

Union Internationale pour la Science, La Technique et les applications du vide
International Union for Vacuum Science, Technique and Applications
Internationale Union für Vakuum-forschung, technik und anwendung



Procedures Manual **2018 Edition**

Updated February 2018
cf. [Update History](#), p. 4

<http://www.iuvsta.org>

IUVSTA Procedures Manual

This Manual of Procedures is intended to document and codify the administrative functions of the Union. It therefore contains documents which are relatively static. It is possible that they may not contain the most up to date information about events, meetings, etc. Such information is to be found on the main part of the web site (<http://www.iuvsta.org>) which should always be relatively up to date.

Where names appear in this Manual they may not be current and must be checked before making use of the document containing them.

The primary method of distributing documents related to the business of IUVSTA is now electronic by email or via the website, and this version of the manual reflects that.

IUVSTA adopted a new set of Statutes and By-Laws in February 2011 and this version of the Manual has been updated to accommodate the new procedures mandated by these.

Ron Reid
Secretary General 2004-2013

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Legal Stuff

This Manual is provided for the sole use and guidance of members of IUVSTA and may not be used for any other purpose.

The information contained in this Manual is provided in good faith and is believed to be accurate, but IUVSTA accepts no responsibility for any consequences arising from any use of any matter contained herein.

IUVSTA is a Scientific Association

Registered Office:

Avenue de la Renaissance 30, B-1000 Brussels, Belgium

IUVSTA is a Scientific Associate of ICSU

IUVSTA has Category C Relationship status with UNESCO

IUVSTA has Category A liaison status with ISO

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IUVSTA Procedures Manual

Update History

The Union underwent a major change in Statutes and Procedures in 2011. These changes are implemented in the present version of this manual. Nonetheless smaller updates will continuously and incrementally change the content of this manual. To keep track of these changes the following **Update History** was created.

Christoph Eisenmenger-Sittner
Secretary General 2013-2016
Secretary General 2016-2019

Date:	Updated Item:
January 2014	IUVSTA - Elsevier Student Awards
April 2014	Numbering System for IUVSTA Papers – List of Congresses
April 2014	Guidelines for Technical Training Courses
April 2014	Information on Scientific Divisions
October 2015	Relation of Shares and Votes after GM 18
August 2016	Updated Specifications for Discretionary Expenses by the Treasurer
August 2016	Added new item: IUCSTA Short Courses (SC)
February 2017	Update of responsibilities of Awards and Scholarships Committee
February 2017	Update of procedures for IUVSTA Prize selection
February 2017	Relation of Shares and Votes after GM 19
January 2018	Update Relation of Shares and Votes after Suspension of Russia
January 2018	Moved Procedures for the Welch Foundation Scholarship to section Miscellaneous Items until update of Welch Scholarship procedures
January 2018	Deleted sections about aborted World Transfer Programme

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IUVSTA Objectives

IUVSTA is a Union of national member societies whose role is to stimulate international collaboration in the fields of vacuum science, techniques and applications and related multidisciplinary topics including solid-vacuum and other interfaces.

Examples of activities reflecting these objectives are:

1. the creation of relevant international meetings, conferences and workshops - these may be large-scale and relatively general meetings, or specialist workshops. They might also be 'regional' (e.g. European) or fully international in concept. These include:
 - a. a triennial International Vacuum Congress (IVC) incorporating the International Conference on Solid Surfaces (ICSS)
 - b. a series of scientific and technical specialist 'Gordon-style' workshops on topics falling within the broad multi-disciplinary area covered by the Union
 - c. an annual series of European Conferences on Surface Science (ECOSS) co-sponsored with the European Physical Society
 - d. a regular series of European Vacuum Conferences (EVC)
 - e. regular series of International Conferences on Thin Films (ICTF)
 - f. a regular series of Vacuum and Surface Science Conferences of Asia and Australasia (VASCAA).
2. the co-ordination of existing international meetings within relevant scientific areas.
3. assisting national societies to host such international meetings, or to increase the international participation in regional meetings, with attendant advantages of local scientists being able to attend such meetings at low travel costs.
4. providing educational opportunities for transfer of expertise from the international community into a local community or into scientifically less-developed countries. Specific activities in this field include:
 - a. Organisation of schools and technical training courses in the areas of activity of the Union, where appropriate in collaboration with other bodies
 - b. Organisation of educational short courses (half-day to a few days duration)
 - c. preparation and distribution of visual aids and similar materials for instruction in the range of topics covered by the Union.
5. administration and organisation of international awards and prizes in the scientific and technical areas covered by the Union.
6. giving national societies the opportunity to influence decisions on any of these matters which might impinge directly or indirectly on a national society - e.g. to avoid clashes or negative effects on national meetings.
7. providing an opportunity for national societies to discuss common problems of organisation and infrastructure with other societies with common problems through full executive council meetings and through the co-ordination of regional forums.
8. to represent the community covered by IUVSTA at an international level, for example by being an active participant in the International Council of Scientific Unions (ICSU), by serving on appropriate committees such as ISO, UNESCO and nongovernmental organisations, and to act as a conduit for interaction with other national and international organisations, such as ICTP
9. organisation, in collaboration with the major international and regional conferences, of exhibitions of manufacturers' goods and related services for the benefit of both users and providers with the scientific and technical interests covered by the Union.
10. to assist and advise in the creation of new national and regional societies and to encourage them, at the appropriate time, to apply to become members of IUVSTA.

Administrative Structure of IUVSTA

The IUVSTA "Period"

IUVSTA works on a three year cycle, usually known as a Triennium, but formally as a Period. The Triennium begins and ends at a General Meeting, usually held in conjunction with the joint International Vacuum Congress and International Conference on Solid Surfaces (IVC/ICSS).

The Financial Year

The financial year starts on 1st January and ends on 31st December of each calendar year.

General Meetings.

The General Meeting (GM) is the highest authority of IUVSTA.

General Meetings take two forms, known informally as Triennial full General Meetings and Ordinary General Meetings. Each National Vacuum Society which is a member of IUVSTA may send a Delegation of up to 3 people to a GM.

Triennial full General Meetings occur at the transition between successive Periods at about 3 year intervals.

The Triennial full General Meeting elects the Officers for the coming Triennium and ratifies the national representatives who have been proposed by their National Vacuum Societies as the Councillors and Alternate Councillors for the same Period.

This GM also hears reports on the activities of the previous Triennium; approves activities and an indicative Budget for the coming Period; determines the share value (subscriptions); votes on changes of membership and considers proposed changes to the Statutes and ratifies changes to the By-Laws.

Ordinary General Meetings (Also known as Annual General Meetings) are held during the first half of each financial year. The business of these GMs is related solely to the acceptance of the Financial Accounts for the previous financial year and approving the working budget for the current financial year.

Fuller details on GMs are found [here](#).

Executive Council.

The Executive Council administers the affairs of IUVSTA except for business reserved for a General Meeting. It consists of the Officers and Councillors or Alternates. The Officers are: President, two Vice-Presidents (President-Elect and Past President), Secretary General, Treasurer, Scientific Director and Scientific Secretary.

The Executive Council normally meets twice per year and each of these Executive Council Meetings (ECM) is held in a country to which it has been invited by the local National Vacuum Society.

Executive Council Meetings.

At each ECM the members of the Executive Council hear reports and proposals from the President, Secretary General and Treasurer, as well as from the STD and Divisions, and all of the Committees which will have met during the preceding two days. The Executive Council, being the governing body between GMs, must then ratify, accept or reject proposals submitted to it and make its own

determinations where necessary. It also monitors the spending against the Budget and determines the location of future ECMs

IUVSTA Activities.

Under the direction of the President, the activities of IUVSTA are conducted by [the Scientific and Technical Directorate \(STD\)](#) and various standing or *ad hoc* committees or groups.

Scientific and Technical Directorate.

A major role of IUVSTA is to conduct scientific and technical activities. These activities are coordinated by the Scientific and Technical Directorate (STD), working through the scientific Divisions. The STD consists of the Scientific Director, Scientific Secretary, Chairs of Divisions, Chair of the Education Committee and other co-opted experts.

Further information on the STD will be found [here](#).

Divisions.

The current nine Scientific Divisions are

- Applied Surface Science
- Bio-interfaces
- Electronic Materials and Processing
- Plasma Science and Technique
- Nanometer Structures
- Surface Engineering
- Surface Science
- Thin Film
- Vacuum Science and Technology

The Divisions are made up of the Divisional Representatives nominated by each National Vacuum Society with an interest in the subject of the Division. These Representatives elect a Chairman, Vice Chairman and Secretary from amongst themselves.

Committees.

During each triennium the President sets up a number of Committees which are jointly responsible for all of the activities not attended to by the STD.

Standing Committees are at present

- Awards & Scholarships
- Congress Planning
- Education
- Emerging Societies
- Finance
- Long Range Planning
- Publications
- Statute

Other ad hoc committees or groups may also be set up as required.

Each Committee consists of a Chair, Vice Chair and Secretary (all appointed by the President) and all Councillors or Divisional Representatives who express an interest in serving on that Committee. The Committees normally meet during the two days preceding each ECM. In fact it is common, and welcomed, for as many Councillors as may so wish, to attend the Committee meetings as observers

and to contribute to the discussion. In general, other observers, especially from the local National Vacuum Society, are welcome to participate at these meetings. Each Committee then reports to the ECM and/or STD as appropriate.

Terms of Reference of the Committees are to be found [here](#).

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Membership of the Union

Members (Statutes Article 5)

Members of the Union are National Committees. They must be representative of the whole of the individuals and corporate bodies interested in vacuum science, technique and its applications, in their country.

Membership is limited to one (1) National Committee (usually a vacuum society) in each country. Any country wishing to become affiliated to the Union forms a National Committee able to take charge of the country's interests in the field of vacuum.

In certain cases and particularly when several neighboring countries have not yet established their own National Committees, they will be entitled to form a joint committee which can apply for the status of Member. None of these countries may have its own National Committee.

A National Committee wishing to join the Union shall submit satisfactory evidence that it conforms to the requirements and shall undertake to observe the current Statutes of IUVSTA

Application for Membership (Statutes Article 6)

Application for membership of the Union shall be addressed to the President of the Union and sent to the Secretary General of the Union. It shall be signed by the President of the National Committee.

The application shall be accompanied by:

the text of the statutes and by-laws of the national-committee;
a translation of these documents into one of the working languages of the Union; and
a definite proposal concerning the appropriate number of contributory shares.

The proposal will have been previously prepared for discussion with the assistance of the Secretary General of the Union.

When all of these documents have been received by the Secretary General of the Union, the latter registers the application and, at the next meeting of the Executive Council following the registration of the application, proposes to the Executive Council the provisional admission of the National Committee.

Fuller guidelines are to be found [here](#).

Provisional Admission (Statutes Article 7)

Provisional admission is made by the Executive Council and requires a majority of four-fifths of the votes cast by Members of the Executive Council with voting by at least three quarters (3/4) of the Members of the Executive Council.

Voting on provisional admission may take place either during an Executive Council meeting or by correspondence. A postal vote shall be closed six weeks after the date of despatch of the voting papers.

Immediately after their provisional admission, new Members have all the rights and duties of ordinary Members, with the exception of the right to vote which they will acquire after their definite admission by the General Meeting together with the obligation to pay the annual subscription fees.

Admission or rejection by the Executive Council, as the case may be, is notified to the National Committee within six weeks following the date of closure of the vote.

In case of rejection by the General Meeting, the application may only be re-submitted at the

General Meeting at the end of the next Period, the Executive Council not being empowered to grant provisional admission..

Definite Admission (Statutes Article 8)

Admission of new Members shall constitute a specific item of the agenda of the Ordinary General Meeting at the end of the Period, preferably as the first substantive item of the agenda.

The draft agenda for that General Meeting shall explicitly state:

all applications received by the Secretary General during the last Period and the provisional decision taken by the Executive Council in each case,

a proposal concerning the contributory shares of each possible new Member.

The General Meeting shall discuss each candidature separately and proceed immediately after each discussion to vote on the admission of the new Member under consideration and to ratify the number of contributory shares that the new Member shall pay.

The General Meeting shall decide on definite admission by secret ballot using the normal voting rules. Definite admission may be granted even if for any reason the Executive Council has previously refused provisional admission.

Only representatives of countries already Members of the Union shall be present for the discussion and ballot. The representative(s) of an applicant Member may not be present. Once this *entire* item of the agenda has been concluded, the representative(s) of the Member(s) newly admitted to the General Meeting can participate in the work of the latter with the right to speak and vote on all subsequent items of the agenda.

Resignation, Suspension and Exclusion (Statutes Article 9)

Membership may cease:

by resignation. Notification must be forwarded to the Secretary General, by registered letter, before 30th June of any year, such resignation becoming effective on 31st December of that year;

as a consequence of dissolution for any reason of the National Committee in question;

if a National Committee no longer complies with the required conditions of membership;

if a National Committee has not paid its subscription for two (2) years. However, the Executive Council may *suspend* membership pending the payment of outstanding subscriptions up to the point of suspension;

by exclusion of membership which is pronounced by the General Meeting on a motion of the Executive Council, under the same conditions as for admission.

In case of resignation or exclusion, the Member of the Union is responsible for its commitments until the end of the current year. The subscription paid by a National Committee which announces its dissolution during the calendar year remains the property of the Union. Any Member which ceases to belong to the Union gives up, *ipso facto*, its rights in the assets of the Union. The loss of Member status will be notified by the Secretary General to the President of the National Committee concerned, as well as to the person previously authorised to correspond in its name with the Secretary General of the Union.

Rights and Duties of Members

Members shall inform the Union of modifications to their structure or statutes. This information will be given in two (2) copies of a letter to be addressed to the President of the Union, one copy to be sent to the President of the Union and the other to the Secretary General. The letter will be signed by the President of the National Committee. The following General Meeting shall confirm (or, as the case may be, annul) the membership of any National Committee having modified its statutes.

Members shall designate a person authorized to correspond in its name with the Secretary General of the Union. The authorisation shall be signed by the President of the National Committee in question. This authorisation must indicate the dates of the beginning and end of this authority. In the case of a change in the structure of the National Committee, the authority may be revoked by the new President.

Members shall nominate representatives to the General Meetings. However, Members of the Union may arrange to be represented at the General Meeting by another Member.

Members shall assign a representative and an alternate to represent them at the Executive Council of the Union. The communication authorising these individuals shall be signed by the President of the National Committee.

Membership fees are to be paid in the first trimester of each calendar year and Members should facilitate the management of the Union by paying its contributions promptly.

A Member is at liberty to determine its own regulations and to organize its own meetings within its national territory.

Guidelines for Applicants to IUVSTA

The following documents are required to satisfy the IUVSTA Statutes and Bylaws concerning admission of new member societies.

1. A letter applying for membership of IUVSTA, signed by the President of the applying society, addressed to the President of IUVSTA but posted to the Secretary General.
2.
 - a. A copy of the applicant Society's Statutes and Bylaws.
 - b. A translation of these Statutes and Bylaws into English or French (English is preferred).
3. An official letter confirming that the applicant society is the only society representing Vacuum Science, Technique and Applications in the country and that it is representative of all individuals and corporate bodies working in this field. Such a letter could, for example, be signed by a government minister, or a legal document could be prepared and presented.
4. A brief history of the applicant society indicating its fields of interest, recent activity and current membership. The fields of interest should match those of IUVSTA which are summarised by the titles of the current Divisions. A society which represents just one of these fields would not normally be acceptable.
5. At a later stage in the application process the following is required -
A letter, signed by the President of the applying society,
 - a. undertaking to abide by the IUVSTA Statutes and Bylaws,
and
 - b. proposing the number of contributory shares to be paid to IUVSTA.

The IUVSTA Statutes Committee, which considers new applications, will be looking for evidence that the applicant society is well established and is likely to remain as the leading group in the country for some years to come. If a society has been formed only recently, IUVSTA may recommend a period of Provisional Membership whilst the society becomes established.

(Approved at ECM70, Orlando, 21 November, 1993)

General Meetings (GM and AGM)

General

There are two types of GM provided for in the Statutes – Ordinary General Meetings and Triennial full General Meetings

Calling Notices

The calling Notice including the Draft Agenda for a General Meeting must be sent to all Members at least 4 months before the GM with the final Agenda being sent 6 weeks before the meeting. Any proposed changes to the Statutes must be sent to all Members at least 6 months before the GM at which they will be considered.

Delegates to General Meetings

The Statutes state that each Member may nominate up to three delegates to represent them at a General Meeting. One of these delegates is designated as the Head of the Delegation who will cast the votes held by the Member.

