



ADVANCED SURFACE ENGINEERING DIVISION

STANDARD

POLICY AND PROCEDURES MANUAL

Version 14th November, 2014

**ADVANCED SURFACE ENGINEERING DIVISION
STANDARD POLICY AND PROCEDURES MANUAL**

Index

BY-LAWS

- 1.1. By-Laws of the Advanced Surface Engineering Division

OFFICERS

- 2.1. Chair
- 2.2. Vice-Chair (Chair-Elect)
- 2.3. Secretary
- 2.4. Treasurer
- 2.5. Members of the Executive Committee
- 2.6. Management structure

COMMITTEES

- 3.1. Program Committee
- 3.2. Nominations Committee
- 3.3. Awards Committee
- 3.4. Ad-hoc Committees

CONFERENCES, SYMPOSIA AND WORKSHOPS

- 4.1. International Conference on Metallurgical Coatings and Thin Films (ICMCTF)

IUVSTA

- 5.1. Nomination procedure for divisional representatives
- 5.2. Sessions at the International Vacuum Conference
- 5.3. IUVSTA workshops

STAFF

- 6.1. ICMCTF Conference Manager and Coordinator

6.2. ICMCTF Conference Secretary

6.3. ICMCTF Exhibition Manager

ADDITIONAL TOPICS

7.1. Email ballot procedure

7.2. ICMCTF consistent logo usage policy

7.3. Guidelines for reimbursement of travel expenses

APPENDIX

8.1. Time Guidelines for Officers, Committees and Staff

8.2. Protocols



**BY-LAWS
OF THE
ADVANCED SURFACE ENGINEERING DIVISION
OF THE
AMERICAN VACUUM SOCIETY**

1.1. BY-LAWS OF THE ADVANCED SURFACE ENGINEERING DIVISION

ARTICLE I: Name

Section 1. The organization shall be known as the Advanced Surface Engineering Division (ASED) of the American Vacuum Society, hereinafter designated as AVS.

ARTICLE II: Objectives

Section 1. The objectives of the Division shall be: (1) to provide a continuing forum accessible to its members as well as to other persons active or interested in the field of advanced surface engineering for the purpose of fostering an improved understanding of advanced surface engineering technologies including deposition of coatings and films, and surface modification and characterization technologies, (2) to promote the dissemination of that understanding by the organization of conferences, symposia and workshops, by publication of original works and surveys in proceedings, technical journals and books, and by creation of web-site(s) related to the field, and (3) to participate actively in all phases of the AVS programs as presented in the AVS Constitution.

ARTICLE III: Membership

Section 1. Divisional members are defined as members of all categories of the AVS in good standing who have applied for membership in the Division and have paid Divisional dues (if any are assessed).

Section 2. The Executive Committee of the Division may extend the courtesy of notification, Divisional publications and attendance at Divisional meetings to non-members by individual identification. None of the other rights and privileges of Divisional membership will be implied or accorded under any circumstances by this action.

Section 3. All categories of Members of AVS who are members of this Division shall be entitled to attend business meetings and vote. Student members of the AVS shall be entitled to the rights and privileges of all other AVS members but shall not have the right to vote or hold office.

ARTICLE IV: Officers

Section 1. The officers of the Division shall be:

Chair

Chair-Elect (Vice-Chair)

Secretary

Treasurer

Section 2. The officers of the Division shall hold office for the following terms:

Chair	1 year
Chair-Elect	1 year
Secretary	1 year
Treasurer	1 year

The Chair-Elect shall automatically assume the position of Chair at the end of his/her term. If the Chair is unable to fulfill his/her duties and obligations at any time in his/her term, then the Chair-Elect shall immediately assume the position of Chair.

Section 3. The Chair-Elect, Secretary, and Treasurer will normally be elected by the Divisional members by voting by correspondence (e.g. mail, facsimile or electronic mail). In the absence of such a vote, these officers may be elected at an annual meeting of the Division. The results of this ballot shall be announced at the annual meeting of the Division.

Section 4. In the event an annual meeting is not held and no mail balloting has occurred, the President of the AVS shall appoint a Chair of the Division considering the recommendations of the past Executive Committee.

Section 5. In the event that the Chair of the Division has been appointed by the President of the AVS, it is the responsibility of the Chair to appoint members of the Executive Committee, subject to the approval of the President of the AVS, considering the recommendations of the past Executive Committee.

Section 6. The term of office for the officers of the Division shall begin on January 1 in the year immediately following their election/appointment.

ARTICLE V: Management

Section 1. The management of the Division will be the responsibility of the Executive Committee of the Division. The Executive Committee shall consist of:

1. The officers of the Division as specified in Article IV, Section 1 of the By-Laws.
2. The Immediate Past Chair. The former Chair serves as the Immediate Past Chair for one year following the year of his/her term of office.
3. Eight duly elected members of the Division, to be called Members of the Executive Committee. The members will be elected for two-year terms. The terms shall be staggered (four new members each year). The term of office for the eight elected members of the Executive Committee shall begin on January 1 in the year immediately following their election.

Section 2. In the event of a vacancy in an office, other than the Chair, caused by incapacitation, resignation, or removal, the vacancy shall be filled by appointment of the Chair and approved by majority vote of the Executive Committee. The incoming member filling a vacancy shall serve until the

normal term of his or her predecessor has expired. In the event of a simultaneous vacancy in the offices of the Chair and Chair-Elect, the Executive Committee shall appoint a Chair to fill the unexpired term.

ARTICLE VI: Nominations and Elections

Section 1. A Nominations Committee shall be formed as soon as practical following the beginning of the term of office for the officers. The Chair of the Nominations Committee shall be the Immediate Past-Chair of the Division. The Chair of the Division shall appoint at least two additional members of the Division to the Nominations Committee for the purpose of nominating Division members for the position of Chair-Elect, Secretary, Treasurer, and the four members of the Executive Committee whose terms expire at the end of that year.

Section 2. The Nominations Committee shall recommend at least one candidate for each office. The nominations shall be submitted to the Secretary at least 14 weeks prior to the Annual Business Meeting of the Division. The Secretary shall submit this slate of candidates to the AVS National Office for inclusion in the AVS electronic ballot. The Nominations Committee shall assure itself and the Division that the nominees are voting members in good standing of the Division and are willing to serve.

Section 3. Additional nominations by petition shall be submitted at least 14 WEEKS prior to the Annual Business Meeting. Valid petitions must be signed by at least 10 members in good standing of the Division. The slate of candidates presented to the AVS National Office shall include names submitted by the Nominations Committee as well as those submitted by qualified petitions.

Section 4. The AVS National Office conducts the election, the result of which will be transmitted to the Secretary at least six weeks before the Annual Business Meeting. The candidate receiving the largest number of votes for a given office shall be elected to that office. If more than one position in the Executive Committee is to be filled, the candidates shall be elected in the order of the number of votes received. If a tie vote occurs for the fourth position, the outgoing Chair will decide the tied election by chance. If a tie vote occurs for the Chair-Elect, Secretary, or Treasurer, the outgoing Chair will decide the tied election by chance. The Secretary shall announce the election results in the Annual Business Meeting of the Division.

ARTICLE VII: Duties of the Officers and Executive Committee Members

Section 1. Chair - To preside at all business meetings of the Division; at his/her discretion to serve as a member of any committee of the Division; to submit to the Board of Directors of the AVS an annual report concerning the activities of the Division; to appoint chairs of all necessary Standing Committees; to appoint Special Committees; to authorize expenditures as provided in the budget; and to perform such other functions necessary of a chair of an organization. He/she shall make sure that the date on which the Annual Business Meeting of the Division will be held is determined before August 1st of each year.

Section 2. Chair-Elect - To carry on all duties of the Chair in the event of the Chair's absence, illness, resignation, or incapacity; to carry out such other duties as may be assigned by the Chair.

Section 3. Secretary - The Secretary shall be responsible for recording the minutes of ASED annual business and executive committee meetings, transmitting these minutes to AVS for archival storage, maintaining division records, conducting email ballots, and any other responsibilities as assigned by the Chair.”

Section 4. Treasurer - The Treasurer shall keep a strict accounting of all income and expenditures. The Treasurer may pay out such funds as authorized by the Chair or Executive Committee to meet all obligations of the Division. The Treasurer shall issue a report of the financial standing of the Division at the Annual Business Meeting or whenever requested by the Chair. The Treasurer may be bonded at the expense of the Division. The Treasurer will submit an annual Divisional Financial Report with the AVS Treasurer on or before the date specified by, and in the format established by, the AVS Treasurer.

Section 5. Members of the Executive Committee shall act as representatives of the division membership in matters pertaining to the objectives of the Division, meetings, dues, organization, policy, and such other matters that preserve the integrity of the Division and make it responsive to the needs and wishes of its membership.

ARTICLE VIII: Duties of the Executive Committee

Section 1. The annual Divisional budget and all motions must be approved by a majority of the Executive Committee.

Section 2. The minutes of all meetings and financial reports of the Executive Committee shall be filed promptly with the Clerk of the AVS. All budgets and financial reports required by the AVS Board of Directors shall be submitted in a timely manner. The Division shall be authorized to incur only such expenses as approved by a majority of the Executive Committee.

