council Minutes should also be sent to the SPC Chairs and the OC Chair.
IFSM Executive Committee	The IFSM Executive Committee meets every 2 years. Announcements of dates and arrangements will be communicated via the general Secretary. Reports are described in the Timetable.
Meeting Management Group	IMC is organized and run by a virtual team consisting of the OC Members SPC Members, LOC Members, the IFSM Executive Committee, the meeting manager, and trade show representatives, news and proceedings editors, and others directly concerned with IMC operation. It is important that this group communicate regularly, especially during the period between the PPM and the IMC. Regularly scheduled teleconferences are recommended and should be organized by the IFSM Executive Committee liaison. It is also recommended that a suitable electronic sharepoint or similar distribution is established for documentation.

Program Production	The chair or another LOC member should attend. See Program production meeting (PPM) on page 19.
Registration Bulletin	During the IMC, the proceedings editor convenes a group of those concerned with providing information for and producing the registration bulletin. Included are the SPC chairs, the LOC chair and other LOC members (as needed), the proceedings publisher, meeting manager and representatives from the IFSM Executive Committee. This meeting will normally be held in years N-1 and N-2.

11.12 Timetable

These meetings also are listed by meeting type in the LOC chair required meetings in **Table 6** on page 29.

Table 7. LOC meetings organized by time (approximate).

Year N-3	<p>January: Appointment by IFSM Executive Committee of the LOC chair for year N.</p> <p>September: Representatives attend for relevant items in the IFSM Executive Committee meeting as required. Have preliminary discussions and question/answer conference with meeting manager and preceding LOC Officers.</p> <p>Fall/Winter (suggested): Organize the LOC core group and hold a planning meeting. Start designing and producing logo, to be completed by summer, if possible.</p>
Year N-2	<p>Spring: Be in contact with meeting manager to review budget for presentation to the IFSM Executive Committee.</p> <p>September: Representatives attend the IFSM Executive Committee meeting and registration bulletin meeting. Report to IFSM Executive Committee on preliminary plans for social events and special host member society initiatives, if any. Have logo approved. Propose treasurer for formal IFSM Executive Committee appointment, if not done previously.</p> <p>Fall: Continue contact with meeting manager to finalize budget for submission to IFSM Executive Committee. Coordinate with program committee chair and, possibly, educational outreach projects, to complete budget estimates. Think about local publicity and outreach.</p>
Year N-1	<p>January: Representatives attend the IFSM Executive Committee meeting. Present LOC budget for IFSM Executive Committee approval. Report on other progress. Continue coordinating with jointly sponsoring societies, if any.</p> <p>September: Representatives attend the IFSM Executive Committee meeting and report on progress. Present latest budget estimates. Attend program committee Meeting, and registration bulletin meeting. Continue coordination with jointly sponsoring societies, if any.</p> <p>Fall: Meet with meeting manager to review arrangements and discuss details.</p> <p>September 15: Deadline for info and copy for registration bulletin and poster.</p>
Year N	<p>Spring: Chair or program liaison attends PPM.</p>

June/July: Be in contact with meeting manager for final details and specifically to coordinate all activities in which the LOC has a role.

September: Attend IMC. Representatives attend the IFSM Executive Committee meeting for final report. Attend preconference orientations. Monitor Meeting from beginning to end. Meet daily with informal management group.

November 1 (or sooner): Send job-well-done letters to LOC members' supervisors or department heads. Send revisions, corrections, suggestions on IMC policies and procedures to IFSM Executive Committee liaison.

Year N+2 January: Representatives attend the IFSM Executive Committee meeting. Make final report.

12 Regional Meetings

Regional conferences are a key part of the IFSM activities. The IFSM involvement in these is less than for an IMC, most responsibilities being developed to the Local Organizing committees. However, it is recommended that regional meetings adopt an organizational protocol that mirrors, where practical that of IMC.

12.1 Organisation

It is recommended that as a minimum Regional meetings appoint a LOC and SPC structured along the lines for IMC organisation.

12.2 Finance

Financial arrangements for regional meetings are the responsibility of the LOC. However, where IFSM funds are used to support the meeting appropriately audited statements of accounts should be submitted to the IFSM Treasurer. For regional meetings accommodation support should be provided and budgeted for IFSM for the council and IFSM executive members for those nights outside the days on which the conference takes place where IFSM meetings are held.

12.3 Timetable

It is beneficial that the LOC provide the IFSM Executive Committee with an indicative budget and plan at least one year before any regional meeting. Documents relating to this should be provided to the General Secretary of IFSM

13 IFSM Meeting Student Support.

13.1 Eligibility

IFSM has approved funds to support Student and Early Career Researchers to attend the IMC meetings and regional meetings organised by CIASEM, CAPSEM and EMC. For the purposes of support IFSM broadly defines early career to be no more than 5 years research post-PhD not including career breaks.

These funds can be used to support registration and travel costs.

Applications for scholarships should be actively solicited by the relevant conference organising committee as part of the promotion of the meeting. The judging panel should decide on the awardees not less than two months before the relevant meeting and inform the IFSM Executive committee (via the General Secretary) of the names of the proposed awardees.

All scholarship awardees must be the lead and /or presenting author on a paper submitted to the relevant conference.

13.2 Process

All Awards will be made on the recommendation of a judging panel.