It is suggested, however, that for Ordinary General Meetings, it will be sufficient for Members to nominate their Councillor or Alternate as Head and sole member of their delegation.

Delegates should be nominated 6 weeks before the GM to give sufficient time for the Secretary General to distribute information to them. To enable this, each nomination should include an email address for the delegates.

Ordinary General Meetings

These are held within the first three months of each calendar year. Business is restricted to financial matters – namely the receipt of Accounts for the previous financial year and approval of the budget for the current financial year.

The designation of these meetings is **AGM** and documentation for such meetings will be so identified.

Triennial full General Meetings

These GMs are held normally every third year, usually during the International Vacuum Congress (IVC). The period between two such General Meetings is a Triennium. This GM is the final authority and approves all actions of the ECM. Its principal tasks will be to guide the work of the Union, set indicative budgets for the Triennium and elect the members of the Executive Council, and to discuss, approve or reject the reports submitted by the Executive Council.

This General Meeting can make amendments to the Statutes and approves the By-laws.

The proceedings of the General Meeting are not valid unless 50% or more of the members are present, or represented. The decisions of a General Meeting are decided by a majority of 50% of the votes cast. The Chair (normally the President) has a casting vote in the event of a tied vote.

The draft Agenda is prepared by the Executive Council and circulated to the Members at least four months before the proposed date. The final Agenda is communicated to the Members six weeks before that date.

No decisions can be taken which are not on the Agenda.

The designation of these meetings is **GM** and documentation for such meetings will be so identified.

Reporting at the Triennial full General Meeting.

As described above, this GM receives reports on the activities of IUVSTA during the preceding triennium. These include the President's review, reports from the Secretary General, Treasurer, STD, Divisions and Committees and the incoming President's inaugural statement. These reports are compiled as written reports into a Book of Reports and distributed to delegates, usually electronically. The verbal reports which are presented summarise the written reports and invite comment and discussion.

Nominations for Officers and Councillors

General

Towards the end of each triennium, nominations must be obtained from the Members for Councillors and Alternates for the following triennium. In addition, nominations are requested for the position of President-Elect for the following triennium.

The Statutes require that the Draft Agenda of this GM be sent out 4 months ahead of the GM and that it should contain the list of Officers proposed by the Executive Council and the list of new Councillors. The Draft Agenda must be approved by the Executive Council.

To meet these schedules, it is necessary for the Secretary General to contact the Presidents of the Member societies at least 8 months before the GM.

President Elect

The Executive Council will propose a candidate for President Elect to the Triennial full General Meeting. Therefore towards the end of the triennium, nominations for suitable candidates are requested. Nominations by the member societies require the agreement of the nominee, and should include a short biography and an "electoral statement" by the nominee.

The vote for the candidate President Elect must be held at least 4 months before the GM, so approximately 6 weeks before the relevant ECM, the biographical outlines and "electoral statements" of the nominees should be sent to all Council members so that they can consider the candidates and inform their proxy holders of their preference if they cannot attend the ECM.

The deadline for nominations should be 8 weeks before the ECM. The letter asking for nominations should precede this by at least 4 months to allow member societies to consider a nomination, for them to contact the nominee for his/her agreement and to obtain a biography and an "electoral statement".

Councillors and Alternate Councillors

Each member must nominate a Councillor and an Alternate Councillor for the following triennium. These should be identified more than 4 months ahead of the relevant GM. A list of all the Executive Council members for the following triennium is included with the GM draft agenda which is sent to all the GM delegates.

The Relation of Shares and Votes at the General Meeting can be found within this manual [here](#).

IUVSTA Procedures Manual

Relation of Shares and Votes at General Meeting, as of 2013

Shares	National Member	Votes
1	Argentina	1
1	Australia	1
3	Austria	2
3	Belgium	2
2	Brazil	2
1	Bulgaria	1
1	Croatia	1
2	Czech Republic	2
2	Finland	2
9	France	4
15	Germany	5
8	Great Britain	4
3	Hungary	2
2	India	2
2	Iran	2
2	Israel	2
5	Italy	3
13	Japan	5
7	Korea	4
2	Mexico	2
5	Netherlands	3
2	Pakistan	2
1	Philippines	1
10	P.R. China	5
3	Poland	2
2	Portugal	2
1	Slovakia	1
1	Slovenia	1
3	Spain	2
3	Sweden	2
3	Switzerland	2
20	USA	5

Officers of the Union

President

The President is elected at the General Meeting at the start of the Period having served as the Vice-President (President-Elect) during the Period preceding this General Meeting. The President will serve during the current Period and become the Vice-President (Past President) during the subsequent Period.

The President is elected on proposal of the Executive Council or at least one fifth of the members of the Union. The President is chosen for his/her personal qualities and not to represent his/her national organization.

The main duties of the President during his/her term are as follows:

1. To preside over the Union as chief executive officer.
2. To act when necessary as the official representative of the Union.
3. To be responsible for all the activities of the Union.
4. To preside over General Meetings, Executive Council Meetings and other Ordinary and Extraordinary Meetings. He/she will also preside over any assembly or commission where deemed necessary, or nominate Chairs for such bodies.
5. To make a statement on the proposed activities at the General Meeting at the beginning of the triennium, and to give a review of activities at the end of his/her term. These are to be posted in advance with the Agenda of the General Meeting.
6. To designate committee Chairs, Vice Chairs and Secretaries; to appoint ad hoc committees, as necessary.
7. The President is *ex officio* a member of all Committees and working groups.
8. To determine the seat of the Secretariat.
9. To propose Officers.
10. To convene meetings of the Executive Council.
11. To approve the presence of Observers at Executive Council Meetings.
12. To nominate founder members and honorary members to the General Meeting.
13. To cast the deciding vote at Executive Council Meetings where a decision is tied.
14. To take action to secure the replacement of Councillors by Alternate Councillors or, when necessary, to appoint Acting Officers (to be confirmed by the subsequent ECM).
15. To receive all correspondence dealing with applications for membership and information on modification to the structure or statutes of member committees.
16. To represent the Union in dealings with other international bodies, or to designate representatives for this purpose.

President-Elect

The President-Elect is elected at the General Meeting at the start of the Period, and serves as Vice-President during the triennium following this General Meeting, President during the second triennium and Vice-President during the third triennium.

The main duties of the President-Elect during his/her term are as follows:

1. The President-Elect shall assist the President in all duties, and substitute for the President at his/her request or as otherwise necessary.
2. The President-Elect becomes President in case of death, permanent incapacity or resignation of the President in office.

3. The President-Elect should become fully informed about the operations of the Union and the major issues which concern it. This is accomplished by:
 - a. Participation in meetings of the standing and ad hoc committees of the Union. Key committees include Finance, STD, Congress Planning, Statutes, and other committees in accordance with the incumbent's interests and the Union's needs.
 - b. frequent discussions with the Officers and Councillors concerning affairs of the Union.
 - c. detailed familiarity with the minutes and documents (Statutes, Bylaws, etc.) of the Union.
4. Approximately 3 months before the General Meeting at which he/she becomes President, the President-Elect shall propose a list of candidates for the following positions as Officers of the Executive Council:
 - Secretary General
 - Scientific Director
 - Scientific Secretary
 - Treasurer

This list of candidates shall be included in the Final Agenda distributed six weeks before this General Meeting.
5. Prior to this General Meeting, the President-Elect shall appoint the Chair, Vice Chair and Secretary of each of the standing and ad hoc committees, to serve during the next triennium.

Past-President

The main duties of the Past-President are:

1. to assist the President
2. to take the President's place on his/her request
3. to take over the President's duties until the next Ordinary General Meeting in case of death, permanent incapacity, or resignation of the President and inability of the President-Elect to take over
4. to be a member of the Executive Council as an Officer of the Union, not representing his national or organization.

Secretary General

The Secretary General is chosen to exercise his function on behalf of the Union because of his personal qualities and not to represent his national organization. He is proposed by the incoming President and is elected at the General Meeting at the start of the Period.

The main duties include

1. The Secretary General is responsible for all administrative and legal matters of the Union and for advising the President on such matters.
2. The Secretary General will keep records of the names and mailing addresses of the:
 - a. Presidents of the National Committees of the Union
 - b. Officers, Councillors and Alternate Councillors of the Union
 - c. Division Chairpersons and Secretaries of the Union and
 - d. Chairs and Secretaries of Committee

(Note that job titles and full names are required by the Belgian Ministry for all persons included in (b), (c) and (d) above.)
3. The Secretary General will handle all correspondence relating to:
 - a. requests for Union membership
 - b. requests for IUUSTA sponsorship of meetings
 - c. submission of reports to other organizations
4. The Secretary General will be Chair of the Statutes Committee and will recommend to the President the names of members of this committee, including a Secretary if desired. The

Councillor or Alternate Councillor from Belgium should be a member of the Statutes Committee and act as contact with the Belgian Government.

5. It is the responsibility of the Secretary General and the Statutes Committee to keep the Union's Statutes consistent with Belgian Law and in agreement with recommendations for amendment made by the Executive Council which are approved by a competent General Meeting.
6. The Secretary General will request proxies from members not attending the Executive Council Meetings and will report on the attendance and proxy representation to the Council.
7. The Secretary General will request National Committees of the Union to supply him with the names of their Delegates, Heads of Delegation, Candidate for Councillor and Candidate for Alternate Councillor in preparation for the General Meeting.
8. The Secretary General will make the necessary contacts to seek nominations for a President-Elect so that the Executive Council may propose a candidate to the General Meeting. The Secretary General will obtain from the nominees a short biography and an "electoral statement". The Secretary General will send these to Council members at least 6 weeks before the Executive Council meeting at which this candidate is determined.
9. The Secretary General will assist the President in setting the Agenda for the Executive Council Meetings and for the General Meeting and distribute these to the appropriate people. He will also assist in producing a timetable for associated meetings of Divisions and Committees at the time of an Executive Council Meeting.
10. The Secretary General will report on the activities of his office to the Executive Council Meetings and to the General Meeting.
11. The Secretary General will prepare and submit a Book of Reports of the activities of the Union to the Triennial full General Meeting.
12. The Secretary General will, where possible, designate an alternate who will attend the General Meeting or Executive Council Meeting and transmit proxies and other relevant information to the President should the Secretary General fail to be present. The Secretary General will transfer this information to the alternate one week prior to a meeting.
13. The Secretary General will maintain a Directory of Addresses, including e-mail addresses, of all Council members (Officers, Councillors, Alternate Councillors, Committee and Division Chairs, Electoral College members, Delegates to the General Meeting, Presidents and contact persons of member societies and other persons with official contacts with IUVSTA, including Welch Scholarship Administrator and Trustees, Visual Aids Editor). The Secretary General will arrange with the web editor to have the directory available only to persons involved in IUVSTA activities, as determined by the Secretary General. This may be done by issuing a password to those persons; the Secretary General will issue the password. The Secretary General will also arrange with the Web Editor or Manager for appropriate lists (e.g. Officers, Councillors, Alternate Councillors, Committee and Division Chairs and Secretaries) of e-mail addresses to be available as distribution lists for the provision of information on meetings, etc.
14. The Secretary General will maintain an Events Schedule which will be posted on the web site and updated when additions or changes to the Schedule are required. The Schedule should list all IUVSTA events (e.g. Council Meetings, Workshops, Schools, meetings), events endorsed by IUVSTA and other related conferences and meetings which are likely to be of interest to IUVSTA participants

[Timeline for Secretary General](#)

Scientific Director

The Scientific Director is elected at the General Meeting The Director chairs the Scientific and Technical Directorate (STD) which consists of the Chairs of all the Divisions.

Scientific Secretary

1. The Scientific Secretary is elected at the General Meeting
2. The Scientific Secretary will record the minutes of all meetings of the Scientific and Technical Directorate (STD).
3. The Scientific Secretary will assist the Scientific Director with different aspects of his/her work, especially he/she will:
 - a. distribute agendas and Minutes of the meetings of the STD
 - b. assist the Divisions in their election procedures
 - c. complete the procedure for sponsorship of conferences or meetings after the Secretary General has checked that the application fulfils the IUVSTA requirements.
 - d. Receive, check and distribute to the STD all proposals for IUVSTA Workshops and Schools.
 - e. Monitor progress of IUVSTA Workshops and Schools and post relevant information on the IUVSTA website.
 - f. Receive, check and send to the Chair of the Education Committee all proposals for IUVSTA Technical Training Courses
 - g. Ensure that pages of the IUVSTA website relevant to the work of the STD are maintained in an up to date condition.
 - h. perform other duties according to the wishes of the Scientific Director.

[Timeline for Scientific Secretary](#)

Treasurer

1. The Treasurer, on behalf of the Executive Council, is responsible for all financial matters of the Union.
2. The Treasurer is elected at the General Meeting.
3. The Treasurer will set up appropriate bank accounts, if they are not already in existence, and arrange signatories for the accounts as approved by the Executive Council. The President will normally be one such signatory.
4. The Treasurer will obtain proper signature documents from the relevant persons for the banks.
5. The Treasurer will be chair of the Finance Committee and recommend to the President a Secretary for the Finance Committee. The appointment of the Committee Members will be organized by the President. It is recommended that the Finance Committee include the Councillors from the immediate past and future host countries for the International Congress.
6. The Treasurer may set up an advisory group to advise him/her on matters of investments.
7. The Treasurer will have an appropriate amount of stationary printed for the "Office of the Treasurer" with his name and mailing address printed thereon. The general format of this stationary will be uniform for all Officers of the Union.
8. The Treasurer will invoice the National Committees of the Union at the first of each year for their annual subscriptions. The number of shares for each National Committee will have been previously approved by the General Meeting and the value of the share will have been determined at the immediate past General Meeting.
9. Cheques (checks) or electronic funds transfers will only be issued or initiated by the Treasurer consistent with approved budgets.
10. In an emergency, if the Treasurer is not available, or is incapacitated, the President may sign cheques (checks) or initiate electronic funds transfers. If the President lives very far from the Treasurer's domicile the Treasurer may grant a third person, who lives close to the bank's location, authority for the bank account. This person, approved by the President, will be entitled to take action only on the basis of special orders given by the Treasurer or by the President.
11. The Treasurer will not advance operating funds to any operation of the Union for more than one year in advance. Operating funds on hands of any one IUVSTA Expense Centre will not exceed €10,000. The excess amount will be returned to the Treasurer.

- 12.** The Treasurer will bring to the attention of the President and the Executive Council any expenditures which show danger of exceeding the budgeted amount.
- 13.** All extra budgetary items will be subject to Executive Council approval before cheques (checks) or electronic funds transfers for such items may be written or initiated by the Treasurer.
- 14.** The Treasurer, with the help of his Finance Committee, will prepare and recommend indicative budgets for the next Period of the Union. This Budget will contain estimates of income and estimates of expenditures for each of the various operations of the Union. This indicative budget will be submitted to the Executive Council at its penultimate meeting of the Triennium for their approval and recommendation to the Triennial General Meeting for approval.
- 15.** The Treasurer, with the help of his Finance Committee, will prepare and recommend working budgets for each calendar year, consistent with the approved indicative budgets. Such budget will be submitted to the Executive Council at their first meeting in each year for acceptance by the subsequent Annual General Meeting.
- 16.** The Treasurer will give a Financial Report at each Executive Council meeting.
- 17.** The Treasurer, with the help of his Finance Committee, will prepare accounts for each calendar year. Such accounts will be submitted to the Executive Council at their first meeting in each year for acceptance by the subsequent Annual General Meeting. The Finance Committee will nominate a suitable person or persons to examine and verify the accounts.
- 18.** The Treasurer shall present consolidated accounts for the preceding Period to the Triennial General Meeting, which in particular will show the operating funds in the hands of the IUVSTA Expense Centres. In order to prepare this report the Treasurer will request each Expense Centre to provide its Financial Statement (normally once a year).
- 19.** Discretionary expenses less or equal than EUR 1.000,00 are under the sole responsibility of the treasurer. Discretionary Expenses higher than EUR 1.000,00 have to be accepted by the finance committee, for instance by performing a vote among the members of the committee by electronic mail.
- 20.** The Treasurer will give a report on the activities of the Finance Committee at each Executive Council Meeting.