Section 3. The Executive Committee will provide management oversight for the conduct of the annual ICMCTF and any other conferences, workshops, and meetings sponsored by the Division.

ARTICLE IX: Committees

Section 1. Standing Committees - There shall be three Standing Committees as follows: Program Committee, Nominations Committee, and Awards Committee.

A person appointed by the current Division Chair will chair the Program Committee. The members of the Program Committee will be chosen from the current members of the Executive Committee plus as many additional members as selected by the Chair from the Society as a whole. The purpose of the Program Committee is to coordinate and organize the ASED sessions and jointly sponsored sessions at the AVS Annual Symposium, and any other sessions or symposia as authorized by the Executive Committee.

The Nominations Committee will be governed as described in Article VI, Section 1 of the By-Laws.

A person appointed by the current Division Chair will chair the Awards Committee. The purpose of the Awards Committee is to solicit and coordinate submissions of nominations for AVS Fellow and other AVS Awards or Prizes. The Awards Committee will also be responsible for determining the ICMCTF R.F.

Bunshah Award and Lecture and the ICMCTF Graduate Student Awards, including the definition of the procedures and selection process, the announcing, accepting and evaluating of nominations/applications, and the selection and notification of the awardees.

Section 2. Special Committees - The Chair will appoint special committees as the need arises.

Section 3. General - Each committee chair shall select as many members of his/her committee as needed with the concurrence of the Chair of the Executive Committee except as noted in Section 1, with said members of each committee serving for a term of one year.

Before the Annual Business Meeting, each committee is to file with the Executive Committee a report of its activities during the past year as requested by the Chair. It shall be the duty of each of the committees to recommend to the Executive Committee any action with respect to the subjects or matters in their charge, which the committee deems advisable. A tentative budget shall be submitted by the committee chair to the Executive Committee for approval. Expenses incurred by the committee shall be limited to the budgeted amount, or as approved by the Chair.

ARTICLE X: Finances

Section 1. Dues may be established by the Executive Committee with the approval of the Board of Directors of the AVS. Changes in the membership dues shall be recommended by the Executive Committee and approved by a majority of the voting members of the Division by a ballot. Special symposia registration fees may be set by the Executive Committee as needed.

Section 2. The Divisional financial records or ledger books may be reviewed by an auditor at any time if requested by the Executive Committee.

Section 3. All funds received by the Division shall be deposited in a bank approved by the Executive Committee. The signature of either the Treasurer or the Chair or written approval by either for expenses associated with specific activities shall be required for all withdrawals from this account.

Section 4. The financial year of the Division will coincide with the financial year of the AVS.

Article XI: Business Meetings

Section 1. The Division shall hold at least one regular business meeting each year. This Annual Business Meeting, which may be held during the annual AVS Symposium, shall be announced by correspondence to all Members of the Division at least six (6) weeks prior to the meeting, and it will also be announced in the program for the AVS Annual Symposium. Time and location of all meetings shall be determined by the Executive Committee.

Section 2. The number of members present to constitute a quorum at business meetings of the Division calling for the transaction of regular business and requiring a vote to be taken shall be not less than 1% of the Division membership or ten (10) members, whichever is smaller.

Article XII: Chapters of the Advanced Surface Engineering Division

Section 1. Chapters of the Division may be formed by the Division or its members by submitting a petition signed by at least twelve (12) members of the Division who pledge themselves to become members of the Chapter. The Chapter shall be deemed established after approval of the petition by the Executive Committee of the Division and by the AVS Board of Directors. Notification of approval shall be given by the AVS to the Chair of the Division.

Section 2. The Divisional Chapter shall elect its own Chair and other desired officers as stated in the Chapter By-Laws. Divisional officers and members of the Executive Committee shall be AVS members in good standing. Student members are not eligible to hold offices in the Division.

Articles XIII: Conferences, Symposia, and Workshops

Section 1. The Division may sponsor various conferences, symposia, and workshops in addition to organizing a program at AVS Symposia. Approval to sponsor such meetings must be by majority vote of the Executive Committee. If the Division is the sole or principal sponsor of a meeting, then the Executive Committee shall be responsible for financial management of the meeting and shall appoint the General and/or Program Chair for such meetings. The General Chair shall submit a budget for approval by the Executive Committee. No expenditures in excess of the budgeted amount may be made without approval of the Executive Committee.

Section 2. The Division may enter into contracts with individuals or companies for the execution of certain activities associated with conferences, symposia, or workshops. Examples include the conference manager, the conference secretary, the conference exhibition manager, and the publishing of the proceedings from the meetings. Such contracts must be approved by a majority of the Executive Committee and shall not be for a duration longer than three years.

ARTICLE XIV: Awards of the Division

Section 1: Student Awards - The Division may grant Student Awards to financially assist students to attend the AVS Symposia and other conferences, symposia, and workshops sponsored by the Division. The monetary amount of each award and the selection criteria for the awards will be determined by the Executive Committee and in accordance with the limits established by the AVS Board of Directors.

Section 2: Technical Recognition Awards

2.1. Purpose

The Division may make Technical Recognition Awards to recognize and encourage outstanding scientific and technical contributions in areas of research, development, and discovery having special interest to the Division. This includes sustained contributions to the research interests of the Division or singular contributions in terms of an achievement or outstanding paper contributed/published in an AVS meeting. This is an AVS award, specifically conferred by an AVS Division.

2.2. Eligibility

The nominee must be recognized for scientific and technical contributions that are fostered and encouraged by the Division. These areas are those evidenced in the program of the Symposia of the Society, topical conferences sponsored by the Division, and those areas defined in the Division's By-Laws. The contribution may be in the nature of sustained or single (e.g., outstanding achievement or publication) significant contributions to theory or experiment, discovery, understanding, inventions, measurements, technique development, or management. Nominations should be made by colleagues or others who are well acquainted with the nominee. Self-nominations are not acceptable. Division officers and Members of the Division Award Selection Committee are not eligible for the award during their terms.

2.3. Nature of the Award:

The award consists of a certificate (or other appropriate symbol) identifying the award and a monetary cash prize, which shall not exceed the limit established by the Board of Directors in the Division Technical Recognition Awards Protocol, established by the AVS Board of Directors. The award may be made at any time during the year.

2.4. Establishment and Support:

This award is established by the Division, after application and approval through the Scholarship and Awards Committee, which presents the award details to the Board of Directors. The name of the award must be approved by the Scholarship and Awards Committee. If the award is "named" (i.e., honoring individual(s)) or if there are other funds used to establish it, the Scholarship and Awards Committee will consult with the AVS Board of Directors for guidance. The award funds must be clearly identified in the annual Division budget request. Acceptance of external funds for the award can be implemented only after consultation with and approval by the AVS Treasurer, ensuring conformity with the rules that govern 501(c)(3) organizations.

2.5. Procedures:

The Division will establish an independent award committee to handle the logistics and selection of the award. This committee and its Chair will have the responsibility to:

- (1) announce the award with a formal call for nominations,
- (2) accept the nominations,
- (3) evaluate the nominations,
- (4) make the recommendation for the award winner,
- (5) confer with the Division Chair and Officers on the choice, and
- (6)
- (7) notify the awardee.

The Committee should provide to the Scholarship and Awards Committee a short report on the procedures and selection process. After notification from the Scholarship and Awards Committee, the Division Committee can implement the processes (notification, scheduling, etc.) of making the award. The Division Chair should work with the Chair of the Scholarship and Awards Committee in advance to ensure no delay in consideration by the Scholarship and Awards Committee. This consideration by the Scholarship and Awards Committee can take place at any time during the year to best meet the Division schedule for award selection and presentation.

The nomination process should include an appropriate nomination form. Other required procedures (letters of support, backup material, etc.) should be identified by the Division Award Committee, and clearly identified in the call for nominations.

The approved procedures for the award should be clearly established and announced by the Division (e.g., via the AVS Newsletter, posted on Division web sites, etc.). These should include:

1. Statement of the award and its purpose(s)
2. The nature of the award (monetary amounts, certificates, etc.)
3. The nomination deadline, exact instructions for making the nomination, the nomination form (or instructions how to obtain it), any other pertinent information needed to provide a complete nomination, and a contact for further information (e.g., Award Committee Chair)
4. The award announcement date
5. The award presentation date/location and any additional procedures (e.g., required talks).

ARTICLE XV: Termination of Membership

Section 1. All interest of any member in the Division or in its property or funds shall terminate and vest in the Division upon his or her ceasing to be a member whether by death, resignation, or otherwise.

ARTICLE XVI: Dissolution of the Division

Section 1. At any time when the Division shall become inactive, not holding at least one meeting during each biannual period, it shall be deemed to have ceased to exist unless such non-holding of meetings has been due to national emergency, actions of federal or state government, or other factors beyond the control of the Division. Upon such a condition arising, all funds remaining in the treasury of the Division shall revert to the AVS and become part of the general funds of such Society.

