



ADVANCED SURFACE ENGINEERING DIVISION

STANDARD

POLICY AND PROCEDURES MANUAL

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To be updated on a yearly basis

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

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OFFICERS

1.1. 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 members), 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.

1.2. 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.

1.3. SECRETARY

Statement of Policy

The general responsibilities of the Secretary of the Division are specified in the ASED By-Law Article VII, Section 3.

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.

1.4. TREASURER

Statement of Policy

The general responsibilities of the Treasurer of the Division are specified in the ASED By-Law Article VII, 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 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. The Treasurer, with approval from the Division Chair, shall identify an appropriate person who will have bank signature authority to handle fiscal responsibilities of the Division should the Treasurer be unable to conduct the financial business of the Division.

6. The Treasurer will 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.
7. The Treasurer will reconcile statements on credit card deposits with the ASED bank where the credit card funds are deposited.
8. The Treasurer will 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.
9. The Treasurer will pay bills that have been properly approved as legitimate ASED expenses.
10. The Treasurer will 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.
11. The Treasurer will notify the ASED Executive Committee if any cost center has exceeded its budget by 10% or more.
12. The Treasurer will deposit all ASED income into ASED bank account(s).
13. The Treasurer will maintain multiple checking/savings accounts in order to prevent the total funds each account for a particular bank from exceeding the FDIC limit to which funds may be insured.
14. The Treasurer may invest excess funds in savings accounts or in conservative money market accounts as directed by the ASED Executive Committee.
15. Prepare a financial report for each ASED Executive Committee meeting and for the annual Business meeting.
16. In August-October, prior to the Fall ASED Executive Committee meeting, the Treasurer will request budget input from the ASED Executive Committee and the General Chairs and Program Chairs of meetings run by the ASED.
17. The Treasurer will prepare an annual budget for presentation at the Fall ASED Executive Committee meeting and request approval of the budget for the following year.
18. The Treasurer will prepare the AVS year-end report for the previous year providing the income, expenses, and earned interest for the previous year and present the report at the Spring committee meeting.
19. If requested by the AVS National Office, the Treasurer will supply ASED financial information.

20. 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 honoraria, certain off-site dining function costs, and other reimbursements that should be paid at the meeting.

1.5. 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.