IUVSTA Procedures Manual

Time Line for Secretary General

TIME BEFORE THE GENERAL MEETING	ACTION
1 year	Confirm with member societies their current President and e-mail address.
11 months	Write to the national reps to: <ul style="list-style-type: none">-request name/address of correspondents-request nominees for President-Elect-request names for new Councillor and Alternate-request name of Head of Delegation to GM and names of two other delegates-request names of Divisional Representatives-check with Statutes Committee if any changes to Statutes or Bylaws required
9 months	Send names, bios & electoral statements of President-Elect nominees to national societies
8 months	Include on ECM Agenda, nomination of future President and approval of GM Draft Agenda
6 months	Prepare text of modifications to Statutes and Bylaws in English and French and send to member national societies Prepare GM draft Agenda
4 months	Circulate GM Draft Agenda, including name of President-Elect, date, venue
3 months	All Councillors, Alternates and GM delegates confirmed. Reminder letter to Member if not received.
2 months	Ensure Scientific Secretary has information to initiate Divisional Elections
6 weeks	Deadline for other nominations for officers Circulate final GM Agenda to Delegates and other nominees Prepare Certificates for retiring Councillors/Officers
4 days	Last ECM: Agenda must include choosing site of IVC, 6 years ahead
0	General Meeting

IUVSTA Procedures Manual

Time Line for Scientific Secretary

Time before General Meeting	From	To	Subject
2 months	Scientific Secretary	Division Chairs	List of persons nominated by National Societies
2 months	Division Chairs	New Divisional Representatives	Initiation of election of Divisional Committees
1 month	Division Chairs	Scientific Secretary and Secretary General	Votes for Divisional Committees*
1 month	Division Chairs	New Division Committee members	Initiation of election for officers; suggested co-options Invitation to Division meeting at time of GM
2 weeks	New Division committee members	Division Chairs	Votes for officers an co-options
2 weeks	Division Chairs	New Divisional Representatives Scientific Secretary Secretary General	Results of elections and co-options
At General Meeting	Division Chairs		New Divisional Committee and officers presented

*Elections of officers are organized by the current Chair of each Division by electronic ballot before the General Meeting. Electronic ballots must be copied to the Secretary General, as a backup to avoid any votes being lost.

The Executive Council

Outline of the Operation of the Executive Council

Function

The Executive Council is the managing body of the Union and exercises all the powers of the Union subject to review by the General Meeting.

Voting Members of the Council

Each member society has 1 vote, exercised by the Councillor or Alternate Councillor. At present there are 33 member societies, but two are in suspense. There are 7 Officers (President, President Elect, Past President, Secretary General, Treasurer, Scientific Secretary, Scientific Director) who each have 1 vote. There are therefore 38 voting members of the Council. Two-thirds (i.e. 25) of the votes must be represented at a Council Meeting for business to be carried out; i.e. to form a quorum.

Observers at Council Meetings

In addition to the voting members of the Council, the Division Chairs are expected to attend each ECM as Observers. Division Chairs may speak, but not vote.

Others (e.g. Division Secretaries, Committee Secretaries, representatives of member societies other than their Councillor or Alternate) may also attend the ECM with the permission of the President. Observers do not have any right to vote on any issue, but may speak with the permission of the President.

Meetings

The Council meets at approx. 6 month intervals. The location is selected two meetings, i.e. about 1 year in advance, to allow members to apply to their funding agencies for support. The Executive Council selects the location from bids from member societies to host the ECM. Guidelines for hosting meetings are found [here](#).

The host society is responsible for all the local arrangements (meeting room, audio-visual set up, providing information on accommodation, and local transport). The attendees are responsible for their own travel and accommodation costs. It is usual for the host society to provide one dinner and an introduction to the local culture.

The actual ECM lasts for a few hours, but committee meetings are held before the ECM and the whole series of meetings (referred to as the ECM) lasts about 2 days. The Committees of the Council are: Awards & Scholarships, Congress Planning, Emerging Societies, Education, Finance (chaired by the Treasurer), Long Range Planning (chaired by the President Elect), Publications, and Statutes (chaired by Secretary General). Any attendee at the ECM may attend any of the committee meetings but only members of the committee can vote. The meetings usually start on Friday after lunch and end at lunch on Sunday; the actual ECM is normally on the Sunday morning.

The schedule of meetings, and information on travel and accommodation, are sent by e-mail to all the Council members, Division Chairs and Secretaries, Committee Chairs and Secretaries before the ECM, by the Secretary General. The ECM agenda is sent out by e-mail shortly before the ECM. Please make sure that you inform the Secretary General if your e-mail address changes!

Proxy votes

Because it is important to have a quorum (i.e. 25 voting members) at the ECM, each Councillor and Alternate Councillor should assign a proxy to represent them if they are unable to attend, for any reason. Because of last minute commitments, it is advisable to do so, even if you do plan to attend. The Secretary General sends a proxy form with the schedule for the ECM. A proxy form for a Period

is also available, for convenience. Completed proxy forms must be sent to the President and copied to the Secretary General.

A proxy can only be assigned *only* to a voting member of the Council; i.e. another Councillor or Alternate Councillor, or an Officer. The current list of such voting members is to be found [here](#). A proxy issued by the Councillor or Alternate is invalid if either the Councillor or Alternate is present. (i.e. if the Councillor for Austria assigned his proxy to the President but the Alternate Councillor for Austria attended the ECM, he/she would vote for Austria; but, if both the Councillor and Alternate did not attend, the President could vote for Austria).

Guidelines for Assigning Proxies

The Rules

Article 22 of the Statutes states that "two thirds of the members of the Executive Council present or represented are necessary to form a quorum".

THIS MEANS THAT THE EXECUTIVE COUNCIL CANNOT TAKE PLACE IF LESS THAN 25 MEMBERS ARE PRESENT OR REPRESENTED BY PROXIES. IT IS THUS VERY IMPORTANT TO NOMINATE A PROXY.

Article 19 of the Statutes states that "If a Member of the Executive Council or his alternate is not able to be present at an Executive Council Meeting, at least two (2) individuals who are already Members of the Executive Council should be designated in order of preference as proxies to represent the National Committee. The individual designated as proxy will exercise the voting rights on the Executive Council of the Member so represented. Each individual may only represent three (3) Members of the Executive Council, including itself."

It is actually usual to ask members of the ECM to nominate 3 proxies to be safe.

Background

The list of [Executive Council Members](#) for the triennium is provided on the website. The names on this list are the only people who need to give proxies. These are also the only people to whom proxies may be given.

There is no point in nominating your own Councillor/Alternate Councillor as a proxy since both of them have already been approved as voting members by the General Meeting.

Suggested Action

Councillors and Alternate Councillors should contact each other as soon as they receive the announcement of the Executive Council Meeting and decide which of them will attend and fill in the proxy form, unless the Triennial proxy form has been submitted and is to be used. Officers should also fill in a proxy form. Even if a member plans to come to a meeting this should be done.

The proxy is automatically cancelled on arrival at the meeting. Valid proxies should be selected from the list of Executive Council Members. It is useful to assign the third proxy to an Officer since it is more certain that he or she will be present.

If possible these proxies should be contacted to ensure that they plan to attend and advise them which way they should use this vote on any issues which you consider will be debated at the meeting. If no instruction is given the proxy will decide how to cast the vote.

A standing proxy form is to be found [here](#)



Guidelines for Hosting Executive Council Meetings (ECMs)

Please note that these are *guidelines* and may need to be amended to meet local circumstances, in consultation with the Secretary General.

These guidelines are in two parts – the first deals with the process leading up to the acceptance by the Executive Council of an invitation from a National Vacuum Society to host a meeting of the Executive Council. The second outline the practical details involved in hosting such a meeting – accommodation requirements and so on.

Part 1: The Invitation Process

1 Meeting cycle

- 1.1** It is the normal practice that the Executive Council meets at roughly six month intervals – in the first and second halves of the calendar year.
- 1.2** ECMs normally take place over a weekend, starting on the Friday afternoon and finishing after lunch on the Sunday. The precise details may have to be amended to suit local travelling conditions, or if the meeting interfaces with a major conference. For convenience, these guidelines assume the normal timing.
- 1.3** Our financial reporting requirements dictate that the first meeting of the Executive Council each year be held reasonably early in the year. This therefore suggests that the ECM is best held between early March and early May. In order to provide sensible spacing of the meetings, the second ECM in each year should therefore be held in September or October. Since the last and first ECMs of the Triennium are held immediately before and after the triennial International Vacuum Congress which is usually held around the middle of the year, these guidelines may need to be relaxed.
- 1.4** Attention needs to be paid to major national holidays and religious festivals in deciding dates.

2 Invitations

- 2.1** The Executive Council will only accept invitations from National Vacuum Societies to host the meetings of the Executive Council (an ECM). Such invitations are welcome and should be sent to the Secretary General. A Division of a National Vacuum Society may be responsible for the detailed organisation of an Executive Council meeting, but the formal invitation **must** come from the Society, usually in the name of the President.
- 2.2** The Executive Council likes to work about a year in advance, so invitations to host Meeting N of the Executive Council will normally be considered at ECM (N-2) and a decision to accept an invitation will usually made at that meeting. Indications of intentions to issue an invitation for a specific future meeting are of course welcome at an earlier stage than that, but will not normally be formally placed before the Council until ECM (N-2) to permit all Societies to issue invitations if they so wish.
- 2.3** It is most convenient if invitations are sent to the Secretary General no later than one month before ECM (N-2). Brief details can then be sent to Council members in advance as part of the Secretary General's material for the agenda of the meeting. Members then have some time to consider any implications of accepting the invitation.
- 2.4** Decisions on acceptance of an invitation are made by secret ballot of the members of the ECM.

- 2.5 The Councillor for the Society issuing the invitation (or another appropriate person at the discretion of the Society and the President of IUVESTA) will be given the opportunity to make a short (2-3 minute) presentation to the meeting before voting takes place.
- 2.6 The invitation should include as many of the following details as possible -
 - 2.6.1 Location (as precise as possible, i.e. place and venue)
 - 2.6.2 Suggested dates (a choice is useful)
 - 2.6.3 Anticipated cost for members to attend
 - 2.6.4 Travelling to the location
 - 2.6.5 Scientific possibilities (other meetings, visits, etc.)
- 2.7 Organisers should bear in mind that some members of the Executive Council have limited access to travel funding, so they should endeavour to keep costs at a reasonable level.
- 2.8 Once an invitation is accepted by the ECM, then the details as presented should only be changed if absolutely essential.
- 2.9 To avoid embarrassment, a National Vacuum Society whose country would be likely to refuse an entry visa to nationals from any other member Society should refrain from issuing an invitation.

3 Location and Venue

- 3.1 The location of the meeting is a matter for the host Vacuum Society. However it should be borne in mind that while remote locations in areas of great natural beauty are very nice, many members will arrive shortly before the start of the meeting and will wish to return home quickly at the end. Accessibility for international travel is therefore an important consideration.
- 3.2 It is useful, but not essential, that the ECM should relate in some way to a scientific meeting or workshop being held in a nearby location on a topic of interest to some members of the Council. This helps some members in obtaining funding to attend the ECM.
- 3.3 It is most convenient if the venue can provide accommodation for members of the ECM and the meeting rooms in the same place. Typically it will be a hotel, and this is assumed in these guidelines. However, other venues such as University meeting rooms are acceptable provided that they are located close to (i.e. within easy walking distance) of the accommodation.
- 3.4 For guidance, the attendance at a stand-alone ECM is typically 35-40 people, with a maximum of 50. In addition to this, there would probably be about 6 to 8 accompanying persons as well as members of the local vacuum society.
- 3.5 It is helpful if transport can be arranged between nearby main line rail stations or bus routes (and possibly airports) for members arriving and departing. Any charge for this should be made clear in the meeting information.

4 Timing and Duration of the Meeting

- 4.1 The overall schedule comprises a series of meetings of the Committees of the Executive Council spaced over the weekend, culminating in the full Executive Council Meeting, which is usually on the Sunday morning. A typical schedule is included in [Appendix 1](#) for information. Detailed schedules vary depending on which committees are meeting and the anticipated volume of business for a given committee.
- 4.2 The organisers need to liaise closely with the venue over such matters as the timing and duration of meals, especially breakfasts given the usual early start of business on the Saturday and Sunday.

5 Registration

- 5.1 Members of the Executive Council do not register directly with the Secretary General when they intend to be present at meetings of the Council. The primary function of registration is therefore related to accommodation and catering, so is carried out by the host Vacuum Society or their agents. However, see also 5.4 below.
- 5.2 Advance registration for the meeting is best done through the meeting website (see below).

- 5.3 On registration, members should be sent a detailed confirmation as quickly as possible by email. This should include confirmation of accommodation for any extra nights which have been requested. Where appropriate, the confirmation should include a formal invitation and any other necessary documentation which members would need to obtain visas.
- 5.4 Once a week, the organisers should send the Secretary General a list of all those who have registered, starting approximately one month before the meeting.
- 5.5 It has been found that host Societies prefer to provide name badges for those attending, although if necessary the Secretary General can provide these if the host Society wishes. The badges should give the person's name and their IUVSTA position (e.g. Councillor for Antarctica) rather than the name of the institute or organisation for which they work. The Secretary General can supply this information if it is not known to the organiser.
- 5.6 On-site registration (which can be quite informal) should be available on the Friday afternoon and evening and early on the Saturday morning.

6 Finance

- 6.1 The host Vacuum Society is entirely responsible for the budget and finances of the meeting.
- 6.2 It is a matter for the host Society to decide if there will be a single registration fee for the meeting, including personal and meeting accommodation, meals, meeting-related expenses, etc., or if the hotel and meeting elements will be met by separate charges. Many members will require formal receipts for these.
- 6.3 It should be borne in mind that some members of the Council have difficulty in obtaining finance to attend such meetings, so alternative cheaper accommodation in the vicinity is welcomed by some. However, the host Society is under no obligation to make the arrangements for this, apart possibly from providing some contact details, e.g. the url of an internet accommodation list. In this case, a non-resident fee is normally payable.
- 6.4 It is often the case, ***but it should not be felt to be an obligation***, that the host Society wishes to invite the members of the Executive Council to a dinner on the Saturday evening, possibly preceded by a trip to a nearby place of interest or some such. This is welcomed and appreciated by the members of the Executive Council, but it is a matter entirely for the host Society. It is expected that if such an event is arranged, the cost to individual members of the Executive Council should be minimal and in any case should not exceed that of a normal dinner at the meeting venue. Whatever the arrangements, the opportunity on Saturday evening for a short informal after-dinner speech by the President of IUVSTA is expected.
- 6.5 The host Society should ensure that it is clear to members what is included in fees, especially for those who choose not to stay in the main accommodation and for accompanying persons.
- 6.6 It should be borne in mind that many people attending find it most convenient to pay by credit card, either before or during the meeting, and facilities for this should be provided if at all possible.
- 6.7 Some members are not able to commit well in advance for meetings of this type, so a closing date for registration as near to the meeting as possible is appreciated, together with late availability of accommodation (perhaps at extra cost).

7 Accommodation and Packages

- 7.1 Most members will wish accommodation to be of a reasonable, but not luxurious, international standard with en-suite single rooms or rooms for single occupancy, air conditioned or heated as appropriate to the location and season. However, some double or twin rooms will also be required. Officers and Committee Chairs will require some working space for organising paperwork, etc.
- 7.2 As noted, the availability of nearby cheaper accommodation of a somewhat more basic standard is also appreciated by some members.

- 7.3 A package would typically run from Friday evening to Sunday lunch and would include room and breakfast, lunch and dinner on Saturday and lunch on Sunday. Dinner on Friday can be optional, depending on the availability of suitable alternatives nearby.
- 7.4 Depending on the venue and the travelling arrangements to it, several members of the Executive Council normally arrive on Thursday and may stay till Monday. There should be a simple and clear way of making such optional extensions, usually on a room and breakfast basis only.
- 7.5 Late checkout from the accommodation on the Sunday (i.e. after the end of the ECM at lunch time) is welcome if it can be arranged. In any case, the checkout time needs to be made clear to members, preferably when registering on site.
- 7.6 Availability of internet access for email, etc., will be required by many of those attending both in the accommodation and in the meeting rooms. If possible, there should be no charge for access from the meeting rooms whether wired or wireless, any cost being included in the meeting fee.
- 7.7 Those attending would normally pay bar bills, telephone charges and other incidental costs directly to the hotel, and most will wish to make these chargeable to the room with a single final bill.