ARTICLE XVII: Amendments

Section 1. These By-Laws may be amended by a majority vote of ballots cast of members in good standing, provided the proposed amendments shall have been first approved by the Executive Committee. The Secretary shall distribute ballots to the membership at least five (5) weeks prior to the Annual Business Meeting, at which time the Chair shall appoint a committee to count the ballots and report the results. The Chair may delegate these duties to the Administrative Director of the AVS.

Amendments must be approved by the Board of Directors of the AVS before being effective.

ARTICLE XVIII: Parliamentary Law and Procedure

Any matter of parliamentary law or procedure not specifically provided for in these By-Laws shall be governed by Robert's Rules of Order as published in the last revised edition.



OFFICERS

2.1. CHAIR

Statement of Policy

The Chair shall be the principal executive officer and the official representative of the ASED Committee. The general responsibilities of the Chair of the Division are specified in the ASED By-Law Article VII, Section 1. The Chair shall, in general, perform all other duties as may be prescribed from time to time by the Executive Committee.

Procedures

1. Plan, preside, and run the Executive Committee meetings (including all regular and special meetings of the Committee). The Chair further serves as liaison with all other functioning bodies of AVS and represents ASED at the business and other deemed meetings of the AVS as needed/requested. Inform all Executive committee members (and particularly the new ones), of their duties.
2. Keep track of Executive Committee Members and special guests that may need to be at the meetings. This includes keeping track of all the subcommittees/members. Since the life-span of many subcommittees is larger than the time that the members may also be part of the Executive Committee, the Chair needs to make sure that the sub-committee chairs are aware of any Executive Committee meetings that they should attend (as a reporting, but non-voting participant).
3. Appoint chairs of committees. With the exception of the Nominating Committee, the Chair shall appoint all standing and special committee chairs (subject to the approval of the ASED Executive Committee).
4. At the regular Business Meeting of the ASED Committee (generally at the AVS Fall Symposium), the Chair shall submit to the members an annual report reviewing the activities of the ASED Committee during the year and recommend future activities.

2.2. CHAIR-ELECT (VICE-CHAIR)

Statement of Policy

The general responsibilities of the Vice-Chair of the Division are specified in the ASED By-Law Article VII, Section 2.

Procedures

1. Learn the duties of the Division Chair; be prepared to cover the position of the ASED in the following year.
2. Support the Division Chair.
3. Welcome and inform newly elected members of the executive committee regarding duties and expectations (including estimated committee meeting dates). This communication should happen as soon as election results are known, typically in the fall prior to the date, January 1.

2.3. SECRETARY

Statement of Policy

The general responsibilities of the Secretary of the Division are specified in the ASED By-Law Article 7, Section 3. The Secretary shall be responsible for recording the minutes of ASED annual business and executive committee meetings, transmitting these minutes to AVS for archival storage, maintaining division records, conducting email ballots, and any other responsibilities as assigned by the Chair. The Secretary is elected each year by email ballot of the ASED membership.

Procedures

1. Assume office on January 1 following the calendar year of the election.
2. Maintain a record of election results. Communicate results to newly elected and non-elected candidates and inform the chair.
3. Maintain a list of current ASED executive committee members and their contact information; transmit this information to AVS for archival storage.
4. Record minutes of ASED annual business and executive committee meetings; email these minutes and associated documents to ASED executive committee members for correction; transmit corrected minutes to AVS for archival storage.
5. Record and maintain minutes of confidential ASED executive committee meetings.
6. Conduct email ballots in accordance with email ballot procedure (see section 7.1.).
7. Support Division Chair in keeping track of committee and subcommittee members, email list of committee members and special guests to be invited to the executive committee meeting.
8. Keep the division web-based archive of minutes up-to-date.

2.4. TREASURER

Statement of Policy

The general responsibilities of the Treasurer of the Division are specified in the ASED By-Law Article 7, Section 4. The Treasurer is charged with the responsibility for the financial affairs of the ASED. His/her actions are guided by the policies established by AVS Board of Directors and by the ASED Executive Committee. Within those guidelines, he/she is responsible for conducting the financial affairs of the ASED. The Treasurer is elected each year by written and/or electronic ballot of the membership, and his/her election is announced at the annual ASED Business Meeting. The newly elected Treasurer assumes office on 1 January and leaves office on 31 December.

The Treasurer shall have charge of all ASED monies, securities, and similar valuable papers of the Division and is charged with maintaining a complete and up-to-date set of records of the financial affairs of the Division. These records shall be sufficiently detailed to show the financial health of the ASED at any given time, to satisfy the tax reporting requirements of the Internal Revenue Service, and to permit orderly and intelligent financial planning for the future. The Treasurer shall receive and disburse all funds and shall invest excess funds as directed by the ASED Executive Committee. He/she shall prepare an annual budget for submission to the ASED Executive Committee and shall, in general, monitor the financial well being of the ASED.

The ASED Treasurer shall also be the Treasurer for all ASED run meetings, including the International Conference on Metallurgical Coatings and Thin Films (ICMCTF).

Procedures

1. A new Treasurer should arrange for the transfer of control of all funds from the former Treasurer.
2. A new Treasurer should obtain approval of signatures on bank signature cards from the ASED Executive Committee. Normally, bank signature cards should be approved at the Fall ASED Executive Committee meeting.
3. Expenditure records and income records should be maintained using an appropriate software package such as Quickbooks.
4. The ASED uses a cash accounting basis for bookkeeping in which income and expenses occur at the time that a payment is received or a bill is paid.

5. Keep copies of monthly bank statements for banks with which the ASED has open accounts, and provide such copies to the AVS National Office together with the yearly report as required by the AVS policies.
6. Reconcile statements on credit card deposits with the ASED bank where the credit card funds are deposited.
7. Prepare and submit financial information to the appropriate person at the AVS National Office, as designated by the AVS, for ASED payments to individuals that require the filing of 1099 forms. The AVS office will prepare the 1099 forms, but the information must be supplied by the ASED Treasurer.
8. Pay bills that have been properly approved as legitimate ASED expenses.
9. Monitor the expenditures for each budget item, and alert people in charge of specific cost centers if overruns look probable. Take steps to contain the overruns.
10. Inform the ASED Executive Committee if any cost center has exceeded its budget by 10% or more.
11. Deposit all ASED income in ASED bank account(s).
12. Maintain multiple checking/savings accounts in order to prevent the total funds in both checking and savings accounts in a particular bank from exceeding \$250,000, or the limit the funds in a particular bank are insured by the FDIC, whichever is smaller.
13. Invest excess funds in savings account or in conservative money market accounts as directed by the ASED Executive Committee.
14. Prepare a financial report for each ASED Executive Committee meeting and for the annual Business meeting.
15. In August-October, prior to the Fall ASED Executive Committee meeting, request budget input from the ASED Executive Committee and the General Chairs and Program Chairs of meetings run by the ASED.
16. Prepare an annual budget for presentation at the Fall ASED Executive Committee and request approval of the budget for the following year.
17. Prepare in February the AVS year-end report for the previous year providing the income, expenses, and interest for the ASED for the previous year.
18. If requested by the AVS National Office, supply information from the ASED books.
19. The Treasurer should attend meetings held by the ASED and should be prepared to pay certain expenses while at the ICMCTF meeting. Expenses that are normally paid at a meeting are the plenary speaker honorarium and travel expenses, award winner monetary

prizes and travel expenses, a deposit on the projected total invoice from the hotel/convention center (typically 50% of total bill is paid at the meeting), short course instructor honorariums, certain off-site dining functions, and other reimbursements that should be paid at the meeting.

2.5. MEMBERS OF THE EXECUTIVE COMMITTEE

Statement of Policy

The general responsibilities of the Members of the Executive Committee of the Division are specified in the ASED By-Law Article VIII. The Members are nominated by the Nomination Committee, following the procedures defined in the ASED By-Law Article VI.