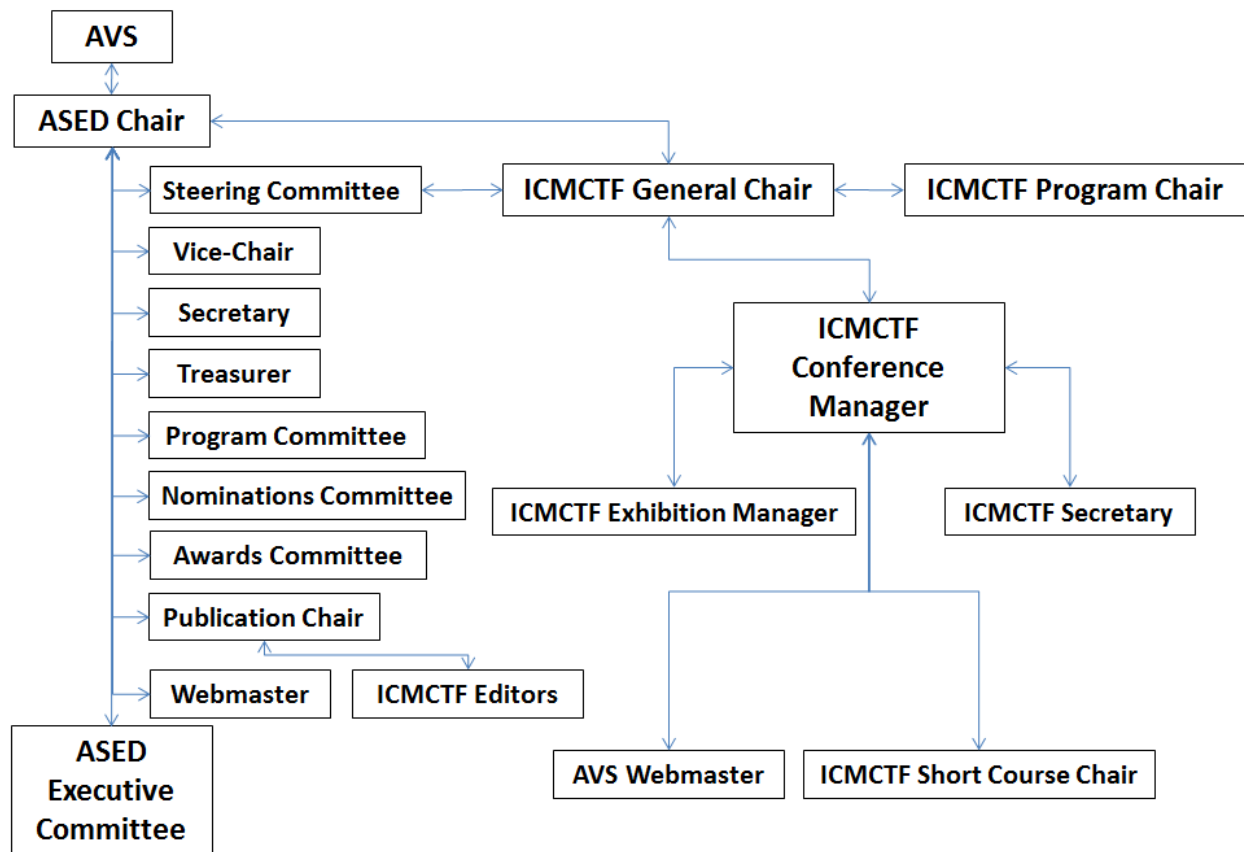
Procedures

1. Members of the Executive Committee: 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 provide a report on the activity during the fall and spring ASED board meetings.
5. Attend and actively engage the Committee meetings in 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.

1.6. MANAGEMENT STRUCTURE

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

ASED/ICMCTF Management Structure





COMMITTEES

2.1. 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 International Symposium and Exhibition 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.

2.2. 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.

2.3. 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 all Division Awards according to section Award protocols.

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 as defined by the Awards protocol section according to section Award protocols.

ASED Procedures Awards Committee Operation Procedures

The Division will establish an independent Awards Committee to handle the logistics and selection of the Division Awards defined by the Awards protocol section according to the Policy and Procedures Manual. This committee will have the responsibility to:

1. announce the Division Awards with a formal call for nominations,
2. accept the nominations,
3. evaluate the nominations,
4. make the recommendation for the Award winners,
5. confer with the Division Chair and Officers on the choice,
6. notify the Awardees,
7. notify ICMCTF Program and General Chairs for inclusion honorary lectures in conference program and for organizing award presentation events,
8. serve as the Division Awards presenter at the ICMCTF Awards Convocation.

The approved procedures for the Division Award should be clearly established and announced by the Division (e.g., posted on ICMCTF and Division web sites). 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).

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 Division Awards. The Chair then passes all valid and complete submissions to the other committee members and requests that they rate the nomination packages form 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 winners for the ASED Recognition Awards and three ICMCTF Graduate Student Award finalists. Once an agreement is reached, the Chair notifies the ASED officers, all nominators, and winning 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 winners of the ASED Recognition Awards and three ICMCTF Graduate Student Award finalists, abstract and biography of the ASED Recognition Award winners, travel dates, hotel reservations, etc. The Chair also submits the ASED Recognition Award citations to the ICMCTF Conference Manager for engraving on the award trophy and plaque.

The Chair and ASED Award Committee members coordinate their schedule at the next ICMCTF Conference in order to interview the three ICMCTF 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 and Bill Sproul awards 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.

For the ASED Young Investigator Award at the AVS International Symposium the member of a ASED award committee (appointed by the chair of the ASED awards committee) works together with the ASED/AVS program committee to select and manage the award following the same procedures outlined above.

2.4. CONFLICTS OF INTEREST

Awards committee members will not write supporting or nomination letters while being part of the Awards committee

1. Because many nominations are valid for multiple years, a recently elected Awards committee member may have generated a nomination or support letter before election. In such cases the Awards committee member will be recused from discussion of that award.

Awards committee members will disclose any potential conflicts of interest to the Chair of the Awards committee including:

1. current employment at the institution of a nominee,
2. previous employment with that institution within the last 12 months,
3. being a collaborator of the nominee within the last 24 months,
4. thesis advisor of the nominee,
5. any family or other relationship, which may affect the Awards committee members judgement (or be seen as doing so by a reasonable person aware of the relationship).

Based on the nature of potential conflict of interest the Chair and the Awards committee members will determine which of the following actions are most appropriate:

1. At a minimum all of the awards committee members will be made aware of the nature of the conflict or potential conflict so that they are aware of it during deliberations.
2. The awards committee member will recuse themselves from any discussion of that award or society recognition.

2.5. 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.