8 Meeting Rooms

- 8.1 The Executive Council Meeting on the Sunday is rather formal in style and requires a single large meeting room, able to accommodate the layout indicated in [Appendix 2](#). The Secretary General will provide name cards for the tables for this meeting. A lectern/podium is not normally required.
- 8.2 It is usual that the meetings on the Friday afternoon and evening are of the smaller Committees. A room able to accommodate up to 15 people, board room style, is all that would normally be required. It should not be necessary to have microphones, but a data projector (beamer) should be available.
- 8.3 Committee meetings and the STD meeting on the Saturday will need to accommodate up to the full number of members attending plus some observers, so it is often uses the same room as the full ECM. It should be set up board room style. The attendance between and during individual meetings is fluid and so fixed seating and name cards, etc., are not used.
- 8.4 The availability of another smaller meeting room is useful, but not essential.
- 8.5 Bottled water and fresh glasses should be available for the start of each meeting, perhaps stacked on a side table.
- 8.6 Mains electrical outlets for laptop computer power supplies should be provided at the tables in the meeting room, sufficient for most members to connect to.
- 8.7 Moveable table microphones should be provided for meeting Chairs and roving microphones should be available for committee members. A technician should be accessible in case of problems with the sound system or projectors.
- 8.8 A data projector and a large screen should be provided. The screen is best placed as shown for the ECM.
- 8.9 Since the interval between successive meetings can be quite short, there should be a general area for people to congregate outside the main meeting room while waiting for one meeting to end and the next to begin. Toilet facilities should be close to this area.
- 8.10 The reception and registration desk should be available near the meeting rooms with a local organiser in attendance to answer any queries and sort out any problems. Printing and photocopying facilities for the Secretary General and Committee Chairs or Secretaries should be available, preferably via this desk. If such facilities are provided by the hotel Business Centre, an account should be set up to cover the costs.

9 Web Site

- 9.1** The most convenient method of passing information about ECMs to members has proved to be via the web, and organisers of ECMs are asked to establish a web site as soon as possible after an invitation is accepted. In the first instance, this might be little more than a page giving the dates and location of the meeting, added to as time goes on.
- 9.2** The web site should be on a server to which the local organisers have write access.
- 9.3** The web site should include full details of the accommodation, venue, local places of interest, travel arrangements, etc., as soon as these are available.
- 9.4** It is most convenient if registration for the meeting and booking the accommodation can be carried out via the web site (with secure access for credit cards, etc.). If this is not possible, downloadable pdf format forms with faxback information should be available on the site.
- 9.5** The Secretary General should be informed when the web site is available so that a link from the IUVSTA web pages can be set up and members notified by email.

10 General

- 10.1** The Secretary General needs to be kept well informed about the progress of arrangements for meetings and is happy to be consulted about any matters of concern.

Ron Reid
Secretary General
Dec 2011

Appendix 1

Sample Schedule of Meetings

ECM-N and Associated Meetings Schedule

Hotel Splendide, Antarctica

Friday

15:30	Coffee
16:00	Officers' Business Meeting
17:30	Statutes Committee
18:00	Long Range Planning Committee
19:30	Adjourn
20:00	Dinner

Saturday

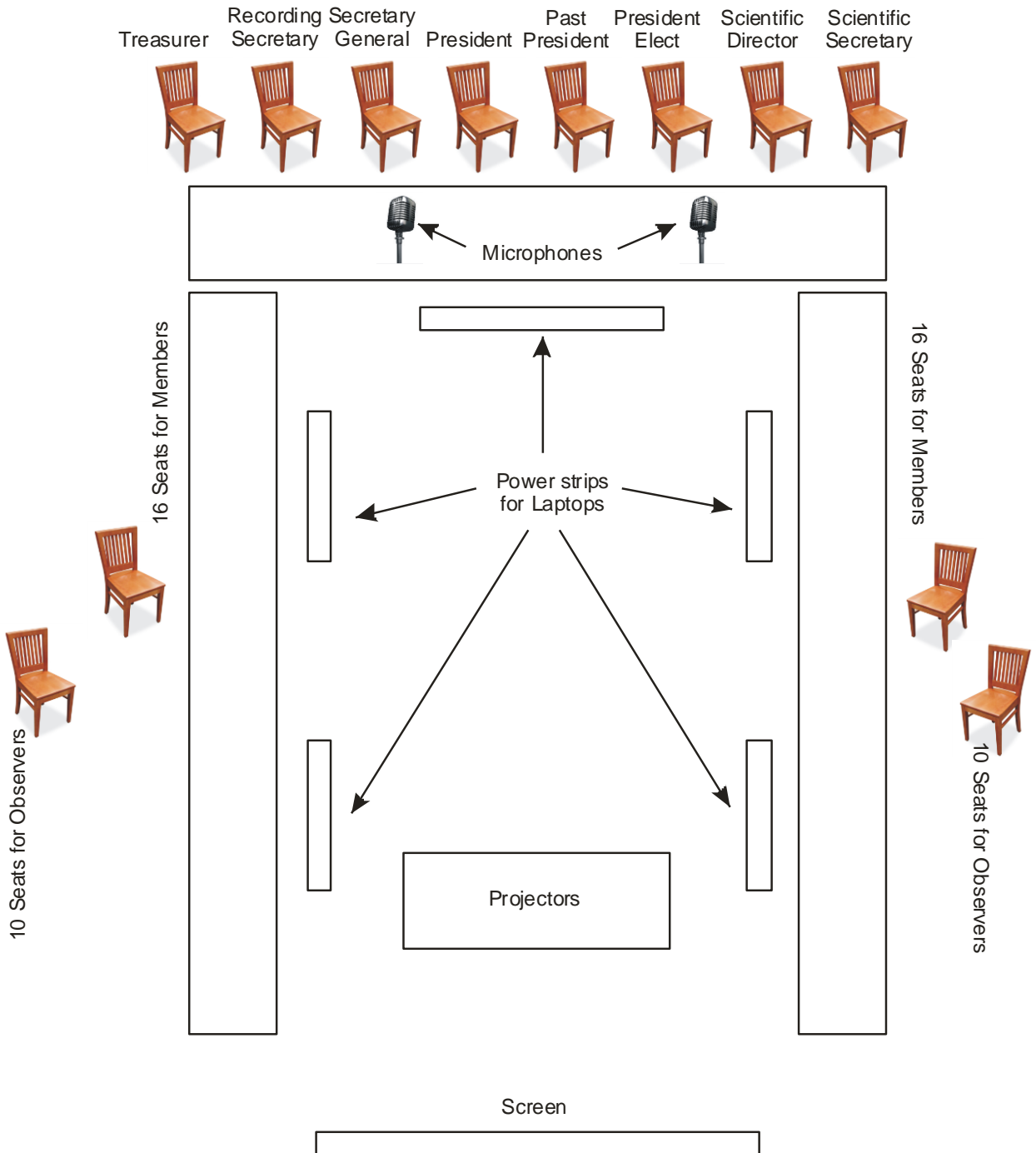
07:00	Breakfast
08:00	Finance Committee
09:00	Awards and Scholarships Committee
09:30	Education Committee
10:30	Coffee
11:00	Publication Committee
11:30	Congress Planning Committee
12:30	Adjourn
13:00	Lunch
14:00	Emerging Societies Committee
14:30	STD
15:30	Coffee
15:45	STD resumes
17:00	Adjourn
17:30	Departure to South Pole
20:00	Social Dinner hosted by ÖGV

Sunday

08:00	Breakfast
09:00	ECM-N
10:30	Coffee
10:45	ECM-120 resumes
12:00	Adjourn
12:30	Lunch
14:00	Departure

Appendix 2

Typical Room Layout for the Executive Council Meeting



REQUEST FOR STANDING PROXY IUVSTA EXECUTIVE COUNCIL MEETINGS Triennium 2013-2016

According to the IUVSTA Statutes, an Executive Council Meeting is not quorate unless two-thirds of its members are present, or are represented by proxies. To try to avoid this situation, it is customary to ask the Councillor and the Alternate Councillor of each national society to deposit a proxy letter **nominating up to 3 other members of the Council who have a vote**, i.e. an Officer or another Councillor or Alternate Councillor. Note that there is no point in nominating either the Councillor or Alternate for your Society as a proxy as your vote may be exercised by either if present.

Proxies may be nominated for a single meeting or as a standing proxy for the whole Triennium.

This Triennial proxy must be signed by the Councillor or the Alternate Councillor as appropriate and sent **by mail** to the President with a copy to the Secretary General

When either the Councillor or Alternate Councillor attends a meeting, the proxy is automatically over-ridden. If a proxy for a specific meeting is sent in good time, it also over-rides this standing proxy.

If you cannot attend a meeting, you may instruct your proxy about how your vote should be exercised on a particular issue.

In the event that I am unable to attend a particular meeting of the Executive Council in the Triennium 2013-2016, I give my Proxy to:

(1) _____

If this person is not present, then I give my Proxy to:

(2) _____

If this second person is not present, then I give my Proxy to:

(3) _____

Signature

*Councillor/Alternate**
*delete as appropriate

Name (Printed Upper Case)

Society _____

Please return this Proxy via scanned image by email or fax to:

Dr. Mariano Anderle, Provincia Autonoma di Trento, Via Jacopo Acconcio, 5 (V piano) - 38122 Trento, Fax: +39 461 493171, mariano.anderle@provincia.tn.it

Please also email a scanned image to christoph.eisenmenger@ifp.tuwien.ac.at or fax a copy to Dr. Christoph Eisenmenger-Sittner: Fax. (+43) 1 58801 13899

Standing Committees of the Executive Council

1. The President proposes Standing Committees and appoints their Chairs, Vice Chairs and Secretaries.
2. Committee members will normally be selected from members of the Executive Council or STD who volunteer to serve, but other qualified individuals may be appointed. The President is an *ex-officio* member of all Committees.
3. The President will request Executive Council approval for setting up new Standing Committees or disbandment of existing Committees.
4. Committees will normally meet during the Executive Council weekend, before the STD and EC Meetings. The schedule will be set by the Secretary General.
5. All decisions of Standing Committees are subject to confirmation by the Executive council. In particular, any decisions with financial implications must be ratified by the Executive Council.

Responsibilities of Committee Chairs

1. Standing Committee Chairs will set the agenda for each of the committee meetings and send it (by e-mail) to the members of their committees and the Officers of the Union, preferably at least one month in advance of the meeting. The President will inform the Chair of any special items to be considered at their meetings.
2. A copy of the agenda should be sent to the Secretary General for posting on the website for information of all Executive Council members.
3. The Committee Chair (or in his or her absence the Vice Chair or Secretary) will report on the meeting and other activities of the Committee to the STD and/or ECM as appropriate, drawing attention to any matter which requires approval by these bodies.
4. Towards the end of the triennium, the Chair will, through discussions with the Committee, prepare a plan for and advise the Treasurer on a budget for the next triennium.
5. Towards the end of the triennium, the Chair will prepare a Report on the activities of the Committee during the triennium and submit it to the Secretary General for inclusion in the book of Reports for the Triennium.

Responsibilities of Committee Secretaries

Standing Committee Secretaries will record the minutes of their committee meetings. An electronic copy of the minutes will be sent to the Recording Secretary no later than one month after each meeting. (The Recording Secretary will give these minutes a number and include them with the minutes of the Executive Council meeting.)

The Standing Committees (Triennium 2013-2016)

Awards and Scholaeships	Overview	Terms of Reference and Related Procedures
Congerss Planning	Overview	Related Procedures
Education	Overview	Terms of Reference and Related Procedures
Emerging Societies	Overview	
Finance	Overview	
Long Range Planning	Overview	
Publications	Overview	Terms of Reference and Related Procedures
Statutes	Overview	Terms of Reference

Overview of the Responsibilities of the Committees of the Executive Council

Awards & Scholarships

1. To take care of the Welch Scholarship
2. To solicit nominations for and select winners of the IUVESTA Prizes
3. To liaise with the organisers of the IVC in order to make sure the IUVESTA Prizes are properly presented at the IVC and plenary lectures be assigned to the prizewinners.
4. To liaise with Elsevier in order to prepare a draft MoU for the Elsevier Students Awards of the next triennium well before the IVC and to propose the conferences to receive Elsevier Students Awards

Congress Planning

1. To oversee the arrangements for the next two IVCs
2. To solicit and review bids for the subsequent IVC in accordance with the protocol
3. To oversee the arrangements for and calendar of other IUVESTA conferences

Education

1. To oversee all IUVESTA educational activity
2. To commission and maintain new and existing Visual Aid materials
3. To organize IUVESTA Technical Training Courses and Short Course programs.
4. To maintain the IUVESTA educational web pages
5. To organise special seminars
6. To organise Summer Schools
7. To liaise with other relevant organizations such as UNESCO and ICTP (Trieste) through appointed Liaison Officers.
8. To assist scientists in Developing Countries where there are problems of shortage of funds or facilities.

Emerging Societies

1. To establish contact with scientific bodies whose interests are congruent with those of IUVESTA in countries where there is no Vacuum Society.

2. To encourage the formation of proto Vacuum Societies with a view to Membership.
3. To assist with the organization of conferences, workshops and seminars in lesser developed countries and to travel to similar meetings in other countries
4. To generate data banks to assist workers in different countries to come together to formulate joint projects for support, for example, by the European Union or NATO, and to find experts to review national and international research proposals and projects.

Finance

1. To be chaired by the Treasurer
2. To oversee the financial management of the Union
3. To manage investments
4. To approve the accounts of the Union prepared by the Treasurer
5. To recommend budgets to the Executive Council

Long Range Planning

1. To be chaired by the President Elect
2. To discuss future directions and activities for the Union
3. To consider matters relating to the structure of the Union

Publications

1. To be responsible for recommendations on questions of publication of all archival material generated under the aegis of the Union.
2. To be responsible for the publication of all archival materials approved by the Executive Council, including the IUVSTA News Bulletin in electronic format.
3. To be responsible for the IUVSTA Website.
4. To determine and monitor the costs of all publications.
5. To advise on the publication of conference proceedings and publication of similar archival material which is intended for extensive distribution on behalf of the IUVSTA.
6. To recommend candidates for the position of Editor of the IUVSTA News Bulletin, Webmaster and persons responsible for any other special publications of the IUVSTA, as required.
7. To serve in an advisory capacity to other Standing Committees of IUVSTA for publication of any type of archival material they generate.
8. To assist with publication of IUVSTA documents, such as an Information Booklet, Directory and Procedures Manual.

Statutes

1. To be chaired by Secretary General.
2. To review and recommend required changes in Statutes and By-laws. The text of all changes, in both languages of the Union, must be dispatched to the members of the Union at least 6 months before the General Meeting. It is usual to contact the Belgian Ministry of Justice prior to this to ensure that the changes are in compliance with Belgian Law.
3. To maintain the necessary interfaces with Belgian Ministry of Justice (IUVSTA is officially registered in Belgium). At least one member of the Committee should be a Belgian national.
4. To establish and continually up-grade the material for a Procedures Manual to assist Officers and Chair of Committees and Divisions and improve the administration of the Union activities.
5. To monitor new applications for membership of the Union, to ensure that the Statutes and Bylaws of applicants are acceptable and that the new societies are the only groups representing vacuum and related interests in their countries (or regions) and that their interests cover the whole field of vacuum science, technology and its application.

- 6.** To monitor applications by the Union for membership in and interaction with other National and International organizations and to report on progress of such activity to the Executive Council.
- 7.** To consider the provisional agenda for all General Meetings.
- 8.** To consider any other matters relating to Statutes and Procedures which the Union may require.
- 9.** To consider and, if necessary, propose to the Executive Council amendments to the Statutes and Bylaws of the Union.

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Education Committee Terms of Reference

The duties of the Education Committee are to oversee all IUVSTA educational activity. This includes *inter alia*:

- Preparation and upgrading of new and existing Visual Aid materials and methods of dissemination thereof.
- Organization of special seminars.
- Organization of Summer Schools.
- Liaison with other relevant organizations such as UNESCO and ICTP (Trieste) through appointed Liaison Officers.
- Assisting scientists in Developing Countries where there are problems of shortage of funds or facilities.
- Organization of [Technical Training Courses](#) and [Short Course](#) programs.
- Oversight of the IUVSTA Educational website

The Chair of the Committee is responsible (with the help of the Secretary) for calling meetings, preparing the Agenda, taking the chair at these meetings, ensuring that the above listed activities continue and reporting at the Executive Council Meetings on the activity of the Committee. At the last Spring meeting before the Triennial General Meeting the Chair will, through discussions with his Committee, prepare a plan and recommend to the finance Committee a budget for the next triennium.

At the last Committee meeting immediately before the Triennial General Meeting, the Chair will present a Report on the activities of the Committee during the triennium. The Chair will present this report, with any agreed amendments, to the final Executive Council Meeting of the triennium.

Publications Committee Terms of Reference

The IUVSTA Publications Committee is a standing committee of the Union. The Committee is responsible to the Executive Council for recommendations on questions of publication of all archival material generated under the aegis of the Union.