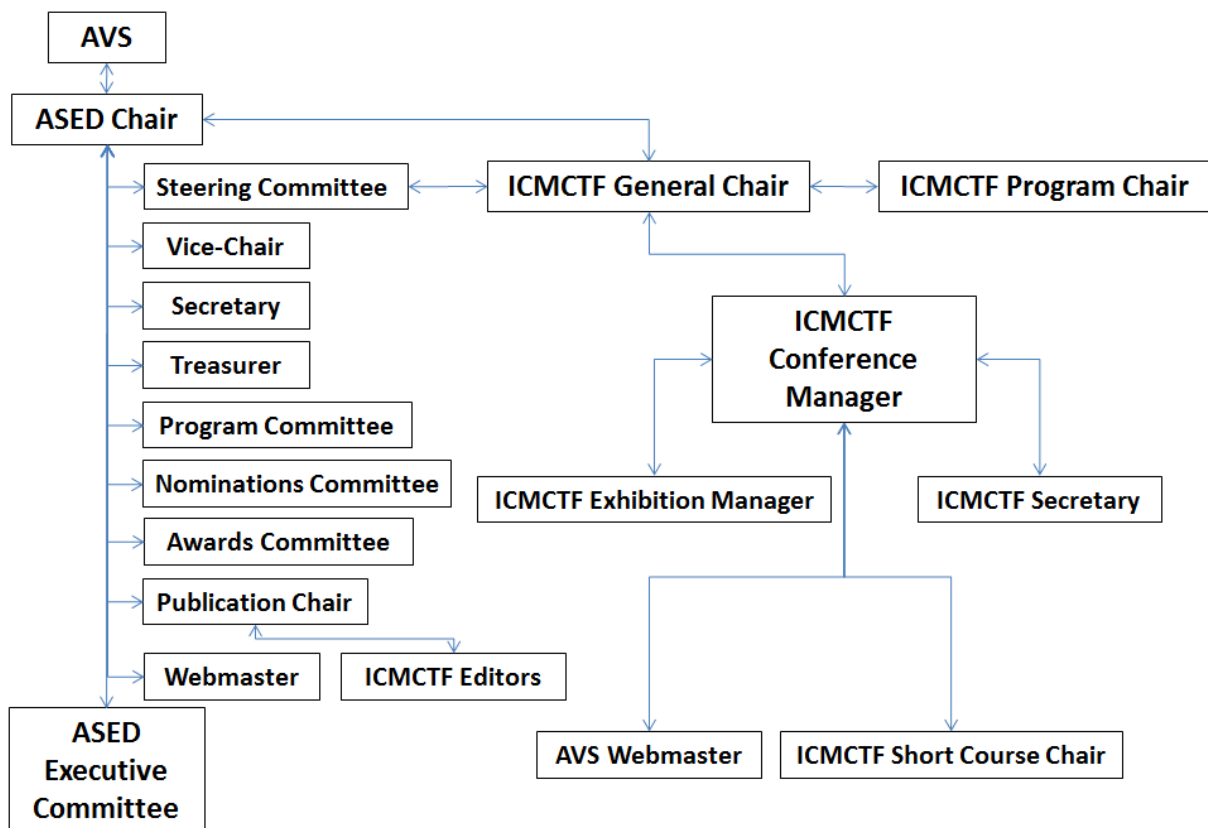
Procedures

1. Members of the Executive Committee of the Division assume office on January 1 following the calendar year of the election.
2. Represent ASED as defined by the division By-Laws.
3. Promote ASED goals by organizing professional and educational events, engaging scientific, industrial, and education communities in ASED areas of the interest, attracting new members to ASED, and developing ASED networking.
4. Engage in ASED standing and ad-hoc committees through the year. Each ASED Executive Committee member should enroll in at least one year-long active focused committee, and provides reports on the activity during the fall and spring ASED board meetings.
5. Attend all ASED Executive Committee meetings, be prepared for such meetings, and actively voice opinion for discussions of all ASED matters (financial, conferences, publishing, activity planning, membership, etc.).
6. Develop and bring to the Executive Committee's attention ideas and problem resolutions to promote ASED objectives.
7. Support the ASED Chair during the year with timely response to discussion, voting, and any other action items which need to be resolved between regular ASED board meetings.

2.6. MANAGEMENT STRUCTURE

The following chart provides an overview of the management structure for carrying out the ASED business and the International Conference and Metallurgical Coatings and Thin Films (ICMCTF).

ASED/ICMCTF Management Structure





COMMITTEES

3.1. PROGRAM COMMITTEE

Statement of Policy

The Program Committee is a standing committee of the ASED established under By-Law Article IX, Section 1, for the purpose of organizing the ASED sessions at the Annual International Symposium of the AVS. The committee will develop plans for a program of invited and contributed papers which stresses subjects of current interest, but may also review the information available in a given topical area. The contributed papers shall contain new and previously unpublished technical information, and only those papers shall be accepted which are conducive to a meeting of high technical standards.

Procedures

The Chair of the ASED Program Committee will be appointed two years before the Annual AVS Symposium by the ASED Executive Committee. He/she will appoint the members of the Program Committee prior to the end of the preceding symposium. The Program Committee should be comprised of members representing a cross-section of the topics included in the ASED sessions to be presented at the symposium. The Committee should have a minimum of three members, with a total number approximately equal to the number of ASED sessions held during the AVS Symposium.

The activities for which the Program Chair is responsible are:

1. Represent ASED in the overall AVS program committee and interact/communicate with the AVS program chair and staff.
2. Identify topics of interest and their respective chairs for the ASED sessions to be presented at the symposium.
3. In collaboration with the members of the Program Committee, identify strong invited speakers for the defined ASED sessions.
4. Stimulate abstract submission and promote the ASED sessions by e-mail announcement and other suitable meeting announcements.
5. Participate at the Program Planning Meeting at which abstracts are selected for inclusion in the program. This is typically held in the second or fourth weekend of June in Chicago, Illinois. Select and arrange the abstracts in an appropriate order.
6. Provide the incoming Chair of the ASED Program Committee with all of the necessary information that will enable him/her to effectively lead his/her Committee at the following year's Symposium.

3.2. NOMINATIONS COMMITTEE

Statement of Policy

The Nominations Committee is a standing committee of the ASED established under By-Law Article IX, Section 1 and Article VI, Section 1, for the purpose of nominating Division members for the position of Chair-Elect, Secretary, Treasurer, and the four members of the Executive Committee whose terms expire at the end of that year. The Nominations Committee will also identify potential candidates for the ICMCTF Program Chair and for representing ASED within the Surface Engineering Division of IUVSTA and suggest them to the ASED Executive Committee.

Procedures

The Chair of the Nominations Committee shall be the Immediate Past-Chair of the Division. He/she shall appoint at least two additional members of the Division to the Nominations Committee. Typical members are the Chair and Chair-Elect of the Division, because these will be the chairs that will need to work with the elected people.

The procedures for nominating candidates for the Executive Committee of the Division are established under By-Law Article VI, Section 2 to 4. Further activities for which the Chair is responsible are:

1. Provide bios from all nominees.
2. Ensure, when contacting potential candidates, that they understand they are expected to attend the Executive Committee meetings.
3. The results of the election of Officers and Executive Committee members shall be announced at the Fall Meeting of the ASED Committee. The newly elected Officers and Executive Committee members shall assume their duties at the close of the calendar year and serve until their terms expire.
4. The Nomination Committee, in consultation with the Conference Steering Committee, is also responsible for nominating the ICMCTF Program Chair. The proposed candidate is to be presented for approval by formal vote at the ASED Spring Executive Committee Meeting, two years prior to the year that the candidate, if accepted, will become Program Chair.

3.3. AWARDS COMMITTEE

Statement of Policy

The Awards Committee is a standing committee of the ASED established under By-Law Article IX, Section 1. Its purpose is to solicit and coordinate nomination submissions for AVS Fellow and other AVS Awards or Prizes as well as the ICMCTF R.F. Bunshah Award and Lecture and the ICMCTF Graduate Student Awards.

The Chair of the ASED Awards Committee is named by the ASED Executive Committee Chair and the Awards Committee Chair in turn names the committee members. A typical ASED Awards Committee consists of a total of three members including the Chair.

Procedures

The ASED Awards Committee solicits nomination submissions, evaluates nomination packages, and selects and notifies awardees. The Committee Chair serves as the Awards presenter at the ICMCTF Awards Convocation, typically Wednesday evening during the ICMCTF conference. The Protocols for the ICMCTF R.F. Bunshah Award and Honorary Lecture and the ICMCTF Graduate Student Awards are found in section 8.2.

The typical procedure is as follows: the ASED Awards Committee Chair anonymously receives, through an AVS website (presently asedawards@avs.org), all submitted nominations for the R.F. Bunshah Award and Lecture as well as the ICMCTF Graduate Student Awards. The Chair then passes all valid and complete submissions to the other committee members and requests that they rate the nomination packages from 0 (unacceptable) to 100 (best) with no two packages receiving the same scores. The Chair then evaluates the scores and, based upon further discussion, the ASED Awards Committee reaches consensus on the R.F. Bunshah Award winner and three Graduate Student Award finalists. Once an agreement is reached, the Chair notifies all nominators and nominees of the results.

The ASED Awards Committee Chair coordinates with the ICMCTF Conference Manager to follow through with obtaining the necessary information: pictures of the ICMCTF Bunshah Award laureate and Graduate Student finalists, abstract and biography of the ICMCTF Bunshah Award laureate, travel dates, hotel reservations, etc. The Chair also submits the Bunshah Award citation to the ICMCTF Conference Manager for engraving on the award trophy.

The Chair and ASED Award Committee members coordinate their schedule at the next ICMCTF Conference in order to interview the three Graduate Student Award finalists (see the ICMCTF Graduate Student Awards protocol), listen to their oral presentations, and make a final decision, prior to the Awards Convocation, as to who receives the Gold, Silver, and Bronze Awards. The Chair communicates the Awards Committee schedule to the ICMCTF Conference Manager, the

Conference Secretary, the Program Chair, and the General Chair prior to the ICMCTF Abstract Selection Committee meeting in order that the Graduate Award Finalists have their oral presentations scheduled early in the week, preferably on Monday and Tuesday, prior to the Awards Convocation.

Once the ICMCTF Graduate Student Gold, Silver, and Bronze Award winners are known, the Chair completes the Graduate Student Award certificates for presentation at the Convocation.