13.2.1 IMC

For IMC meetings the judging panel will consist of nominated representatives of the Executive Committee of IFSM and nominated representatives of the IMC OC.

13.2.2 Regional Meetings

For Regional Meetings this panel will consist of the Regional Organising Committee, who will submit their recommendations to the IFSM Executive committee via the General Secretary for approval.

Only students or early career researchers from outside the host territory are eligible for awards and the responsible judging panel should take into account the likely costs of travel to the meeting and the availability of funds from other sources within the applicants own territory. For the purpose of these awards IFSM broadly defines territory as the geographical region that CIASEM, CAPSEM and EMC represent through their members. However, consideration will be given to support for students or early career researchers from within the territory where there is a clear need for travel support.

13.3 Funding

Funding for regional meetings has been agreed by the IFSM Executive Committee at 10,000 USD for each meeting to support a minimum of 10 students.

IFSM will make payment for the scholarships directly to the organising committee who will be responsible for distributing payments to the awardees and for providing a statement of expenditure to the Treasurer of IFSM.

14 Glossary

Congress. Shortened form of International Microscopy Congress (IMC), the quadrennial meeting of the International Federation of Societies for Microscopy.

Host Member Society. Local microscopy societies that are affiliated with IFSM. Note that the host member society and LOC are not the same entities; the LOC usually derives its membership from a host member society.

IFSM. International Federation of Societies for Microscopy.

IFSM Executive Committee Liaison for Congress Management. One of more IFSM Executive Committee members appointed by the IFSM president to follow in detail all aspects of IMC – operations, content and organization – and to serve both as a spokesperson for IFSM to the committees and contractors charged with conducting the IMC and as a conduit for communications from them to the executive committee.

IMC. See *International Microscopy Congress*.

IMCXX. Designation of the International Microscopy Congress quadrennial meeting by meeting number. For example, the 18th Congress (IMC18) was held in Prague in September 2014.

IMCXXXX. Designation of the International Microscopy Congress by meeting year. For example, IMC2014 was held in Prague in September 2014.

International Microscopy Congress. A meeting of the IFSM that is held every four years (quadrennially), typically in the month of September.

LOC. See *Local Organizing Committee*.

Local Organizing Committee. Headed by the LOC chair, who is appointed by IFSM as its primary volunteer agent for the Congress. The LOC chair is responsible for assisting the meeting manager and trade show manager with local arrangements and for identifying and coordinating the local volunteers.

Meeting Information Pamphlet. A pamphlet produced by the meeting manager (or trade show manager) and mailed to all members as soon as possible after the Program Production Meeting, which contains session schedules, registration and housing information, and other general information about the IMC.

Meeting Manager. Handles the budget, facility and supplier management, contract supervision, marketing, meeting and audio/visual support, and attendee registration for the IMC. Additional responsibilities include

receiving submitted papers, producing the registration bulletin and Program Book, facilitating the Program Production Meeting, and for scheduling meeting rooms and arrangements for poster sessions.

N. See *Year N*.

Papers. All submitted scientific contributions to the IMC are designated as Papers. Papers can be Invited (usually, but not necessarily, for presentation in a symposium) or Contributed (unsolicited). All Papers must be received by a date set by IFSM Executive Committee.

Proceedings. The collection of submitted papers. The Proceedings includes all papers accepted at the PPM, is published by the time of the IMC, and is distributed to all full registrants. The Proceedings are in the form of a printed volume and supplemental CD which is ISI citable.

Program Book. The final Program, including time and room assignments. It is assembled by the program committee, the Proceedings Editor, and the meeting manager and is produced and distributed by the publisher to all IFSM members. The Exhibitors' Supplement, an advertising supplement, is included as part of the Program Book. The responsibility for assembling the supplement is shared by the meeting manager and the publisher. There is also an IFSM volunteer editor for the supplement.

Program Committee. The IFSM Committee charged with devising and organizing the scientific program at the IMC, includes symposia, contributed platform and poster sessions, tutorials, Technologists' Forum presentations, and the Computer Workshop/Software Exchange. The program committee chair proposes and justifies the "speaker expense" budget, which is incorporated into the overall IMC budget.

Program Production Meeting. Two to three weeks after the paper submission deadline, the program committee meets over a weekend to assemble and organize the Program. The location may be in the IMC city but it need not be. The physical aspects of the PPM are arranged by the meeting manager with help from the LOC program liaison. The computer-assisted handling of the database of papers is provided by the meeting manager. The program committee chair has primary responsibility for conducting the PPM, ensuring all papers and rooms are assigned prior to the close of the meeting. The Proceedings Editor has responsibility for delivering the original papers to the publisher and producing the Proceedings volume.

Registration bulletin. The booklet containing the call for Papers, submission forms and instructions, advance registration and hotel forms, and other general information on the IMC. Assembling the information necessary for production of the registration bulletin is the responsibility of the Proceedings Editor, and the actual production is done by the meeting manager. Input is provided by the program committee chair, LOC chair, meeting manager, trade show manager, Proceedings Managing Editor, and others. The registration bulletin is mailed to all members of sponsoring societies and designated others by about December 1 of year N-1. Material for inclusion, including the preliminary program, must be ready by about October 15.

Trade Show Manager. Handles the exhibit portion of the IMC, including working with exhibiting companies.

Year N. The calendar year of the IMC. Similarly, year N-1 is the calendar preceding the IMC, while N+1 is the calendar year following the IMC.