- The Committee is responsible for the publication of all archival materials approved by the Executive Council, including the IUVSTA News Bulletin. It determines and monitors the costs of all publications. It serves in an advisory capacity concerning the publication of conference proceedings and publication of similar archival material which is intended for extensive distribution on behalf of the IUVSTA.
- The Committee is responsible for the operation, development and maintenance of the IUVSTA Website.
- The Chair, a Vice Chair and Secretary are appointed by the IUVSTA President at the beginning of each triennium and serve for a period of three years.
- The Chair recommends members for the Committee to the IUVSTA President. Each shall serve for a period of three years. Committee members are chosen from the members of the Executive Council or other desired qualified individuals from National Vacuum Societies or Committees on Vacuum. A Chair who is not a member of the Executive Council members will participate at Executive Council meetings as an observer with the right to speak but not vote as may members of the Committee.
- The Committee Chair determines the number of committee meetings to be held. Normally, one will be held during each Executive Council weekend. The Chair also determines the agenda for each Committee meeting. Either the Chair or the Secretary will send an announcement of all Committee meetings, along with other pertinent information., to the members as well as the Officers of the Union before each meeting
- The IUVSTA President will inform the Committee Chair of any special items to be considered at their meetings.
- The Secretary will record minutes of all Committee meetings. A copy of the minutes for the Executive Council meeting minutes will be sent (by e-mail) to the IUVSTA Recording Secretary no later than one month after each Committee meeting. The minutes should include any items that require action by the Executive Council at its next meeting; otherwise the Committee Chair will send information on any such items to the Executive Committee officers and members at least one month in advance of the next Executive Council meeting.
- The Chair or his/her designate will report on the activities of the Committee at each Executive Council meeting and place any matters requiring Executive Council decision before the meeting.
- The Chair shall recommend candidates for the position of [Editor of the IUVSTA News Bulletin](#), the Webmaster or persons responsible for any other special publications of the IUVSTA, as required.
- The Committee has responsibility for publication arrangements for the News Bulletin and of such other publications as the Executive Council shall direct. It also provides recommendations on all publication procedures.
- The Chair shall prepare a budget for the Publications Committee for the following triennium. This budget should be sent to the IUVSTA Treasurer well before the penultimate Executive Council Meeting of the triennium (normally, early in the spring of the Congress year). The budget should be discussed and adopted by the Finance Committee at this penultimate Executive Council Meeting.

- The Chair shall liaise with the Congress Planning Committee regarding publication of any proceedings of meetings and conferences.
- The Committee shall serve in an advisory capacity to other Standing Committees of IUVSTA for publication of any type of archival material they generate. It will also assist with publication of IUVSTA documents, such as an Information Booklet, Directory and Procedures Manual.

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IUVSTA Procedures Manual

Editor: IUVSTA News Bulletin

- The IUVSTA News Bulletin serves as an archival publication of the Union to provide timely information on matters of interest to the Union membership.
- The News Bulletin and its Editor come under the control of the IUVSTA Publications Committee.
- The IUVSTA News Bulletin Editor is recommended by the Publications Committee at the beginning of each triennium and is approved by the Executive Council. He/she shall serve for a period of at least three years.
- The News Bulletin is published on the IUVSTA Web Site.
- The IUVSTA News Bulletin is published on a regular basis, as agreed upon by the Publications Committee and the Executive Council. Current policy calls for publishing two issues a year on the IUVSTA web site. Current planned publication dates are the first weeks of February and August, with deadlines for inputs to specific issues two weeks before the planned publication date.
- The Editor shall solicit information as required and include in various issues:
 - Summaries of Executive Council meeting minutes and, every three years a summary of the General Meeting minutes.
 - Reports of Division activities of general interest to Union members including special programs such as Divisional Research Highlights seminars which are held once a triennium
 - Reports on Committee activities of general interest to Union members.
 - Notices of meetings on IUVSTA related topics and technical meeting summary reports when available.
 - Education course schedules or workshops on IUVSTA related topics and information on the Visual Aids Project including cost and availability.
 - Notices of significant issues (editorials) or special announcements as desired by Union members.
 - List of Executive Council Officers, Councillors and alternate Councillors, Divisional Officers, Committee Members, and National Vacuum Committee Presidents, etc. (usually in first or second issue after the beginning of each triennium).
 - IUVSTA Budget information and Treasurers reports as desired.
 - IUVSTA Welch Foundation Scholarship announcements and other scholarship or award announcements of interest to the Union.
- The News Bulletin may serve as a forum for Union members who desire to discuss policy issues (usually in letter form).

Statutes Committee Terms of Reference

The Secretary General is the Chair of the Statutes Committee. He will, after consultation with the President, determine the membership of this committee.

At least one Councillor from Belgium is normally a member of this committee because the Statutes are based on Belgian law. As long as Belgian law requires it, one member of the committee must be Belgian. The STD is usually represented by the Scientific Secretary.

The committee normally meets in the days just before the ECM. The meeting is convened by the Secretary General who will send out an Agenda to committee members.

The duties of the Statutes Committee are:

- To consider and, if necessary, propose to the Executive Council amendments to the Statutes and Bylaws of the Union. The text of all changes, in both languages of the Union, must be dispatched to the members of the Union at least 6 months before the Triennial General Meeting. It is usual to contact the Belgian Ministry of Justice prior to this to ensure that the changes are in compliance with Belgian Law.
- To establish and continually up-grade the material for a Procedures Manual to assist Officers and Chair of Committees and Divisions and improve the administration of the Union activities.
- To monitor new applications for membership of the Union, to ensure that the Statutes and Bylaws of applicants are acceptable and that the new societies are the only groups representing vacuum and related interests in their countries (or regions) and that their interests cover the whole field of vacuum science, technology and its application.
- To assess changes to Statutes of Members as notified to the Committee and to determine if they are significant enough to require decision by the Triennial General Meeting as to the continuing membership of that Member. Otherwise to recommend to the Executive Council that membership should continue.
- To monitor applications by the Union for membership in and interaction with other National and International organizations and to report on progress of such activity to the Executive Council.
- To consider the provisional agenda for all meetings, in particular for the Triennial General Meeting which should be tabled at the meeting held at least 4 months prior to this General Meeting.
- To consider any other matters relating to Statutes and Procedures which the Union may require.

The Records of the Union

The Record of the activities of the Union shall be maintained by the Recording Secretary

Recording Secretary

Although the Recording Secretary is not an Officer of the Union (i.e. he or she does not have an *ex officio* vote on Union matters) the role is an important one. The Recording Secretary is appointed for a three year term by the President after consultation with the Secretary General Elect. The principal duties are:

1. To attend all General Meetings, Executive Council Meetings, any Extraordinary Meetings and any formal meetings of the Officers which take place during the triennium up to, but not normally including, the Triennial General Meeting.
2. Before the start of any Executive Council Meeting, to confirm with the Secretary General his or her availability for the next meeting. (Note that such meetings are generally arranged two in advance, i.e. about a year).
3. To inform all relevant Officers, Committee Secretaries and Division Chairs of the deadlines for submission of electronic copies of minutes, papers and reports relevant to the current meeting. This may take the form of a printed notice distributed at the meeting or by email sent immediately after the meeting, or both.
4. To take the minutes of all the meetings (except meetings of Officers) listed in paragraph 1 above.
5. To prepare an electronic draft of such minutes and to circulate it by email to all Officers for comments and corrections within the specified timescale.
6. To make corrections recommended by the Secretary General and other Officers and to prepare a final electronic version of such minutes.
7. The Recording Secretary at his or her discretion may agree to act as the Secretary of any Standing Committee if requested to do so by the Chair of that Committee.
8. To receive electronic versions of all minutes, reports and papers which are associated with the meetings, specifically those of the Standing Committees and the Scientific and Technical Directorate and to format and collate all those which have been received by an agreed deadline.
9. To ensure that all documents are numbered according to the [IUVSTA Numbering System](#).
10. To place all such minutes and documents on the restricted area of the web site set up for such purposes. The layout and indexing of the site shall be agreed in consultation with the Secretary General.
11. To circulate an email announcing the posting of the minutes to a mailing list agreed with the Secretary General.
12. To ensure that a secure electronic backup of the minutes is retained.
13. At the end of the Triennium to prepare a full printed copy of the minutes of all meetings held during the Triennium, starting with the General Meeting, and all associated documents, to collate these chronologically and pass the resultant bundle to the Past President to be placed in the Archives of the Union, together with an archival quality electronic copy of all the documents (e.g. a CD or DVD).
14. Where financial support is being provided by IUVSTA, to keep a careful record of all expenses and submit this to the Treasurer at agreed intervals.
15. It is helpful for background information if the Recording Secretary can arrange to:
 - a. Attend as many Committee and Division Meetings as possible, and
 - b. Receive copies of the agendas of all meetings.

[Time Line for Recording Secretary](#)

Format of Minutes, Reports, etc., which form part of the IUVSTA Record

General

1. All minutes, reports and papers for the Record (“documents”) are to be prepared according to the following guidelines.
2. All documents are prepared mainly in electronic format so that they can be distributed easily and at minimal cost to the Union.
3. Although any word processing software can be used, all text-based documents sent to the Recording Secretary shall be fully compatible with Microsoft Word™. Spreadsheets shall be compatible with Microsoft Excel™ and presentations with Microsoft PowerPoint™.
4. Archival copies shall be in Adobe Acrobat™ format.

Document Formatting

1. Formatting shall be as simple as possible, compatible with good legibility. Where colour is used, compatibility with monochrome printing for hard copy should be borne in mind when choosing the palette.
2. Text font and size shall preferably be Times Roman, 11 pt, with headings in 12 pt bold.
3. Paper size shall be ISO A4 portrait with margins: top 2 cm, bottom 3.75 cm, left 2.5 cm and right 2.45 cm (ensuring broad compatibility with US letter size photocopying)
4. Each page of a document shall have a header displaying the document number according to the [IUVSTA guidelines](#). This number shall appear twice, aligned with right and left margins respectively and shall preferably be in Arial Bold, 14 pt.
5. A footer shall be optional, but may be used to provide descriptive information, such as the date of printing. For long documents, it is recommended that page numbering in the form “Page m of n” be used, aligned centrally. The font shall preferably be Times Roman, 8 pt.

Document Numbering System

Guidelines for document numbering are to be found in the document [Numbering System for IUVSTA papers](#).

Documents on the Web Site

1. All documents placed on the IUVSTA Minutes web site shall be in Adobe Acrobat™ (pdf) format.
2. Each document shall be protected against all operations apart from “Open” and “Print”. Standard security is quite adequate, since this is simply to ensure that all copies made are identical.
3. It is recommended that each document be given the name ECMnn_abcdef.pdf, where nn is the number of the meeting (e.g. ECM92) and abcdef is a short descriptive title for the document (e.g. Minutes or EdComm or PSTD, etc). No spaces should be used to ensure maximum cross-platform compatibility. Underscores (i.e. _) may be used for clarity instead of spaces
4. All documents relating to a particular meeting shall be placed in a single folder or directory named to identify the meeting (e.g. ECM92 or GM15).

Structure of the Minutes Web Site

1. The minutes web site is maintained on an external server. The webmaster will provide details of how to log onto the server via ftp.
2. Access to the minutes web site by others is through the password protected "Members only" section of the website.

3. The minutes web site shall be arranged in a moderately organised fashion as a hierarchy of folders. All folders have titles which make the contents obvious.
4. The top level shall be a folder which contains the file for the basic home page of the Minutes web site (index.html); the IUVSTA logo (iuvsta.jpg) and a style sheet (iuvsta.css). It also contains folders for each Triennium.
 - a. index.html is the page which is opened when a browser accesses the web site. It provides the basic navigational table to the sets of minutes for each triennium (starting with 1998-2001).
 - b. iuvsta.jpg is a graphics file containing a picture of the IUVSTA logo. All other files in the structure which use the logo shall refer to this file. Hence if a new version is required, simply replacing this file with one named identically will change it everywhere it appears on the site. (Note that this does NOT apply to logos embedded in the pdf files which should embed the logo appropriate to the time of publication.)
 - c. iuvsta.css is a style sheet which here does little more than apply uniform colours to page backgrounds, etc. Again all pages refer to this style sheet so that a change may be propagated everywhere by altering this one file. It is a simple text file.
5. The second level of the hierarchy resides in a set of folders or directories at the top level, one for each Triennium. Each of these folders contains a folder for each Executive Council Meeting, one for the General Meeting and an index file index.html. These index files contain the basic navigation tables to access the documents from the individual meetings of the triennium
6. All the individual pdf files, one for each document are at the third level and are contained in the folders noted in paragraph 5 above. There is also an index file ECMnn_index.html which provides for navigation around the documents in the folder.

IUVSTA Procedures Manual

Time Line for Recording Secretary

Before the start of Executive Council Meetings, confirm availability for the next Meeting (ECM, GM or special) with the Secretary General.

At meeting	Record attendance
	Record minutes
	Distribute deadline document (or email immediately after meeting)
Week 3	E-mail draft minutes to Officers
	Divisional reports to be sent to Scientific Secretary. (It is useful if these are copied to the Recording Secretary)
Week 4	Receive and incorporate corrections and any relevant comments regarding draft Minutes. Prepare final version
	Receive by email all Executive Council Reports, Committee Minutes and Papers
	Receive STD Report and Divisional Reports from Scientific Secretary
Week 5	Collate all reports received, assigning numbers according to the IUVSTA guidelines.
	Format all minutes, reports and papers according to agreed guidelines (see Format document)
	Place all documents on the web site in accordance with the procedures agreed with the Webmaster
	Notify relevant persons by email that the minutes are available

IUVSTA Procedures Manual

Numbering System for IUVSTA Papers

Document Numbers take the format: www-xx-yyv-zz:

www refers to the class of the IUVSTA meeting, e.g. ECM, GM

xx refers to the number of the meeting in its series, e.g. ECM-100,

yy refers to the source of the paper as follows

00 is an Agenda

01 is a set of Minutes

02 emanates from the President

03 emanates from the Secretary General

04 emanates from the Treasurer

05 emanates from the Recording Secretary

06 emanates from the another Officer

10 are Divisional papers

20 are Committee papers

30 are papers concerning the Triennial Congress (IVC)

v is used for papers from Committees or the Scientific and Technical Directorate and is omitted in all other cases

STD

10A Scientific and Technical Directorate

10B Applied Surface Science Division

10C Electronic Materials and Processing Division

10D Plasma Science and Technique Division

10E Surface Science Division

10F Thin Film Division

10G Surface Engineering Division

10H Vacuum Science and Tecnology Division

10J Nanometer Structures Division

10K Bio-interfaces Division

Committees

Committees in *italics* are defunct

- 20A Congress Planning
- 20B Education
- 20C Finance
- 20D *Developing Countries / Emerging Societies*
- 20E *Liaison*
- 20F Publications
- 20G Statutes
- 20H Awards and Scholarships
- 20I *Coordinated Activities*
- 20J Long Range Planning
- 20K *European Representative*
- 20L Emerging Societies

Congresses

- 30A IVC-14 Birmingham Congress
- 30B IVC-13 Hague Congress
- 30C IVC-12 Yokohama Congress
- 30D IVC-15 San Francisco Congress
- 30E IVC-16 Venice Congress
- 30F IVC-17 Stockholm Congress
- 30G IVC-18 Beijing Congress
- 30H IVC-19 Paris Congress
- 30J IVC-20 Busan Congress
- 30K IVC-21 Malmö Congress

zz is the number of the paper in the appropriate class

EXAMPLES

A paper from the Secretary General at ECM-65 could have the number ECM-65-03-02,

or

a paper from the Education Committee could have the number ECM-65-20B-03.

The Scientific and Technical Directorate

A major role of IUVSTA is to conduct scientific and technical activities. These activities are coordinated by the Scientific and Technical Directorate (STD), working through the Scientific Divisions. The STD consists of the Scientific Director, Scientific Secretary, Chairs of Divisions, Chair of the Education Committee and co-opted experts.

Principle activities are the IUVSTA Conferences (IVC, ICSS, ECOSS, EVC, ICTF and VASCAA Series), IUVSTA Workshops, IUVSTA Schools and IUVSTA Technical Training Courses.

The STD meets during the Executive Council weekend.

Divisions

IUVSTA Workshops

IUVSTA Schools

IUVSTA Technical Training Courses

IUVSTA Short Courses

IUVSTA Endorsement of Conferences or Meetings

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Divisions (Triennium 2013-2016)

There are nine scientific Divisions –

- Applied Surface Science
- Bio-interfaces
- Electronic Materials and Processing
- Plasma Science and Technique
- Nanometer Structures
- Surface Engineering
- Surface Science
- Thin Film
- Vacuum Science and Technology

The Divisions are made up of the Divisional Representatives nominated by each National Vacuum Society with an interest in the subject of the Division.