The ICMCTF Bunshah nominations remain active for three years. In a given year, the Chair notifies the award winner and corresponding nominators. For award packages held over to the following year, the Chair notifies the nominators, but not the nominees.

3.4. AD-HOC COMMITTEES

Statement of Policy

Ad-hoc Committees are special temporary committees, serving in an advisory capacity to the ASED Executive Committee.

Procedures

Ad-hoc Committees may be formed at any point to resolve issues defined by the ASED Executive Committee. They consist of a Chair, appointed by the ASED Chair, and an unspecified number of members, which are not necessarily members of the ASED Executive Committee. The Chair of the Ad-hoc Committee shall appoint other members as needed to conduct the business of the committee. Regular reports of the committee's activities will be prepared by the Chair and presented at the ASED Executive Committee meetings.



CONFERENCES, SYMPOSIA AND WORKSHOPS

4.1. INTERNATIONAL CONFERENCE ON METALLURGICAL COATINGS AND THIN FILMS (ICMCTF)

Statement of Policy

The International Conference on Metallurgical Coatings and Thin Films (ICMCTF) is internationally recognized as a vibrant technical conference that integrates fundamental and applied research focused on thin film deposition, characterization, and advanced surface modification techniques. It is the premier international meeting in the field and promotes global exchange of information among scientists, technologists, and manufacturers.

Procedures

ICMCTF is organized by a committee consisting of the General Chair, the Program Chair, Symposium and Session Chairs, the ICMCTF Conference Manager, the ICMCTF Secretary, and the ICMCTF Exhibition Manager. The tasks to be performed by this committee to ensure that ICMCTF operates successfully are summarized in Sections 6 (Staff), 8.1.4 (Tasks of the Incoming ICMCTF Program Chair) and 8.2.3. (ICMCTF House Rules) of this manual.



IUVSTA

5.1. NOMINATION PROCEDURE FOR DIVISIONAL REPRESENTATIVES

Statement of Policy

Divisional Representatives of IUVSTA are nominated for every IUVSTA triennium by each National Vacuum Society with an interest in the subject of the Division. These Representatives form the Electoral College to elect seven members for a Divisional Committee from amongst themselves, and up to three extra members are then co-opted to the Committee.

Procedures

Potential candidates to represent the IUVSTA Surface Engineering Division as Divisional Representatives are identified by the ASED Nominations Committee and suggested to the ASED Executive Committee. A new person is appointed for each IUVSTA triennium three months prior the International Vacuum Congress. The ASED Chair suggests the candidate, approved by the ASED Executive Committee, to the AVS President and the AVS IUVSTA counselor. This decision should typically be made at an ICMCTF ASED Executive Committee meeting.

5.2. SESSIONS AT THE INTERNATIONAL VACUUM CONFERENCE

The International Vacuum Conference (IVC) is organized by IUVSTA every three years. Technical sessions on Surface Engineering are organized by the Surface Engineering Scientific Committee, formed by members of the IUVSTA Surface Engineering Division. AVS ASED members of this Committee will provide reports about the organization of the Surface Engineering Sessions at the ASED Executive Committee Meeting.

5.3. IUVSTA WORKSHOPS

Statement of Policy

IUVSTA Workshops are intended to provide a forum for intense debate and discussion among a small number of experts in a focused scientific or technical field which falls within the purview of the Scientific Divisions of IUVSTA. The purpose of the Workshop program is to advance the field, rather than being educational. The format is intended to be informal, involving all delegates in residence together, typically in a relatively remote site, for a long enough time to ensure active debate. Workshops are organized by one or more of the scientific divisions of IUVSTA. Workshops which bring together experts from one or more fields for cross fertilization of ideas are particularly encouraged.

Procedures

IUVSTA Workshops are usually developed and proposed by individual organizers. Since the financial commitment of IUVSTA is limited to a pre-agreed sponsorship level, support of a local Vacuum Society or one of its Divisions is appropriate. Typically, a National Vacuum Society or a Division agree to underwrite the Workshop proposal. For Workshops falling in one of the areas of activity of ASED, where support by ASED is envisaged, the proposal should be presented by one of the Workshop organizers at an ASED Executive Committee Meeting, for approval prior to submission to IUVSTA. Organizers will also provide a report on the Workshop to the ASED Executive Committee.



STAFF

6.1. ICMCTF CONFERENCE MANAGER AND COORDINATOR

Reports to: ICMCTF General Chair, ICMCTF Program Chair, ASED Chair

Job Description

The ICMCTF Conference Manager and Coordinator is the "corporate memory" for the ICMCTF and the ASED Executive Committee. The Manager has specific responsibilities as are outlined below. Additional tasks as delegated and requested by ICMCTF and ASED committees are also responded to in an appropriate, efficient, and timely manner.

The Manager assists the Treasurer in drafting a budget development document for ICMCTF and a yearly proposed budget to the ASED Executive Committee. The Manager is expected to provide proactive initiatives to expand and improve the scope and quality of the ICMCTF meeting and the ASED Executive Committee venues, in order to make ICMCTF more dynamic, efficient, and forward thinking.

Essential Functions

ASED

The Conference Manager coordinates and makes arrangements for the ASED biannual meetings with their accompanying meal functions. The manager attempts to be a reminder and sounding board for the Chairs of their duties and when they need to be performed.

For external Interactions with other professional societies or the national AVS organization, the Conference Manager is the primary contact person, together with the Conference Secretary, in arranging and coordination of such interactions.

ICMCTF

The Conference Manager is responsible for all aspects of the daily and continuing operation for timely preparations for the annual ICMCTF meeting sponsored by the ASED of AVS.

The Conference Manager is to coordinate with the General and Program Chairs, the Exhibition Manager, the Conference Secretary as well as all Symposium and Session committee members, Guest Editors, Short Course Chair, the Instructors, Awards Committee members, Plenary Speaker, Keynote Speaker and the Graduate Student Finalists. In addition, the Manager is to be the liaison, the point contact person representing the ICMCTF on behalf of ASED, the person who negotiates and signs contracts with the service vendors/providers for temporary staffing at the annual meeting, the sole contact person with the conference hotel (both the sales and the

banquet department managers for hotel food functions and technical room allotments), all Audio/Video arrangements, internet capabilities, and all office equipment needs.

The Conference Manager will have the ultimate responsibility for the meeting arrangements. These responsibilities include:

- All on-site negotiations with the hotel.
- Reservations for all complimentary room stays, which are charged to the ICMCTF Hotel master billing account.
- Scheduling of meeting rooms and facilities (in concert with the person coordinating the short course program, the General Chair, and the Program Chair).
- Establishment of accounting and budgeting procedures with the ASED Treasurer. Verify that there are adequate working funds for on-site operations (provide the cashiers with an opening bank, also make arrangements that the hotel will cash all ASED checks).
- The Conference Manager coordinates and confers with the Exhibition Manager as to all aspects of the Exhibition:
 - Floor plans for the Exhibition and the Conference Registration area and verifying that the fire marshal's approval is received and provided to the Hotel.
 - Coordinate with the Exhibition Manager as to all the technical conference decorating needs such as signage, registration counters, temporary office space, entrance pillar text content, coordinate the Program Book's content related to the Exhibition, etc.
 - Coordinate with the Exhibition Manager as to sponsorships or donations in collaboration and coordination with the General Chair, the Program Chair, and the ASED Chair.
 - Review the ICMCTF Exhibition Managers final report. Provide and reconcile financial reports from all vendors to the ASED Treasurer, who in turn reports these transactions to the ASED Executive Committee.
- Coordinate and implement with the General Char and Program Chair when Focused Topic Sessions are requested by Exhibiting Companies.
- Keep the General and Program Chair and the Conference Secretary updated (as well as the temporary staff supervisor on-site) and informed so that any of these persons could assume the Conference Manager's position in the event that the Manager is incapacitated.

6.2. ICMCTF CONFERENCE SECRETARY

Reports to: ICMCTF Conference Manager, ICMCTF General Chair, ICMCTF Program Chair

Job description

The Conference Secretary will work closely with the ICMCTF Conference Manager, the ICMCTF General Chair, the ICMCTF Program Chair, the ASED Treasurer, and the AVS website programmer on all items related to correspondence, preparation of the Call for Papers, Abstract submission, preparation of the Conference Program, registration of attendees, and databases.

Essential functions

The tasks to be done by the conference secretary throughout the entire calendar year to ensure that ICMCTF runs successfully are summarized in Section 8.1.5 of this manual.

6.1. ICMCTF EXHIBITION MANAGER

Reports to: AVS Managing Director, ASED Chair, ASED Treasurer, ICMCTF General Chair, ICMCTF Program Chair, ICMCTF Conference Manager

Job description

The Exhibition Manager will work closely with the ICMCTF Conference Manager, the ICMCTF General Chair, and the ICMCTF Program Chair on all items related to the ICMCTF Exhibition. The Exhibition Manager is the liaison between the technical session side of the ICMCTF Conference and the company working the exhibition floor representatives, as well as the vending company officials who contract for booths in the exhibition.