AWARDS PROTOCOL SECTION

The Awards Protocol Section is divided into ASED Professional Recognition Awards containing the ICMCTF R.F. Bunshah Award and Lecture, Bill Sproul Award and Lecture, ASED Young Investigator Award, as well as the Student Awards containing ICMCTF Graduate Student Award.

3.1. ICMCTF R.F. BUNSHAH AWARD AND HONORARY LECTURE

Purpose: The R.F. Bunshah Award and Honorary ICMCTF lectureship is intended to recognize outstanding research or technological innovation in the areas of interest to the Advanced Surface Engineering Division (ASED) of the AVS, with emphasis in 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 ASSED. The Award shall be granted without further restriction except that the current ICMCTF General and Program Chairs and current members of the ASSED Executive and Awards Committees are not eligible, such nominations will not be accepted until their service term is expired.

Nomination Procedure: A nomination may be made by anyone qualified to evaluate, highlight, and validate the nominee's scientific and technical 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 in 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. For Award packages held over to the following year, the Chair notifies the nominators, but not the nominees.

Nature of the Award: The award consists of a \$1500 cash award, an engraved statuette 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 Award Recipient shall receive complimentary meeting registration, travel expenses up to \$1500, and up to six nights lodging at the Town and Country Hotel.

Nomination Submission and Deadline: All nomination materials must be compiled by the nominator and submitted as one package. The complete nomination package is to be sent electronically to the current Chair of the ASED Awards Committee (asedawards@avs.org). Deadline for nomination package receiving is the same as the abstract submission deadline and published at ICMCTF website in the year preceding the award year. Late or incomplete application packages will not be evaluated.

3.2. BILL SPROUL AWARD AND HONORARY ICMCTF LECTURE

Purpose: The Bill Sproul Award and Honorary ICMCTF lectureship is to recognize the achievements of a mid-career researcher who has made outstanding scientific and/or technological contributions in areas of interest to the Advanced Surface Engineering Division (ASED) of the AVS, with emphasis in the fields of surface engineering, thin films, and related topics.

Eligibility: The nominee must be a mid-career researcher with approximately 15-25 years of professional experience in an academic or industrial environment, who has contributed outstanding scientific and/or technological advancement, at least part of which must have been presented at ICMCTF. 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, and their nominations will not be accepted until their service term is expired; such nominations will not be accepted until their service term is expired.

Nomination Procedure: A nomination may be made by anyone qualified to evaluate, highlight, and validate the nominee's scientific and technical 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 the Bill Sproul Award and Honorary ICMCTF Lectureship must describe the scientific and/or technical work and

accomplishments for which the award is proposed and indicate the role the work has played/is playing in solving particular, challenging 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. For Award packages held over to the following year, the Chair notifies the nominators, but not the nominees.

Nature of the Award: The award consists of a \$1200 cash award, a commemorative plaque stating the nature of the award, and an honorary lectureship at a regular session of ICMCTF. 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. The Bill Sproul Honorary Lecture will be given as one of the highlight lectures or at a regular session of the ICMCTF program.

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 (asedawards@avs.org). Deadline for nomination package receiving is the same as the abstract submission deadline and published at ICMCTF website in the year preceding the award year. Late or incomplete application packages will not be evaluated.

3.3. ASED YOUNG INVESTIGATOR AWARD AT THE AVS INTERNATIONAL SYMPOSIUM

Purpose: The Advanced Surface Engineering Division (SE) of AVS establishes the ASED Young Investigator Award to recognize outstanding participation and research based on presentations in SE program at the AVS International Symposium

Eligibility: PhD students or engineers/researchers from industry or academia up to 5 years after PhD graduation, who will be members of the ASED of AVS, are eligible.

The members of the ASED AVS Program Committee together with the Chair of the ASED Awards Committee (or another member of the committee appointed by the latter) will judge all nominations and make the selection of the winner, based on the submitted documents. The committee may conduct on-line interviews with the nominees in the selection process. The winner will be announced at least two months prior to the symposium.

Nature of the Award: The winner will receive a certificate, \$500 prize after presenting his/her work at the symposium and up to \$300 travel expenses.

Nomination Procedure: The Nominator, who is either the supervisor of the young researcher or a senior colleague in the case of a junior academic, shall submit the following items to the current Chair of the ASED Awards Committee by the abstract submission deadline for AVS International Symposium. Late or incomplete applications will not be evaluated.