Standard Procedures for All Division Chairs

1. Organise real or virtual meetings of the Division at least once per year.
2. Represent the Division and present a report on its activities at meetings of the Scientific and Technical Directorate, meetings of the Executive Council and the General Meeting. If the Chair cannot attend in person he/she should arrange for a representative of the Division to attend and present the report on their behalf. A report on the activities of the Division between Executive Council Meetings should be sent to the Scientific Secretary and the Recording Secretary within several days after an ECM so that it can be included in the Minutes. A separate report, describing the activities of the Division during the whole triennium, should be submitted to the Scientific Director shortly before the Triennial full General Meeting. The Scientific Director will make a summary presentation to the GM. Outside the Union the Chair will represent the Division, especially with respect to interaction with other International or National societies.
3. Preside at business meetings of the Division and report on the activities of the Division. Copies of the Agenda and, subsequently, Minutes should be sent to the Recording Secretary, the Secretary General and the Scientific Secretary and the Officers who should be advised well in advance of the dates of meetings.
4. Respond promptly to all queries from the STD and the Executive Council, particularly those dealing with workshops or schools and requests from various organizations for sponsorship of technical meetings or short courses.
5. Nominate, in consultation with the Divisional Representatives, up to six Program Committee members for the triennial IUVSTA Congress and, in addition, nominate candidates for the Divisional Program Chair, one of whom will be selected by the General Program Chair on the basis of a balance in the distribution of countries involved in the overall program. This activity normally takes place at the beginning of the second year of a triennium (during the time between the second and third ECM of the triennium).
6. Handle or oversee the election of Divisional Officers for the succeeding triennium, by ensuring that ballots are sent out by e-mail to the College members (Divisional Representatives).
ELECTIONS MUST BE CARRIED OUT IN THE 2 MONTH PERIOD PRIOR TO THE END OF THE TRIENNIUM.
7. The Divisional Chair or Secretary, or the person organizing the ballot process, should note the following. For an e-mail ballot from a member of the Electoral College or Committee to be counted, it must be copied to the Secretary General. The result of the ballot must also be communicated to the Secretary General. The total of all the ballots should then agree with the

individual ballots copied to the Secretary General. The objective of the duplication is to ensure that all electronic votes are counted and none are lost in electronic transmission.

8. Note that it helps the smooth running of a Division if the previous Chair is co-opted to continue serving on the Division if no longer a Divisional Representative.
9. Working with the Divisional Representatives, make assignments on various projects such as the organization of conferences or workshops, joint activities with other Divisions, or the preparation of visual aids material. In any joint activity the Chair should establish the roles and actions for which the Division is responsible. Also, in collaboration with the Scientific Director, the Chair should review and make recommendations concerning any changes in the role, title and Statutes of the Division.
10. The Divisional Chair should ensure that all their Divisional Representatives are kept fully informed of the activities of the Division.

Additional Procedures for Chairs of Certain Divisions

In addition to the standard procedures the Chairs of certain Divisions have the additional duties outlined below.

1. Applied Surface Science Division

- a. Interact with the organizers of the European Conference on Surface and Interface Analysis (ECASIA) when the IUVSTA Congress and ECASIA meeting are scheduled for the same year so as to minimize conflicts of meeting locations and times.
- b. Ensure that the ASS Division Program Chair discusses with the Surface Science Program Chair regarding joint activities at the IVC; in particular, common arrangements for a session of post-deadline papers at the Congress.

2. Nanometer Structures Division

- a. Interact with the organizers of the NANO series of conferences to ensure either that it runs as part of the IUVSTA IVC, or, that the dates and venues do not conflict.
- b. Interact with the organizers of the STM/S series of conferences to ensure either that it runs as part of the IUVSTA IVC, or, that the dates and venues do not conflict.

3. Surface Science Division

- a. Ensure that the SS Division Program Chair discusses with the Applied Surface Science Program Chair regarding joint activities at the IVC; in particular, whether common arrangements for a session of post-deadline papers at the Congress.
- b. Organize the ECOSS series jointly with the Surface and Interface Section of the European Physical Society

4. Thin Film Division

- a. Solicit proposals from IUVSTA member societies to host the triennial International Conference on Thin Films (ICTF) and to make a decision on the venue at least 3 (and preferably more) years in advance. ICTF is normally held in the year following the IVC.
- b. Oversee the organization and budgeting for ICTF and the publication of the Proceedings with the aim of maintaining a uniform high quality.

5. Vacuum Science and Technology

- a. Solicit proposals from IUVSTA European member societies to host the European Vacuum Conference according to the [guidelines](#) agreed at ECM72.
- b. Where necessary, arrange a ballot to select the venue for the EVC (again see [EVC guidelines](#))

Some time ago, the Chair of the Thin Film Division produced some guidelines for the Divisional Committee as it then was. It can be seen [here](#), but note that some parts may now be out of date.

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IUVSTA Procedures Manual

What is expected from the Thin Film Division Committee of IUVSTA during the triennium?

(By Jan Verhoeven, September 2003)

- *Tasks:*
 - At the beginning of triennium the committee makes a decision from bids where ICTF will take place.
 - At the end of triennium, a message should be sent around to national delegates for new bids for ICTF so that the new committee can make their choice.
 - The committee will make nominations for a part of the program committee of the ICTF conference that will take place within the triennium. It is advisable that one or more program officers are also member of the committee.
 - The Chair of the program committee of ICTF can ask the secretary of the Thin Film Committee to communicate with the national delegates for suggestion of invited speakers and subjects.
 - Organising workshops. This action should be repeated several times depending on the funds available. The national delegates should be aware that they are to communicate this information to their own organisation.
 - The committee has to decide which proposed workshops are to be supported. Proposals accepted by the committee are to be submitted to the STD for approval by the chair of the TFD committee or preferably by the national delegate involved. The STD recommends approval by the Executive Council.
 - Chair or vice Chair has to give a highlight talk at the 4th ECM meeting during the triennium.
 - Committee will make suggestions for program officers for the Thin Film session of IVC that will be organised. It is advisable that one or more program officers are also member of the committee.
 - The program officers can ask the secretary to communicate with the national delegates for suggestion of speakers and subjects for IVC.
 - At the end of the triennium the secretary organises the election of the new committee as well as the chair, vice chair and the secretary.

- *Communication and reports*
 - Main channel for communication is e-mail for which the secretary is first responsible. The chair is the second responsible.
 - A division meeting can be organised in parallel with the ECM meetings.
 - The Chair or vice Chair reports on all activities of the division at ECM meetings each half year. A written report is to be sent (as attachment) to all national delegates.
 - An evaluation report on ICTF organised during the triennium is to be produced in collaboration with the local organising committee. This can be done by one of the committee members present at ICTF.
 - The Chair has to make a final report to the Scientific Director on all activities over the past triennium.

IUVSTA Workshops, Schools, Technical Training Courses and Short Courses

IUVSTA organises a regular program of Workshops, Schools, Technical Training Courses and Short Courses. In each Triennium, the Scientific and Technical Directorate (STD) is allocated a budget and spend profile for such events. At the start of the Triennium, it will determine the amount which will be allocated to each event which will then determine the number of events which can be *approved* during the Triennium.

Workshop Guidelines
Workshop Regulations
Application Form

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Guidelines for IUVSTA Workshops

Purpose and Format

IUVSTA Workshops are intended to provide a forum for intense debate and discussion between a small number of experts in a focused scientific or technical field which falls within the area of activity 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 rather similar to that of the US Gordon Conferences. Specifically, that they are informal; that they involve all delegates in residence together, typically in a relatively remote site (i.e. not in a large city); and are small enough and long enough 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 fertilisation of ideas are particularly encouraged.

Workshops forming part of a series will be approved only in exceptional circumstances.

Size, Duration

Workshops will typically comprise 40-50 delegates. They will normally last 4-6 days.

Participation

High-level discussion can only be achieved if many of the best and most active scientists in the field attend the meeting, so participation should be by invitation.

The organizers of a workshop should invite 10-20 participants whose presence they perceive as best able to achieve the purposes of the workshop. The attendance of these invited participants should largely be funded by the workshop.

It is also essential that the opportunity to participate is offered to others active in the field from all the member countries of IUVSTA, including those in which science is less well developed than in the scientifically most active countries. For this reason, it is envisaged that the workshop will be advertised through the member societies (possibly through the divisional Representatives of the organizing Division(s)) and on the IUVSTA website. Interested persons may then apply to receive an invitation which does not include financial support. The organisers should ensure that such applicants have sufficient experience relevant to the topic of the workshop to enable them to make significant contributions to the discussion. Therefore participation by graduate students much below their final year of a postgraduate research degree will be unlikely.

Venue and Program

It is implicit in the workshop/discussion format that all delegates should be together throughout the meeting and should have limited external distractions, although communal recreation during part of the day (e.g. hiking, sailing) can be an effective means of creating extended scientific interactions through social contact.

For this reason, a schedule involving recreation during part of the day with scientific or technical sessions morning and evening may well be appropriate. Typically this is likely to mean that the venue will be a hotel, hostel, or possibly a University campus, situated in a small town or a rural area. Access (transport) for international visitors must, of course, also be considered.

The dominant part of the program will be single session oral presentations by the invited speakers and other selected participants, allowing sufficient time for open discussion. Care should be taken to ensure that sessions are not a conference style succession of papers with time only for a few questions. The emphasis should be on engendering discussion. If appropriate, a poster session could be included to allow other delegates to present relevant work.

Note that a general Call for Papers is not appropriate for a IUVSTA Workshop.

Language

In view of the international nature of IUVSTA Workshops, they will normally use English as the primary language.

Publication policy

In view of the informal nature of the discussions which the workshop is intended to generate, the STD has agreed that proceedings of the workshops should not be published under any circumstances, although a summary report may be prepared for publication if this is felt to be appropriate.

Financial arrangements

Clearly in running a 5-day meeting with 10-20 invited speakers and a total delegate population of only 50, the potentially substantial fixed costs, shared between the small number of participants, can make the delegate cost high, or the financial arrangements potentially unstable, or both. For this reason the IUVSTA funding is intended to be used for the fixed costs, which are dominated by invited speaker costs, so that delegates will pay little more than their marginal costs. In this way the price for participants should be relatively low, and there are unlikely to be serious financial consequences if the total attendance is slightly lower than anticipated. This is the basic philosophy of the IUVSTA financial sponsorship.

Organizers should also recognize that the IUVSTA financial commitment is limited to the preagreed sponsorship level. The sponsorship is typically 6000 Euro per IUVSTA Workshop. If there is a surplus, it is expected that this would be returned to the STD Discretionary Fund of IUVSTA to support further workshops.

If there is a financial loss, this is the responsibility of the organizers, and for this reason, it will normally be appropriate to run the event with the support of a local Vacuum Society or University, etc., who will have agreed to underwrite the workshop.

Normally, the organisers of the workshop will establish a bank account specifically for the purpose or establish a designated account within those of the underwriting body. Details of this account should be supplied to the Treasurer of IUVSTA who will transfer the agreed funds by electronic bank transfer.

After the workshop a summary financial account of the workshop should be sent to the Scientific Secretary.

Approval and Organization

The normal procedure for organizing a IUVSTA Workshop will be:

The basic topic, venue, draft program and provisional budget for a workshop is developed by the potential organiser(s) in collaboration with one of the Scientific Divisional Committees of IUVSTA (or a collaboration of two or more of them) and presented to the STD for approval at one of the Executive Council Meetings.

Any proposal must be submitted to the Scientific Secretary no later than one calendar month before the date of a meeting of the STD if it is to be considered at that meeting.

The Scientific Secretary will circulate details of the proposal to the Chairs of all Divisions for comment and possible offers of collaboration.

If the proposal is accepted by the STD, it will be presented to the Executive Council with a request for a maximum level of sponsorship funding. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer of IUVSTA.

On approval, the STD will allocate a number in the IUVSTA Workshop series to the event.

The Division(s) responsible for the organization will ensure that the meeting is publicized within the Union via their Divisional Representatives.

The organisers will establish a web site for the workshop and inform the IUVSTA Web editor of the site so that it can be linked from the IUVSTA web page.

The organizers will provide regular progress reports to the STD and the Divisional Committee(s).

The workshop should be referred to in all publicity as IUVSTA WORKSHOP number NN, the specific topic title following as appropriate. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain additional funding. Major co-sponsorship is discouraged unless absolutely financially necessary.

After the workshop, a brief scientific report and a financial statement will be presented to the STD, and appropriate balances will be returned to IUVSTA. The scientific report will be sent in electronic form to the IUVSTA Web editor for inclusion in the web page.

Non-compliance or Cancellation

Should the workshop be cancelled for any reason, any unexpended part of the IUVSTA financial contribution should be returned to IUVSTA.

Should the Executive Council determine that any cancellation was not for good reason, it may require the return of the entire financial contribution, whether or not it had already been spent.

Should the Executive Council determine that the guidelines for IUVSTA Workshops had been deviated from in a significant way, then it may demand the return of its entire financial contribution.

Regulations for Sponsorship of Workshops or Schools

- **Introduction**

- The International Union for Vacuum Science, Technique and Applications (IUVSTA) may sponsor scientific workshops, summer schools, etc. (hereafter called "event") for which the subject content of the event is, or is capable of becoming, of wide interest, i.e. not only of interest to the host country. New or emerging subjects may initially be limited to a specific country but, by their nature, be of international interest.
- Attendance at the event is to be truly multinational, with expectations that a substantial fraction of the attendees will be from outside the host country.
- Requests for sponsorship must originate from within IUVSTA and normally from within one of the Scientific Divisions.

- **General requirements for sponsorship**

- The subject of the event must fall within the broad areas of vacuum science and applications covered by the IUVSTA.
- The event must have an international scientific or technical papers committee, or, demonstrate broad international representation among invited speakers.
- Apart from the national language(s) which is (are) allowed, at least one of the three official languages of the IUVSTA (English, French or German), is to be used in abstracts and communications.
- The IUVSTA must be identified as the major sponsor of the event; i.e. the IUVSTA financial contribution must be significant but the IUVSTA accepts no additional financial responsibility beyond the agreed financial contribution. If sponsorship is granted, the organisers must indicate who will underwrite any financial loss.

- **Application Procedure**

- The organizers must agree to the conditions below and provide all the information requested. Failure to do so may result in the withholding of the financial support.
- The organizers must **AGREE** to:
 - **PROVIDE** full information of the event:
 - **PROVIDE** a Website url and the name and e-mail address of the person who will maintain the site. The IUVSTA financial contribution may be withheld until this contact information is received by the Secretary General.
 - **USE** the IUVSTA numbering system (e.g. 30th IUVSTA Workshop) on all event announcements.
 - **PROVIDE** a report of event for IUVSTA web page and the name and e-mail address of the person who will provide the report:
 - **INCLUDE** the IUVSTA name and logo on all event announcements:
 - **GIVE** a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site)
 - **DISTRIBUTE** IUVSTA material provided.
- Event organisers should add the phrase "Sponsored by the International Union for Vacuum Science, Technique and Applications" to subsequent literature describing the event.
- After the event the organisers are required to send a report on it to the Secretary General for publication on the IUVSTA Web Page. They must also provide a financial
- report to the Secretary General.

- **Processing Procedure**

- The proposal for the event will normally be initiated within one or more of the IUVSTA Scientific Divisional Committees and the scientific subject and organisational aspects must be approved by at least one such committee, after debate involving as many members and associated representatives as possible.
- The Chair(s) or appropriate representative(s) of the nominating committees will then be responsible for passing full information on the proposed event to the Scientific Secretary and Scientific Director.
- The Scientific Secretary will notify all other Division Chairs of the application.
- The Scientific Secretary will submit the application for consideration at the next STD meeting. A final decision on whether to support an application will not normally be given if the full information on the application is not provided to the Scientific Secretary at least 1 month before the STM meeting. If approved by the STD, the application will be submitted to the Executive Council Meeting for approval.

- **Sponsored Events**

- If sponsorship is granted the IUVSTA will, with the help of the appropriate Division,
- Provide financial support to a maximum decided by IUVSTA. The financial contribution will be recommended by the Scientific Director.
- Supply the organisers with addresses of all Divisional representatives who might be able to provide advice on the organisation of the event and the selection of invited speakers.
- Announce the event on the IUVSTA Web site and, subsequently, publish a report on the conference on this page.