Essential functions

The Exhibition Manager has the ultimate responsibility for the following services related to the ICMCTF Exhibition:

- Sales and management of the Exhibition.
- Promotion of Exhibition, including development of flyers and website.
- Processing of Exhibit booths.
- On-site Exhibition management, including all Exhibit-hall related events (e.g. raffle, exhibit sponsor program, extended sessions in the exhibit hall, etc.)
- Provide and reconcile financial reports from all vendors to the Conference Manager and Treasurer.
- Coordinate with Conference Manager and Treasurer on the conference sponsorships as these become available.
- Provide detailed report on Exhibit income and expenses to ASED Chair, Treasurer, and Conference Manager.



ADDITIONAL TOPICS

7.1. EMAIL BALLOT PROCEDURE

The following e-mail voting procedure was adopted by the ASED Executive Committee in Boston, October 30, 2005.

This protocol is to be followed for conducting ASED Executive Committee e-mail Ballots:

- An e-mail ballot, which by definition does not allow face-to-face discussions, is a poor vehicle for managing the Division's business and is only to be used for emergencies that arise between Executive Committee Meetings and that absolutely require action before the next scheduled meeting. E-mail ballots are not to be used in the normal course of business.
- Before attempting to introduce a motion via e-mail, first check with the ASED Executive Committee Chair and Secretary (the problem which appears to be an emergency to you, may have already been addressed); do not simply post your motion on the ASED Executive Committee site or send e-mails to Committee members.
- It is the responsibility of the proposer of an e-mail ballot to find a second for the motion.
- It is the responsibility of the proposer to provide sufficient background information to allow Executive Committee members an informed vote.
- The proposer and second send the motion with detailed information to the ASED Secretary who e-mails the full package (with names of proposers) to all Executive Committee members and sets a deadline (see below).
- Only e-mail ballots authenticated and posted by the ASED Secretary are valid.
- There should normally be two weeks (less if the Executive Committee Chair judges the issue to be a true time-restricted emergency) during which Executive Committee members can discuss the motion via e-mail.
- Executive Committee members can change their vote in response to new information at any point up until the posted time at which the voting period ends. The votes are counted by the Secretary who reports the results.

7.2. ICMCTF CONSISTENT LOGO USAGE POLICY

1. The identifying ICMCTF logo may only be reproduced in its complete form and must always remain proportional without distortion in its perceptive or dimensional appearance. With the exception of the year, no part of it, including the ICMCTF acronym, may be altered or deleted in any way.
2. The minimum logo size is shown below, anything smaller loses impact and readability:

Commercial printing press: 150 line screen/300 dpi/0.8" w × 0.8" h
Web or PowerPoint: 72-76 dpi/81 pixels × 81 pixels
3. The official ICMCTF logo is blue with a white foreground.
4. In instances where production limitations or mechanical requirements (i.e. balloons, glass, plastic, fabrics, etc.) interfere with correct logo usage, please consult the ASED Chair for guidance.
5. Usage of the ICMCTF logo by outside organizations must be approved by the ASED Chair. If used in conjunction with other logos, the ICMCTF logo must be reproduced in the same size, or larger than the other logos.



ICMCTF logo for 2013.

7.3. GUIDELINES FOR REIMBURSEMENT OF TRAVEL EXPENSES

ASED will reimburse reasonable travel expenses for official travel approved in advance by the ASED Chair and Treasurer. Typical official ASED travel includes participation in an ASED Executive Committee meeting or other ASED business meetings, as defined by the ASED Chair. All reimbursement requests must be submitted electronically and will be paid via check or direct deposit.

When travelling for ASED you must comply with the guidelines and procedures below in order to ensure prompt and complete reimbursement:

1. If travel support can be obtained from your university, company, or laboratory, that is desired.
2. For all ASED Executive Committee members, committee chairs and other invitees who are presenting a report at the Executive Committee meeting:
 - i. coach-class airfare, or coach-class train or bus fare as appropriate (please book early to obtain a good price), or automobile mileage, parking, and tolls.
 - ii. local transportation to and from the airport or equivalent in your local area.
 - iii. local transportation to and from the airport or equivalent at the ASED meeting location. The use of rental cars will not be reimbursed unless pre-approved by the ASED Chair.
 - iv. two nights, maximum, in an ASED-arranged hotel (the ICMCTF Conference Manager will make arrangements).
 - v. meals for two days, excluding ASED or AVS meals, with a maximum of up to the local government per diem rate.
3. Attendance at the ICMCTF and the AVS Annual Symposium are not Committee functions; expense reimbursement is not appropriate, as it pertains to ASED Executive Committee meetings as described above.
4. Short course instructors at ICMCTF will receive a fixed honorarium; expense reimbursement for travelling costs is not appropriate.
5. All reimbursement requests must be made electronically to the ASED Treasurer using the form below and attaching scanned receipts for transportation and hotels.
6. The Treasurer may request the traveler's bank routing and account information for direct deposit of reimbursement. This information will be protected and held as confidential and personal.
7. Inappropriate expenses for reimbursement are:

- i. airfare, meals, extra rooms, etc. for spouse, partners, children, or travelling companions.
- ii. additional room nights.
- iii. limousine transport at either home or ASED meeting locations.
- iv. conference registration or other fees.
- v. attendance at the ICMCTF Awards Convocation or the AVS Symposium Awards Assembly does not justify hotel reimbursements.

**ADVANCED SURFACE ENGINEERING DIVISION
REIMBURSEMENT REQUEST**

Name: _____
Bank Account #: _____
Routing #: _____
Swiftcode #: _____
Address: _____

Purpose of Trip /
Meeting(s) Attended: _____

Dates of Trip: From: _____ Until: _____

Transportation, home to the airport (\$0.555 per mile)	\$ _____
Airfare:	\$ _____
Transportation, airport to hotel:	\$ _____
Lodging:	\$ _____
Meals:	\$ _____
Transportation, hotel to airport:	\$ _____
Transportation, airport to home:	\$ _____
Tips:	\$ _____
Other? (_____)	\$ _____
Total reimbursement:	\$ _____

Date

Signature

Please remit form and scanned receipts via e-mail to the ASED Treasurer within 30 days after travel.



APPENDIX

8.1. TIME GUIDELINES FOR OFFICERS, COMMITTEES AND STAFF

8.1.1. ASED Chair

January 1st

- Beginning of term. Name the committee chairs for the year, if not already announced.
- Obtain documents from the preceding Chair.
- Confirm ASED Executive Committee spring meeting date and location, in conjunction with the ICMCTF Conference Manager.

February-March

- Prepare agenda draft for the spring meeting and send to members and special guests.
- Before the ICMCTF in San Diego: become acquainted with Robert's Rules of Order.

June

- Fix date and location for the ASED Executive Committee fall meeting at the AVS symposium, in conjunction with the ICMCTF Conference Manager.

Mid September:

- Prepare agenda draft for the fall meeting and send to Executive Committee members.

October-December:

- Communicate with incoming Chair (i.e. Vice-Chair), regarding committee and subcommittee charges, appointment and reappointment of chairs for these committees, as well as ongoing business.

8.1.2. Program Committee

Previous AVS Symposium

- Monday and Thursday at lunchtime during the AVS symposium week: Planning meetings organized by the Program Chair for the next symposium. Goal: announce sessions and possible invited speakers.

Ca. December 4th

- Entry into AVS online system open.

Ca. December 15th

- Invited speakers are known and confirmed.

Ca. February 1st

- Call for papers: text is ready.

Ca. May 5th

- Abstract submission deadline.

Mid-June

- Abstract selection and program development via AVS website.

8.1.3. Incoming ICMCTF Program Chair

ASED Spring Executive Committee Meeting two years before ICMCTF:

- Elected and announced as Incoming Program Chair.

3 months prior to previous ICMCTF:

- Start receiving copies of conference e-mails and contribute to discussions on organization of Symposium planning meetings.
- Provide photograph/input to ICMCTF Conference Manager for publications.

2 -3 months prior to previous ICMCTF:

- Discuss potential Plenary Speaker for following year with current Program Chair – try to avoid subject overlap with current Plenary.
- Discuss potential Program Chair for following year with current Program Chair and Conference Steering Committee (US/overseas candidates in alternating years preferred, but not required). Approach potential candidates to determine if they would be interested and create a shortlist.
- Check names on shortlist with ICMCTF Conference Manager/Secretary for suitability.
- Pass “approved” shortlist to ASED Chair for consideration and checking prior to ASED Executive Committee meeting at ICMCTF.

1 week prior to previous ICMCTF:

- Co-ordinate with current Program Chair a schedule of meetings with Symposia Chairs to discuss planning. Typically allow all Monday pm and much of Tuesday to achieve this.
- Identify Plenary Speaker, check availability and obtain a preliminary title.

At previous ICMCTF:

- Attend the ASED Executive Committee meeting to introduce the potential incoming Program Chair for the following year. Announce Plenary Speaker.
- Hold meetings with Symposium Chairs to define future procedures and program changes, enforce personnel rotations and refine symposium/session coverage.
- Participate with ASED Publications Chair and editorial team in discussions on changes to Proceedings Editors. Assist Publications Chair in suggesting a team of Guest Editors (including Lead Editor) at the ASED Executive Committee Meeting.