- Recommendation letter from the Nominator
- Abstract submitted to the ASED program of the AVS International Symposium; oral and poster presentations are eligible
- Two-page description of the research of the young investigator, including a clear and concise description of the aim of the research and its relationship to the status of the field, a summary of the applicant's specific contributions, exceptional ability, and future promise
- Resume, which shall include education and employment history with dates, awards and honors received, current professional/technical affiliations (including AVS) and related activities, and complete publication list with full citations

Nomination Submission and Deadline: The same as the Abstract Submission Deadline (the year of the AVS Symposium). 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 (asedawards@avs.org) such that it is received by the AVS Symposium abstract submission deadline. Late or incomplete application packages will not be evaluated.

3.4. ICMCTF GRADUATE STUDENT AWARDS

Purpose: The ICMCTF Graduate Student 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: a graduate student in science or engineering who is in good standing at the time the applications are due at a University with a recognized graduate degree program and also the presenting author of an oral presentation at the annual ICMCTF conference. The graduation date of the applicants must be past the abstracts/nomination's deadline. Previous Graduate Student Award winners are ineligible.

Nomination Procedure: The Student's Advisor must submit the following items to the current Chair of the ASED Awards Committee:

- a completed application form;
- one copy of the abstract that has been submitted separately to 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;
- a recommendation letter from the student's advisor(s);

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; up to three finalists are selected. At the time of the selection process the committee may conduct online interviews with

the nominees. At the ICMCTF Conference, the finalists will give oral presentations which will be scheduled in an appropriate symposium on Monday, Tuesday, or Wednesday of the Conference week. The Awards Committee will meet and have discussions with the finalists. The committee will attend their presentations to evaluate 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 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: The finalists receive Gold, Silver, or Bronze ASED Graduate Student Awards, a cash prize, and a certificate. In addition, they also receive travel support of up to \$500 to attend the ICMCTF conference, complimentary meeting registration, and up to six nights lodging at the Town and Country Hotel. The Awards are presented at the ICMCTF Conference and announced in the AVS Newsletter and on the ASED website. The cash prizes consist of \$400, \$300, and \$250 for the Gold, Silver, and Bronze recipients.

Nomination Submission and Deadline: All nomination materials must be compiled by the nominee's advisor and submitted as one package. The complete nomination package is to be sent electronically to the current Chair of the ASED Awards Committee (asedawards@avs.org) such that it is received by the ICMCTF Abstract Submission deadline for the conference year at which award will be made. Late or incomplete applications will not be evaluated.



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.



ICMCTF CONFERENCE MANAGEMENT

6.1. ICMCTF CONFERENCE MANAGEMENT

The ICMCTF is managed by the AVS staff according to the signed contract. The responsibilities of the AVS staff are as follows:

Yvonne Towse – conference administrator

Della Miller – conference manager

Heather Korff – conference registration manager

Jeannette Degennaro – conference exhibit manager

Keith Mitchell – conference web-master



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 ASSED Chair for guidance.

5. Usage of the ICMCTF logo by outside organizations must be approved by the ASSED Chair. If used in conjunction with other logos, the ICMCTF logo must be reproduced in the same size, or larger than the other logos.



i.e. 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 decide).
 - 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 ICMCTF MANAGEMENT

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 (upon 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 printer and get final OK from Conference Manager for print
- Supply Mailing list to printer
- Have printer 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 IT contractor to get abstract site ready

August

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

September

- Send e-mail announcement about abstract and awards deadline
- Confirm web-based abstract selection process

October to November

- Abstracts are due approximately 5 months prior to the conference.
- 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 completed worksheets in two weeks
- Send to Elsevier the email addresses of all attendees for Proceedings information.

November to December

- Make any changes sent by Session Chairs
- Create rough schedule pages
- Send back to chairs for re-check
- Print out all Abstracts
- Work preliminary program draft 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 – January

- 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 conference web site coordinator and obtain approval by Conference Manager
- Proof web site
- Send to committee to check and send changes
- Send final changes to web site coordinator and obtain approval by Conference Manager

January – February

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

February – March

- Send overall e-mail concerning manuscript deadline
- Continue Final Program updates
- Work with Programmer to get registration site updated
- Begin Final Program updates
- Late breaking abstracts are due for integration into the program.

March – April

- 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 conference web site coordinator to update
- Send to printer final pages to print Final Program
- Send final file to web site coordinator 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 printer. 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. 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. Symposium and Session Chairs cannot give another authors presentation in the case the presenter is unavailable. Only a co-author on the particular abstract can make the presentation as an alternate.
4. The conference encourages international diversity and identification of new chairs.
5. 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.
6. 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.
7. 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, ICMCTF 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.