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Application Form for the Organization of an IUVSTA Workshop

TITLE OF THE WORKSHOP:

VENUE:

DATES (NB workshops should normally be 4-5 days in length):

PRINCIPAL THEMES/TOPICS:

IUVSTA SPONSORING DIVISIONS:

NAMES AND NATIONALITIES OF ORGANIZERS (not more than 4, which must include at least one IUVSTA Divisional Committee member; please identify the Main Organiser and provide their full contact details):

NAMES AND NATIONALITIES OF LIKELY INVITED SPEAKERS:

NAMES OF OTHER SPONSORS (actual and anticipated; include indication of known or anticipated level of financial contribution: IUVSTA must be advertised as the main sponsor):

UNDERWRITING: Who will underwrite any financial loss? (If approved, IUVSTA will provide sponsorship to a predetermined maximum level and will not have any further financial responsibility)

CHECKLIST FOR APPLICANTS

Organizers **must** undertake to fulfil the conditions below. Financial contributions from IUVSTA are conditional upon this undertaking.

I AGREE to –

- PROVIDE full information of event to the IUVSTA Scientific Secretary
- PROVIDE a budget, updated in the event of major changes, to the IUVSTA Scientific Secretary
- PROVIDE a dedicated Website for the event. Give url when known (this information must be passed to the Scientific Secretary before any IUVSTA funds will be released):
Name and e-mail address of person who will maintain the site:

- PROVIDE a report of the event after its completion for the IUVSTA web site
Name and e-mail address of person who will provide this report:

- AGREE to include IUVSTA name and logo on all event announcements
- AGREE to use IUVSTA numbering system (e.g. IUVSTA Workshop no NN) on all event announcements
- AGREE to give a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site <http://www.iuvsta.org>)
- AGREE to distribute any IUVSTA material provided to the organizers
- AGREE not to have a published Proceedings of the event
- AGREE to follow the Workshop Guidelines described in the IUVSTA Procedure Manual (downloadable from the IUVSTA web site: <http://www.iuvsta.org>)

I agree to fulfil all the points of the above checklist
Name:

Date and Signature:

IUVSTA Workshops, Schools, Technical Training Courses and Short Courses

IUVSTA organises a regular program of Workshops, Schools, Technical Training Courses and Short Courses. In each Triennium, the Scientific and Technical Directorate (STD) is allocated a budget and spend profile for such events. At the start of the Triennium, it will determine the amount which will be allocated to each event which will then determine the number of events which can be *approved* during the Triennium.

[School Guidelines](#)
[School Regulations](#)
[Application Form \(pdf\)](#)

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Guidelines for IUVSTA Schools

Purpose and Format

IUVSTA Schools are intended to provide education in a scientific topic within the fields covered by IUVSTA. The school should therefore provide an opportunity for students, particularly those who would not normally have such an opportunity without some support, to attend lectures and discussions with experts in the field.

In order to guarantee the financial stability of such a meeting these meetings are supported by a contribution from the IUVSTA STD Discretionary Fund. They are organized by one or more of the Scientific Divisions.

Size, Duration

Schools will typically comprise 40-80 students. They will normally last one or two weeks.

Participation

It is essential that opportunity is offered for participation of students from all the member countries of IUVSTA, including those in which science is less well developed than in the scientifically most active countries. For this reason, it is envisaged that the school will be advertised through the member societies (possibly via the Divisional Representatives of the organizing Division(s)).

To some extent, priority should be given to students from lesser developed countries.

Students would normally be expected to be educated to degree level in an appropriate discipline.

Lecturers should be invited both on the basis of their recognised excellence in the topic of the school and on their ability to communicate effectively.

Venue and Program

It is implicit in the school format that all delegates should be together throughout the meeting and should have limited external distractions. Typically this is likely to mean that the venue will be a hotel, hostel, or possibly a University campus with suitable accommodation for students. Access (transport) for international visitors must, of course, also be considered.

The program should provide a suitable balance of lectures, discussion and, where appropriate, laboratory or other practical sessions.

Some time should be provided for social and recreational purposes so that participants can get to know one another.

Language

In view of the international nature of IUVSTA Schools, they will normally be conducted with English as the primary language.

Documentation

In view of the educational nature of the event, course notes or copies of presentations should be available to the students. If a text book is used, it should normally be provided to the students as part of the school fee.

Financial arrangements

Clearly in running a relatively short school, the potentially substantial fixed cost, shared between a small number of participants, can make the student cost high, or the financial arrangements potentially unstable, or both. For this reason the IUVSTA funding is intended to be applied to the fixed costs, mainly those of the lecturers, so that students will pay little more than their marginal costs. In this way the price for students should be low, and there are unlikely to be serious financial consequences if the total attendance is slightly lower than anticipated. This is the basic philosophy of the IUVSTA financial sponsorship.

Organizers should also recognize that the IUVSTA financial commitment is limited to the preagreed sponsorship level. The sponsorship is **typically** 6000 Euro per IUVSTA School. If there is a surplus, it is expected that this would be returned to the STD Discretionary Fund of IUVSTA to support further schools.

If there is a financial loss, this is the responsibility of the organizers, and for this reason, it will normally be appropriate to run the school with the support of a local Vacuum Society or University, etc., who will have agreed to underwrite the school.

Normally, the organisers of the school will establish a bank account specifically for the purpose or establish a designated account within those of the underwriting body. Details of this account should be supplied to the Treasurer of IUVSTA who will transfer the agreed funds by electronic bank transfer.

After the school a summary financial account of the school should be sent to the Scientific Secretary.

Approval and Organization

The normal procedure for organizing one of the IUVSTA Schools will be:

The basic topic, venue, draft program and provisional budget for a school is first developed by the potential organiser(s) in collaboration with one of the Scientific Divisional Committees of IUVSTA (or a collaboration of two or more of them) and presented to the STD for approval at one of the Executive Council Meetings.

Any proposal must be submitted to the Scientific Secretary no later than one calendar month before the date of a meeting of the STD if it is to be considered at that meeting.

The Scientific Secretary will circulate details of the proposal to the Chairs of all Divisions for comment and possible offers of collaboration.

If the proposal is accepted by the STD, it will be presented to the Executive Council with a request for a maximum level of sponsorship funding. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer of IUVSTA.

On approval, the STD will allocate a number in the IUVSTA School series to the event.

The Division(s) responsible for the organization will ensure that the school is publicized within the Union via their Divisional Representatives.

The organisers will establish a web site for the school and inform the Web editor of the IUVSTA site so that it can be linked from the IUVSTA web page.

The organizers will provide regular progress reports to the STD and the Divisional Committee(s).

The school should be referred to in all publicity as IUVSTA SCHOOL number NN, the specific topic title following as appropriate. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain additional funding. Major cosponsorship is discouraged unless absolutely financially necessary.

After the school, a brief report and a financial statement will be presented to the STD, and appropriate balances will be returned to IUVSTA. The report will be sent in electronic form to the IUVSTA Web editor for inclusion in the web page.

Non-compliance or Cancellation

Should the school be cancelled for any reason, any unexpended part of the IUVSTA financial contribution should be returned to IUVSTA.

Should the Executive Council determine that any cancellation was not for good reason, it may require the return of the entire financial contribution, whether or not it had already been spent.

Should the Executive Council determine that the guidelines for IUVSTA Schools had been deviated from in a significant way, then it may demand the return of its entire financial contribution.

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Regulations for Sponsorship of Workshops or Schools

- **Introduction**

- The International Union for Vacuum Science, Technique and Applications (IUVSTA) may sponsor scientific workshops, summer schools, etc. (hereafter called "event") for which the subject content of the event is, or is capable of becoming, of wide interest, i.e. not only of interest to the host country. New or emerging subjects may initially be limited to a specific country but, by their nature, be of international interest.
- Attendance at the event is to be truly multinational, with expectations that a substantial fraction of the attendees will be from outside the host country.
- Requests for sponsorship must originate from within IUVSTA and normally from within one of the Scientific Divisions.

- **General requirements for sponsorship**

- The subject of the event must fall within the broad areas of vacuum science and applications covered by the IUVSTA.
- The event must have an international scientific or technical papers committee, or, demonstrate broad international representation among invited speakers.
- Apart from the national language(s) which is (are) allowed, at least one of the three official languages of the IUVSTA (English, French or German), is to be used in abstracts and communications.
- The IUVSTA must be identified as the major sponsor of the event; i.e. the IUVSTA financial contribution must be significant but the IUVSTA accepts no additional financial responsibility beyond the agreed financial contribution. If sponsorship is granted, the organisers must indicate who will underwrite any financial loss.

- **Application Procedure**

- The organizers must agree to the conditions below and provide all the information requested. Failure to do so may result in the withholding of the financial support.
- The organizers must **AGREE** to:
 - **PROVIDE** full information of the event:
 - **PROVIDE** a Website url and the name and e-mail address of the person who will maintain the site. The IUVSTA financial contribution may be withheld until this contact information is received by the Secretary General.
 - **USE** the IUVSTA numbering system (e.g. 30th IUVSTA Workshop) on all event announcements.
 - **PROVIDE** a report of event for IUVSTA web page and the name and e-mail address of the person who will provide the report:
 - **INCLUDE** the IUVSTA name and logo on all event announcements:
 - **GIVE** a short presentation on IUVSTA at the beginning of the event. (Suitable material may be downloaded from the IUVSTA web site)
 - **DISTRIBUTE** IUVSTA material provided.
- Event organisers should add the phrase "Sponsored by the International Union for Vacuum Science, Technique and Applications" to subsequent literature describing the event.
- After the event the organisers are required to send a report on it to the Secretary General for publication on the IUVSTA Web Page. They must also provide a financial report to the Secretary General.

- **Processing Procedure**

- The proposal for the event will normally be initiated within one or more of the IUVSTA Scientific Divisional Committees and the scientific subject and organisational aspects must be approved by at least one such committee, after debate involving as many members and associated representatives as possible.
- The Chair(s) or appropriate representative(s) of the nominating committees will then be responsible for passing full information on the proposed event to the Scientific Secretary and Scientific Director.
- The Scientific Secretary will notify all other Division Chairs of the application.
- The Scientific Secretary will submit the application for consideration at the next STD meeting. A final decision on whether to support an application will not normally be given if the full information on the application is not provided to the Scientific Secretary at least 1 month before the STM meeting. If approved by the STD, the application will be submitted to the Executive Council Meeting for approval.

- **Sponsored Events**

- If sponsorship is granted the IUVSTA will, with the help of the appropriate Division,
- Provide financial support to a maximum decided by IUVSTA. The financial contribution will be recommended by the Scientific Director.
- Supply the organisers with addresses of all Divisional representatives who might be able to provide advice on the organisation of the event and the selection of invited speakers.
- Announce the event on the IUVSTA Web site and, subsequently, publish a report on the conference on this page.

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Application Form for the Organization of an IUVSTA School

TITLE OF THE SCHOOL:

VENUE:

DATES (NB Schools should normally be one or two weeks in length):

PRINCIPAL THEMES/TOPICS:

IUVSTA SPONSORING DIVISIONS:

NAMES AND NATIONALITIES OF ORGANIZERS (not more than 4, which must include at least one IUVSTA Divisional Committee member; please identify the Main Organiser and provide their full contact details):

NAMES AND NATIONALITIES OF ANTICIPATED LECTURERS:

NAMES OF OTHER SPONSORS (actual and applied for; include indication of known or anticipated level of financial contribution: IUVSTA must be advertised as the main sponsor):

UNDERWRITING: Who will underwrite any financial loss? (If approved, IUVSTA will make offer sponsorship to a predetermined maximum level and will not have any further financial responsibility)

CHECKLIST FOR APPLICANTS

Organizers **must** undertake to fulfil the conditions below. Financial contributions from IUVSTA are conditional upon this undertaking.

I AGREE to

- PROVIDE full information of event to the IUVSTA Scientific Secretary
- PROVIDE a budget, updated in the event of major changes, to the IUVSTA Scientific Secretary
- PROVIDE a dedicated Website for the event. Give url when known (this information must be passed to the Scientific Secretary before any IUVSTA funds will be released):
Name and e-mail address of person who will maintain the site:

- PROVIDE a report of the event after its completion for the IUVSTA web site
Name and e-mail address of person who will provide this report:

- AGREE to include IUVSTA name and logo on all event announcements
- AGREE to use IUVSTA numbering system (e.g. IUVSTA School no NN) on all event announcements
- AGREE to give a short presentation on IUVSTA at the beginning of the event.
(Suitable material may be downloaded from the IUVSTA web site
<http://www.iuvsta.org>)
- AGREE to distribute any IUVSTA material provided to the organizers
- AGREE not to have a published Proceedings of the event
- AGREE to follow the School Guidelines described in the IUVSTA Procedure Manual (downloadable from the IUVSTA web site: <http://www.iuvsta.org>)

I agree to fulfil all the points of the above checklist
Name:

Date and Signature:

IUVSTA Workshops, Schools, Technical Training Courses and Short Courses

IUVSTA organises a regular program of Workshops, Schools, Technical Training Courses and Short Courses. In each Triennium, the Scientific and Technical Directorate (STD) is allocated a budget and spend profile for such events. At the start of the Triennium, it will determine the amount which will be allocated to each event which will then determine the number of events which can be *approved* during the Triennium.

Technical Training Course Guidelines Application Form

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Guidelines for IUVSTA Technical Training Courses (TTC)

Purpose and Format

The program of IUVSTA Technical Training Courses (IUVSTA TTC) is intended to provide education at junior student, engineer or technician level in a topic within the fields covered by IUVSTA. Such courses are developed by member National Vacuum Societies of IUVSTA and are delivered in local languages. In general, IUVSTA will not financially support a series of IUVSTA TTC's taking place in the same country in consecutive years. A second IUVSTA TTC organized by a National Vacuum Society may be financially supported by IUVSTA if the second IUVSTA TTC has a completely different topic. However, National Vacuum Societies applying for the first time have priority for support if otherwise all requirements for organizing a successful IUVSTA TTC are satisfied.

Financial arrangements

IUVSTA financial support for such courses is primarily intended to be subsidise the accommodation and travelling expenses within their own national borders of both participants and lecturers at the IUVSTA TTC.

Organizers should also recognize that the IUVSTA financial commitment is limited to the preagreed sponsorship level. The sponsorship is typically 2500 Euro per IUVSTA TTC. IUVSTA will support up to 5 IUVSTA TTCs per triennium. If there is a financial loss, this is the responsibility of the organizers, and for this reason, it will normally be appropriate to run the school with the support of the local Vacuum Society who will have agreed to underwrite the course. Details of the bank account of the Vacuum Society should be supplied to the Treasurer of IUVSTA who will transfer the agreed funds by electronic bank transfer. After the course a summary financial account of the course should be sent to the Scientific Secretary.

Approval and Organization

The normal procedure for organizing a IUVSTA TTC will be:

The basic topic, venue, budget and draft program for a course is developed by a member Vacuum Society. A proposal must be submitted to the Scientific Secretary no later than one calendar month before the date of a meeting of the Executive Council if it is to be considered at that meeting. The proposal will be considered by the Education Committee and if accepted will be submitted to the STD. If the proposal is then accepted by the STD, it will be presented to the Executive Council with a request for a maximum level of sponsorship funding. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer of IUVSTA. The organizers will provide progress reports to the Education Committee if required and present the final report at the next Education Committee Meeting which will typically take place a day prior to the Executive Council Meeting.

The course should be referred to in all publicity as an IUVSTA Technical Training Course. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain additional funding. In the beginning of the TTC a brief presentation on the purpose and structure of IUVSTA has to be given by the organizers. After the course, a report and a financial statement will be presented to the Education Committee. The report will be sent in

electronic form to the IUVSTA Web editor for inclusion in the web page. The TTC web page will be terminated.

Non-compliance or Cancellation

Should the course be cancelled for any reason, any unexpended part of the IUVSTA financial contribution should be returned to IUVSTA.

Should the Executive Council determine that any cancellation was not for good reason, it may require the return of the entire financial contribution, whether or not it had already been spent.

Should the Executive Council determine that the guidelines for TTC's had been deviated from in a significant way, then it may demand the return of its entire financial contribution.

Sample Program

A sample program for such a course may be found [here](#).

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Application Form for the Organisation of a TTC

NATIONAL VACUUM SOCIETY:

COURSE TITLE:

LOCATION:

DATE OF COURSE:

STAND-ALONE COURSE OR PART OF A CONFERENCE or WORKSHOP:

OBJECT OF THE COURSE:

LANGUAGE:

COURSE OUTLINE ATTACHED:

EXPECTED EDUCATIONAL AND JOB LEVEL OF STUDENTS:

EXPECTED AVERAGE NUMBER OF STUDENTS PER COURSE:

FINANCES:

Cost per course in Euros, CHF, or US\$;
Sources and total amount of support;
IUVSTA contribution requested and how will it be used.