- Complete planning presentation including updated deadline dates (check with Conference Manager, Conference Secretary and Exhibition Manager).
- Obtain fee waiver numbers from General Chair for informed discussions (each session has a maximum number of fee waivers set by General Chair).
- Attend a range of “weaker” sessions to gauge interest and attendance.
- Determine subject/moderator for the focus session, if required.
- Chair planning meeting and outline proposed activities – receive feedback, new ideas, and offers of assistance.

After previous ICMCTF:

Within 1 week:

- Create e-mail mailing lists for Symposium and Session Chairs.
- Send out copy of planning presentation to all and emphasize deadlines in the covering e-mail.

Within 2 weeks:

- Collect information on invited speakers and tentative titles of their talks from Session Chairs.
- Collect information on fee waivers requested for invited speakers from Session Chairs.
- Collect updated session and symposium descriptions.
- Provide deadline reminder to Session and Symposium Chairs.

Within 4 weeks:

- Liaise with Conference Secretary and Conference Manager about update of website with new symposium and session descriptions.
- Arrange coordinators for special events (tutorials, etc.)
- Prepare text for Call for Papers.

Within 6 weeks:

- Call for Papers proofed and issued (post card and website), in conjunction with Conference Manager and Conference Secretary.
- Letters of invitation sent to invited speakers by Conference Secretary.

- Confirm title and arrangements with Plenary Lecturer and Exhibition Keynote Lecturer, send information to Conference Manager and Secretary.

After abstract submission deadline (1st October):

- Abstracts checked and sorted by Conference Secretary – sent to authors for confirmation.
- Abstracts sorted by Symposium and Session and sent out to Chairs.
- Send e-mail with deadlines for Session Chairs to complete schedule and pass to Symposium Chairs by deadline of late October, i.e. prior to the Abstract Selection Meeting typically held at the AVS Symposium (copied to General Chair, Conference Secretary and Conference Manager).
- Send e-mail with deadlines for Symposium Chairs to complete schedule and pass to Symposium Chairs by deadline of early November (copied to General Chair and Conference Secretary).
- Send out e-mail reminders, assist Session and Symposium Chairs in sorting out problems and confirm final details. If no activity has taken place, provide impetus and, in extremis, schedule the missing Sessions/Symposia. Plan to rotate out non-performing Chairs at the next meeting.
- Produce preliminary draft of the room matrix and send to Symposium and Session Chairs for comment.
- Produce preliminary draft program for checking, in conjunction with Conference Manager.
- Encourage Session Chairs to seek sponsorship for their Sessions.

Abstract selection meeting:

- Schedule and arrange abstract selection meeting with Conference Manager and Conference Secretary.
- Review program and inputs from Session/Symposium Chairs.
- Review submitted abstracts.
- Update room selection matrix.
- Deal with unallocated abstracts.
- Ensure student award winners scheduled early in the week to allow judging.
- Produce draft program and room allocation with Conference Manager and Conference Secretary.

After abstract selection meeting (December/January):

- Conference Secretary to distribute draft program and contact speakers.

- Program to be uploaded on website via Conference Manager.
- Ensure committee details are correct on website, in conjunction with Conference Manager.
- Deal with enquiries about program/extra talks/ fee waiver situation which Conference Secretary cannot handle.

Two months from ICMCTF:

- Send out reminders to Symposium/Session chairs of their duties (ICMCTF House Rules).
- Update invited speaker and personnel databases and send out to all Symposium/Session Chairs.
- Liaise with ICMCTF Conference Manager about committee dinner invitations.
- Check which chairs are attending ICMCTF and assist in finding alternatives if required.
- Check the arrangements for the Plenary Speaker, in conjunction with Conference Manager.
- Check the arrangements for all other events (receptions, tutorials, short courses, etc.), in conjunction with Conference Manager.
- Provide input for the program book as required, in conjunction with Conference Manager.

Last month before ICMCTF:

- Co-ordinate with incoming Program Chair a schedule of meetings with Symposia Chairs to discuss planning. Typically allow all Monday afternoon and much of Tuesday to achieve this.

At ICMCTF:

- Check that Plenary Speaker has arrived, announce Plenary Speaker.
- Check that everything runs smoothly (session chairs are present in their sessions).
- Gather feedback from attendees and exhibitors.
- Support and assist incoming Program Chair.
- Create black-list of no-show presenters together with Conference Secretary and Conference Manager.

8.1.4. Conference Secretary¹

Ongoing for 12 months

- Contact person for ICMCTF
- Answer all Correspondence sent via e-mail, mail or phone

May – June (when return home from conference)

- Enter new Registrations on Conference site
- Clean up Registrations
- Enter attendance numbers from conference into Database
- Proof Proceedings List
- Update Mailing List
- Gather Call for Papers information from Program Chair
- Gather Invited Speaker information from Program Chair
- Format and proof Call for Abstracts/Papers pages. Coordinate and approve by Conference Manager. Send brochure to Sheridan Printers
- Proof PDF file from Sheridan and get final OK from Conference Manager for print
- Supply Mailing list to Sheridan
- Have Sheridan mail Brochure
- Gather more detailed Info for Web Pages from Program Chair. Coordinate and approve by Conference Manager
- Send pages to our Web Master (Keith Mitchell at AVS)
- Contact Committee to proof pages on web and send changes to secretary
- Prepare changes from committee. Coordinate and get approval with Conference Manager and send to AVS (Keith Mitchell)
- Proof web pages when complete. Coordinate and approve with Conference Manager
- Send e-mail announcement that the web is open

July

¹ To be noted: the majority of the duties depend on follow-through by committee members and therefore are not in the Conference Secretary's control. If the Conference Secretary does not receive the information requested by the date needed, then the duties she/he is responsible for cannot be followed in the order described in this section

- Work with Programmer (Paul Shapiro) to get abstract site ready

August

- Work with Programmer to get database in order
- Send Invited Speaker Letters via e-mail

September

- Send e-mail announcement about abstract and awards deadline
- Confirm Abstract Selection Meeting (ASM)
- Make plane reservations for ASM
- Coordinate with Conference Manager on hotel reservations

October

- Abstracts are due October 1st
- Send Abstract Received e-mail to Authors as received
- Process abstracts by logging these & assigning abstract numbers
- Clean up abstracts
- Check for abstract duplicates
- Check for abstracts that were partially submitted and contact authors
- Send abstract worksheet to Symposium/Session Chairs
- Receive back worksheets in two weeks
- Send to Elsevier the email addresses of all attendees for Proceedings information.

November

- Make any changes sent by Session Chairs
- Create rough schedule pages
- Send back to chairs for re-check
- Print out all Abstracts
- Pack materials needed for ASM
- Leave for ASM

- Return from ASM with the first schedule draft. Work it with Program Chair and coordinate and approve with Conference Manager
- Process the changes in the database
- Send to chairs for check and make changes
- Send final back to chairs for re-check
- Get OK for final from chairs

December

- Send acceptance/rejection letters to authors
- Send Visa Letter to authors that request them
- Begin write-up for Preliminary Program, coordinating with Conference Manager
- Send Program to Keith Mitchell for Web Site after coordinating and approving by Conference Manager
- Proof web site
- Send to committee to check and send changes
- Send to Keith Mitchell changes after coordinating and approving by Conference Manager

January

- Send e-mail announcement that Preliminary Program is on web
- Send Post Card draft to Sheridan
- Proof Post Card and send back to Sheridan
- Total number to be printed and mailing list to Sheridan
- Post Card sent
- Continue updating Preliminary Program on web

February

- Send overall e-mail concerning manuscript deadline (March 1st)
- Continue Final Program updates
- Work with Programmer to get registration site updated
- Begin Final Program updates

March

- Contact ALL poster attendees to get a more accurate poster count
- Modify schedule with cancellations
- Send final pages to Chairs to send back for corrections
- Proof final pages. Coordinate and approve this with Conference Manager, send to Keith Mitchell to update
- Send to Sheridan final pages to print Final Program
- Send final file to programmer to create scheduler and then post scheduler
- Send e-mail announcement with final program on web/registration deadline
- Contact all Invited Speakers who have not registered
- Contact all oral presenters who have not registered

March - April

- Process Registrations
- Get badges ordered and printed
- Send e-mails to attendees for received submitted registration
- Send registration receipts via e-mail
- Process credit cards
- Contact payment problems/solve payment problems
- Maintain change book

April

- Proof final PDF file from Sheridan. Coordinate and approve this with the Conference Manager
- Give printer OK to print
- Overall e-mail that Final Program is on Web
- Send Exhibits Chair Blank badge stock sheets
- Create badges for ICMCTF meeting (preparing individual attendee badges in a large single step, file used has been alphabetized for easier processing)
- Create labels for registration envelopes (preparing individual attendee badges in a large single step, file used has been alphabetized for easier processing)
- Make copies of the certificate of participation page and the receipt when attendees need a more formal receipt. Place such receipts in the pre-registered envelopes.

- Create poster board signs in two colors (2 sheets per poster with Poster number and presenter's name)
- Pack up boxes and send 10 days in advance
- Go to San Diego
- Set up computer with badge program
- Work registration desk in San Diego
- Enter registrations in the database

8.2. PROTOCOLS

8.2.1. Protocol for the ICMCTF R.F. Bunshah Award and Lecture

Purpose

This Award, named after the founder of ICMCTF, recognizes outstanding research or technological innovation in the areas of interest to the Advanced Surface Engineering Division (ASED) of the AVS, with emphasis on the fields of surface engineering, thin films, and related topics.

Eligibility

The nominee shall have made pioneering contributions to the science or technology of surface engineering, thin films, or related fields of interest to ASED. The Award shall be granted without further restriction except that the current ICMCTF General and Program Chairs and current members of the ASED Executive and Awards Committees are not eligible.

Nomination Procedure

A nomination may be made by anyone qualified to evaluate, highlight, and validate the nominee's accomplishments. Any individual may submit one nominating or seconding letter for the award in any given year. The nomination packages **MUST** include the following.

Nomination Letter: The letter nominating an individual for an award must describe the work for which the award is proposed and indicate the role the work has played in solving particular scientific or technological problems. The significance of these problems and the impact of the nominee's accomplishments on the field should be discussed. If the work was performed in collaboration with others, the contributions of the nominee should be clearly stated. A proposed citation, a one-sentence synopsis of the reason for selecting the nominee, and a list of individuals sending supporting letters, must also be included. The nominating letter should not exceed two pages in length, but should be as detailed as possible to allow the Award Committee to evaluate the nominee's contributions.

Supporting Letters: A minimum of two and a maximum of five supporting letters must be arranged by the nominator. Typically, the letters should not exceed one page. Their main purpose is to endorse the nomination and to provide additional evidence of the nominee's accomplishments. The supporting letters should be written by individuals at institutions other than that of the nominee.

Description of Research Highlights: A two-page summary of research accomplishments citing key papers and patents must be included. The purpose of the material is to document the scope

of a nominee's technical career, placing in context the specific work being nominated for the award.

Biographical Materials: A Curriculum Vitae or biographical sketch of the nominee and a list of publications and patents must be submitted.

Nominations remain active for three years.

Nature of the Award

The award consists of a \$1500 cash award, an engraved trophy stating the nature of the award, and an honorary lectureship at the ICMCTF conference at which the award is presented. This award is conferred annually, subject to availability of suitable candidates. The awardee shall receive complimentary meeting registration, travel expenses up to \$1500, and up to six nights lodging at the conference hotel for the meeting at which the award is presented.

Nomination Submission and Deadline

All nomination materials must be compiled by the nominator and submitted as a package. The *complete* nomination package is to be sent electronically to the current Chair of the ASED Awards Committee at asedawards@avs.org such that it is received by October 1. Late or incomplete applications will not be evaluated.

8.2.2. Protocol for the ICMCTF Graduate Student Awards

Purpose

These Awards are intended to honor and encourage outstanding graduate students in fields of interest to the Advanced Surface Engineering Division (ASED) of the AVS. ASED seeks to recognize students of exceptional ability who show promise for significant future achievement in ASED-related fields.

Eligibility

The nominee must be:

- a graduate student in science or engineering who is in good standing at a University with a recognized graduate degree program
- the presenting author of an oral presentation at the annual ICMCTF conference.

Nominees who receive their final research degree after the ICMCTF Abstract Submission deadline are still eligible for that year. However, previous Graduate Student Award winners are ineligible.

Nomination Procedure

The Student's Advisor must submit the following items (see <http://divisions.avs.org/ased/>) to the current Chair of the ASED Awards Committee at asedawards@avs.org by the Abstract Submission deadline for the upcoming annual ICMCTF Conference (late or incomplete applications will not be evaluated):

- a completed application form (download the form from the ASED website: <http://www2.avs.org/divisions/ased/>.)
- one copy of the abstract that has been submitted separately for the ICMCTF Conference
- a two-page description of research associated with the abstract to be considered for the award, including a clear, concise description of the:
 - aim of the work and its relationship to the status of the field
 - a summary of the applicant's specific contributions and how they demonstrate exceptional ability and future promise
 - a summary of significant results of the work and how they relate to the specific research area
 - a list of any publications authored by the applicant that are relevant to this research.

- a resume which includes a list of publications with complete citations; a list of fellowships, scholarships, and/or other honors received; a list of past employment with dates; a list of technical/professional organizations, including AVS, in which you are a member; other activities or relevant information
- an Advisor's Student Evaluation Form completed by the student's advisor (please download the form from the ASED website: [http://www2.avs.org/divisions/ased/.](http://www2.avs.org/divisions/ased/))
- a recommendation letter from the student's advisor(s).

Note: a *complete* nomination package is to be sent electronically to the current Chair of the ASED Awards Committee at asedawards@avs.org such that it is received by the Abstract Submission deadline for the upcoming annual ICMCTF Conference. Late or incomplete application packages will not be evaluated.

Selection Process

Graduate Student Award Applications are accepted from graduate students who authored or co-authored a submitted abstract that is accepted for the current ICMCTF Conference. Applications are reviewed by the ASED Awards Committee and up to three finalists are selected. At the ICMCTF Conference, the finalists will present oral presentations which will be scheduled in an appropriate symposium on Monday, Tuesday, or Wednesday of the Conference week. The Awards Committee will attend the presentations and then meet again to evaluate the finalists for the Gold, Silver, and Bronze ASED Graduate Student Awards based upon: (1) the quality of their application materials and (2) the quality and professionalism of their presentation and discussion.

Selection Criteria

In the selection of both finalists and award recipients, the judges look for evidence of:

- Excellence in scholarly research, including
 - thoroughness of the applicant's work
 - originality and independence of the applicant's contributions
 - depth of understanding of the research topic, the methodologies used, and the relationship of the results to the specific research area and the broader field
 - scholarship and ingenuity shown by the student in attacking the research project
- Promise for future substantial achievement in research fields of interest to ASED.

Nature of the Award

All finalists receive Gold, Silver, or Bronze ASED Graduate Student Awards, a cash prize, a complimentary meeting registration, and up to six nights lodging at the conference hotel. The Awards are presented at the ICMCTF Conference and announced in the AVS Newsletter and on the ASED website. The prizes consist of certificates and \$400, \$300, and \$250 for the Gold, Silver, and Bronze winners.

Nomination Submission and Deadline

All nomination materials must be compiled by the nominee's advisor and submitted as a package. The *complete* nomination package is to be sent electronically to the current Chair of the ASED Awards Committee at asedawards@avs.org such that it is received by the ICMCTF Abstract Selection deadline. Late or incomplete applications will not be evaluated.

8.2.3. ICMCTF House Rules

1. Session and Symposium Chairs are not eligible to be invited speakers in their own Symposium and are severally not eligible to be invited speakers to other Symposia.
2. Session Chairs should not have their own presentations within their session. If this cannot be avoided, he/she should not introduce his/her own paper or conduct the discussion for his/her or any other talk in that session. Instead, for the session in question, the Session Chair can run the timer and ask questions as a member of the audience. (A session is defined as a sequential block of talks. After a break, that Session Chair could resume his/her duties within a given topical session.) The natural solution is to have and use two Chairs for the session. The corollary to that is that the assigned Session Chairs need to attend the meeting.
3. The conference encourages international diversity and circulation for the Chairs.
4. Invited speakers may not be re-invited to other symposia in the conference for one year following the presentation of their invited talk, and for three years in the same symposium following the presentation of their invited talk.
5. Symposium and Session Chairs must stay at the Town & Country Hotel to support the conference. If the required number of room nights at the hotel is not reached, the conference must pay attrition fees for the conference rooms, which we cannot afford.
6. DUTIES OF SESSION CHAIRS
 - a. Define the scope and reach of the session. The scope must be consistent with the symposium within which the session resides and hopefully encompasses not only current topics of interest, but also areas of growth in subject area. In the case of overlap with another session in a different symposium, it is the duty of the Session Chair to point out such overlap to his/her Symposium Chair. Also, a stronger joint session instead of two weaker individual sessions should be considered.
 - b. Create a title and brief description for the session that encourages contributed talks in the area(s) of interest.
 - c. Identify invited speakers that would participate in the conference, will attract contributed abstracts, and will draw an audience at the conference. Follow invited speaker procedure outlined in the Announcement of the ICMCTF Program Chair.
 - d. Advertise your session and solicit high-quality contributed papers.
 - e. Once abstracts are submitted, Session Chairs are responsible for reviewing all abstracts submitted to their session, rejecting any that are too weak for the conference, ranking the rest from best to worst, and creating a proposed schedule for the session. The

rejection list, ranking and proposed schedule should all be provided to the symposium chair several days before the scheduled abstract selection meeting.

- f. Moderate the session at the conference sessions by staying on the printed schedule and in parallel with other sessions,
- g. If a Session Chair is unavailable or unable to attend the conference, the General Chair, Program Chair, ICMTF Conference Manager and Conference Secretary have to be informed.
- h. Offer assistance to the Guest Editors in finding good referees/reviewers or do some yourself.