PROVISIONAL BUDGET ATTACHED:

REPORT:

The Society (the recipient of the grant) is required (within 1 month after the TTC completion) to send a Report to the IUVSTA Scientific Secretary which should include the following information:

- Title, location, and date of the TTC
- Intent of the course, language of the course
- List of teachers and attendants (with affiliations)
- Names of beneficiaries of the IUVSTA support, with spending specifications

I agree to fulfil all the points of the above

Name:

Position:

Date and Signature:

Sample Course Outline

(Courtesy of the Polish Vacuum Society)

Length: 3 days

Part I: Basic physical processes relevant for vacuum technology (3+2 h):

- Introduction:
- a concept of vacuum (definition, units, history)
- applications of the vacuum technology
- Kinetic theory of gases, ideal gas, molecular incidence rate and cosine law, transport phenomena,
- thermal transportation, gas flow.
- Physical and chemical phenomena at gas/solid interface:
- physisorption, chemisorption
- desorption rate
- cryotrapping
- diffusion of gases through solid (metal)
- interaction of particles with solid surface.

Part II: Methods and devices for obtaining vacuum (2 h):

- Basics of pumping technology, mechanical vacuum pumps (rotary pump, dry pump), turbomolecular pump, diffusion pump, cryopump, getter pump, ion pump.

Part III: Vacuum measurements (4 h):

- Vacuum measurement and gauges: manometers, thermocouple manometer, ionization gauges (hot, cold cathode), calibration of vacuum gauge.
- Partial pressure measurements: mass spectrometry/spectroscopy, ion sources - ionisers, ion detectors, mass analysers (magnetic deflection, quadrupole mass filter, time-of-flight), data analysis.
- Leak detection: leak rate, leak detection techniques, mass spectrometer leak detection.

Part IV: Applications of vacuum in industry (3 h):

- Practical examples of vacuum applications in various industrial processes selected and reviewed by representatives of the Polish vacuum companies.

Goals of the course:

The Technical Training Course is offered mainly to Polish technicians, production engineers, junior researchers and students responsible for safe handling/operation and maintenance of vacuum equipment/systems in the local industries and laboratories of educational and research institutions. The Course should significantly enhance the knowledge and understanding of basic physical processes relevant for vacuum technology, provide practical knowledge required for every day operation of vacuum devices and measurements of vacuum, as well as introduce the trainees to selected aspects of technological processes requiring vacuum. Personal interaction between the course instructors and the trainees shall help in establishing long term contacts for future consulting and distribution of knowledge between academic circles, vacuum equipment producers and distributors, and vacuum practical users. The Course will end with test evaluation of the participants progress. The participants passing the required evaluation limit will be entitled to receive the course certificate issued by the Polish Vacuum Society

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IUVSTA Workshops, Schools, Technical Training Courses and Short Courses

IUVSTA organises a regular program of Workshops, Schools, Technical Training Courses and Short Courses. In each Triennium, the Scientific and Technical Directorate (STD) is allocated a budget and spend profile for such events. At the start of the Triennium, it will determine the amount which will be allocated to each event which will then determine the number of events which can be *approved* during the Triennium.

[Short Course Guidelines Application Form \(pdf\)](#)

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Guidelines for IUVSTA Short Courses (IUVSTA SC)

Purpose and Format

The program of IUVSTA Short Courses (IUVSTA SC) is intended to teach the current state of the art of a technique or scientific field within the fields covered by IUVSTA. Such courses are held in conjunction with a major scientific meeting. A typical Short Course lasts 1 - 2 days and attracts all groups of specialists like students, technicians and full academics. Top notch experts of the field intensively teach the current state of the art of a technique or scientific field. An IUVSTA SC is typically organized by a National Vacuum Society in association with a major scientific meeting in a field covered by IUVSTA divisions.

In general, IUVSTA will not financially support a series of IUVSTA SC's taking place in the same country in consecutive years. A second IUVSTA SC organized by a National Vacuum Society may be financially supported by IUVSTA if the previous IUVSTA SC had a completely different topic. However, first time applicants have priority for support if otherwise all requirements for organizing a successful IUVSTA SC are satisfied.

Financial arrangements

IUVSTA financial support for such courses is intended to reduce the costs for the participants. The sponsorship should be advertised in the scientific meeting web page and any other scientific meeting documents.

Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level. The sponsorship is typically 2 000 Euro per IUVSTA SC. IUVSTA will support up to 5 IUVSTA SCs per triennium.

If there is a financial loss, this is the responsibility of the organizers, and for this reason, it will normally be appropriate to run the IUVSTA Short Course with the support of the local Vacuum Society who will have agreed to underwrite the IUVSTA SC.

Details of the bank account of the National Vacuum Society should be supplied to the Treasurer of IUVSTA who will transfer the agreed funds by electronic bank transfer.

After the Short Course a summary financial account of the course should be sent to the Scientific Secretary together with a scientific report.

Approval and Organization

The normal procedure for organizing an IUVSTA SC will be:

The basic topic, venue, budget and draft program for a course is developed by a member Vacuum Society (National Vacuum Society). Any member Vacuum Society is eligible to apply but preference will be given to Societies of developing countries.

A proposal must be submitted to the Scientific Secretary no later than one calendar month before the date of a meeting of the Executive Council if it is to be considered at that meeting.

The proposal will be considered by the Education Committee and if accepted will be submitted to the IUVSTA Scientific and Technical Directorate (STD). If the proposal is then accepted by the STD, it will be presented to the Executive Council with a request for a maximum level of sponsorship funding. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer of IUVSTA.

The organizers will provide progress reports to the Education Committee if required and present the final report at the next Education Committee Meeting which will typically take place a day prior to the Executive Council Meeting.

The course should be referred to in all publicity as an IUVSTA Short Course. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain additional funding. In the beginning of the SC a brief presentation on the purpose and structure of IUVSTA has to be given by the organizers.

After the Short Course, a report and a financial statement will be presented to the Education Committee. The report will be sent in electronic form to the IUVSTA Web editor for inclusion in the web page. The Short Course web page will be terminated.

Non-compliance or Cancellation

Should the Short Course be cancelled for any reason, any unexpended part of the IUVSTA financial contribution should be returned to IUVSTA.

Should the Executive Council determine that any cancellation was not for good reason, it may require the return of the entire financial contribution, whether or not it had already been spent. Should the Executive Council determine that the guidelines for IUVSTA SC's had been deviated from in a significant way, then it may demand the return of its entire financial contribution.

Application Form for the Organisation of a SC

NATIONAL VACUUM SOCIETY:

COURSE TITLE:

LOCATION:

DATE OF COURSE:

INCLUDED IN WHICH CONFERENCE:

OBJECT OF THE COURSE:

LANGUAGE:

COURSE OUTLINE ATTACHED:

EXPECTED EDUCATIONAL AND JOB LEVEL OF PARTICIPANTS:

EXPECTED AVERAGE NUMBER OF PARTICIPANTS PER COURSE:

FINANCES:

Cost per course in Euros, CHF, or US\$;
Sources and total amount of support;
IUVSTA contribution requested and how will it be used.

PROVISIONAL BUDGET ATTACHED:

REPORT:

The Society (the recipient of the grant) is required (within 1 month after the SC completion) to send a Report to the IUVSTA Scientific Secretary which should include the following information:

- Title, location, and date of the SC
- Intent of the course, language of the course
- List of teachers and attendants (with affiliations)
- Names of beneficiaries of the IUVSTA support, with spending specifications

I agree to fulfil all the points of the above

Name:

Position:

Date and Signature:

Regulations for IUVSTA Endorsement of Conferences or Meetings

1. Introduction

- a.* The International Union for Vacuum Science, Technique and Applications (IUVSTA) may endorse congresses, conferences, symposia, summer schools, scientific workshops, etc. (hereafter called "event") for which the subject content of the event is, or is capable of becoming, of wide interest, i.e. not only of interest to the host country. New or emerging subjects may initially be limited to a specific country but, by their nature, be of international interest.
- b.* Attendance at the event is to be truly multinational, with expectations that a substantial fraction of the attendees will be from outside the host country.

2. General requirements for endorsement

- a.* The subject of the event must fall within the broad areas of vacuum science and applications covered by the IUVSTA.
- b.* The event must have an international scientific or technical papers committee, or, demonstrate broad international representation among invited speakers.
- c.* Apart from, or including, the national language(s) which is (are) allowed, at least one of the official languages of the IUVSTA (English or French), is to be used in abstracts and communications.
- d.* It must be understood that the IUVSTA accepts no financial responsibility if endorsement is granted and the organisers must indicate who will underwrite any financial loss.

3. Application Procedure

- a.* The organising body should request and complete the Endorsement Application form. This should be returned to the Secretary General of the IUVSTA.
- b.* The organisers must AGREE to
 - i.* include the IUVSTA name and logo on all event announcements.
 - ii.* add the phrase "Endorsed by the International Union for Vacuum Science, Technique and Applications" to subsequent literature describing the event.
 - iii.* provide a Website url for the meeting and the name/ e-mail address of the person who will maintain the site.
 - iv.* distribute IUVSTA material provided to the organisers.
- c.* After the event the organisers are REQUESTED to send a report on it to the Secretary General for publication on the IUVSTA Web Page. They are also asked to try to persuade publishers of Proceedings to donate free copies to the International Centre for Theoretical Physics in Trieste for distribution to scientists in developing countries.

4. Processing Procedure

- a.* If the Secretary General is satisfied that the application fulfils the IUVSTA requirements, he will forward the papers to the Scientific Secretary who will complete the following endorsement procedure and notify the applicant and the Secretary General of the outcome.
 - i.* The Scientific Secretary will contact the Chair of the most appropriate IUVSTA Scientific Division and ask for Division approval of endorsement.
 - ii.* This Chair will respond promptly and give the approval, or otherwise, on behalf of the Division, normally after seeking the opinions of members of the Divisional Committee.
 - iii.* The Scientific Secretary will notify the Scientific Director and all other Division Chairs of the intention to grant Endorsement of the event.

- iv. If there are no objections, the Scientific Secretary will write to the event organisers and offer IUVESTA Endorsement. Copies of this letter will be sent to the Scientific Director and the Secretary General.
- v. The Director of STD will report to the next Executive Council Meeting on Endorsement requests and the decisions made.

5. Endorsed Events

- a. If endorsement is granted the IUVESTA will, with the help of the appropriate Division,
 - i. Supply the organising body with a list of addresses of Divisional Officers of the Division concerned.
 - ii. Advise the organising committee, if requested, on possible members for the scientific or technical papers committee.
 - iii. Attempt to send a delegate to the opening session of the event if so requested.
 - iv. Announce the event in the IUVESTA Bulletin on the Web Page and, subsequently, publish a report on the conference on this page.

6. IUVESTA Events

- a. Events organised by the IUVESTA Divisions such as ECOSS, EVC, ICTF will receive the IUVESTA endorsement automatically on request.

[Application Form \(pdf\)](#)

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Request for Endorsement of a Conference/ Meeting by IUVSTA

Please complete this form and return it to the Secretary General

TITLE OF EVENT:

VENUE:

DATES:

PRINCIPAL THEMES OF THE EVENT:

Circle the name of the appropriate IUVSTA Division: Applied Surface Science; Bio-Interfaces; Electronic Materials & Processing; Nanometer Structures; Plasma Science and Technique; Surface Science; Surface Engineering; Thin Film; Vacuum Science and Technology

Expected Attendance:

Number

Nationalities

Are abstracts and other communications in English, French or German? (Yes/No)

Exhibition arrangements (if any)

NAMES AND NATIONALITIES OF INVITED SPEAKERS (if any)

NAMES OF OTHER SPONSORS and ENDORSERS (actual and applied for)

NAMES AND NATIONALITIES OF PROGRAMME COMMITTEE (Separate Sheet)
With contact addresses

CHAIR:

CHAIR OF SCIENTIFIC/PROGRAMME CTTEE:

Website url:

Name/ e-mail address of person who will maintain the site:

UNDERWRITING: Who will underwrite any financial loss?

IUVSTA Procedures Manual

Please Note that this Program is being substantially reorganised (2013)!

IUVSTA Visual Aids Program

Module	Edition	Date	Format	Price	Produced in
1.	Fundamentals of Vacuum	1978	OHP		Netherlands
2.	Measurements and Gages	1990	OHP		France
3.	Gas Transfer Pumps	1988	OHP		Germany
4.	Residual Gas Analysis	1978	OHP		USA
5.	Vacuum Dep. (Thin Films)	2003	CD	\$100	USA
6.	Leak Detection	1984	OHP		Germany
7.	History of Vacuum Science	1989	OHP		USA
8.	Capture Pumps	1990	OHP		USA
9.	Vacuum Systems	1990	OHP		Germany
10.	Vacuum Materials	1991	OHP		UK
11.	Electron Spectroscopy	1994	OHP		France

Only those modules with a listed price (i.e. those on CD) are recommended for sale at present. Other modules are currently being updated.

For details of how to order these modules, please visit the Educational Materials section of the IUVSTA website, <http://www.iuvsta.org>.

Conditions for Fair Use of IUVSTA Visual Aid Modules

1. IUVSTA retains copyright in all material supplied by IUVSTA either directly or through any agent or intermediary in the form of Visual Aids Modules whether supplied in printed form, on CD, electronically or in any other form.
2. No part of any such material may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic, mechanical, photocopying, recording or otherwise without the express permission in writing of IUVSTA except as stated hereunder.
3. IUVSTA will normally supply Visual Aids Materials in the English language only.
4. IUVSTA grants without charge the express permission to any of its Member Societies in good standing to make translations to other languages of Visual Aids Modules subject to the following conditions.
 - i.* Member Societies will bear all costs of making such translations.
 - ii.* Member Societies may supply ONE translated copy of the material in the local language or languages relevant to that Society for any ONE purchased copy of any unit of material. Any such translation must be supplied to the purchaser of the original material to form a single complete package which must contain a notice that the translation may not be sold on without the accompanying original CD, disc(s) or other media.
 - iii.* No transfer of this permission to any purchaser of this material is implied or permitted.
 - iv.* Member Societies may charge for the supply of such a translation only to the extent of the costs incurred in making, copying and distributing such translation. *v.* The Member Society must inform the Chair of the Education Committee of IUVSTA that such a translation has been prepared. The number of copies supplied in any one year must also be notified to the Chair of the Education Committee of IUVSTA by the 31st December of that year.
 - vi.* Member Societies must undertake to make a copy of any such translation available without charge to the Chair of the Education Committee of IUVSTA on request.
 - vii.* Member Societies must agree to transfer the copyright in any such translation to IUVSTA and agree that the Chair of the Education Committee of IUVSTA or his or her agent may make any use that they wish of such translation consistent with the overall aims and objectives of IUVSTA. In particular, should IUVSTA consider it desirable, such translations may be added to versions of modules supplied on CD or electronically.
 - viii.* Should the Chair of the Education Committee of IUVSTA or his or her agent be dissatisfied with the quality of the translation or reproduction of any such translation then the Member Society must withdraw the translation immediately and supply no further copies until such time as the Chair of the Education Committee of IUVSTA agrees that it is satisfactory for the purpose.
5. Where the purchased material is used by the purchaser or their agent as teaching material for a group of students on an educational course, then parts of such material may be copied for distribution to the students for their retention subject to the following conditions
 - i.* Not more than 10% in total by page of written material or by number of illustrations or figures in the material in any one complete Module or 10% by page of written material or by number of illustrations or figures within any distinct part, chapter or section of a Module may be reproduced without further charge.
 - ii.* Multiple copies of the same material may be reproduced so that each student may have an individual copy as long as condition 5*i* is respected and **all** students receive the **same** material.

- iii.* Where sufficient copies of an entire Module have been purchased from IUVSTA on CD or in electronic form for supply to each student for retention, then the student may also be given a printed copy of the Module for use during the course without further payment to IUVSTA. The costs of making such copies will be borne locally. Such printed copy must contain a notice that it may not be sold on without the accompanying CD, disc(s) or other media.
- iv.* Students may be given for retention a printed copy only of the material in a module provided that a royalty of 50% of the appropriate purchase price (i.e. that appropriate to the locality in which the course takes place) is paid to IUVSTA for each copy supplied. The costs of making such copies will be borne locally. Such printed copy must contain a notice that it may not be sold on. Copies of the CD, disc(s), or other media must **not** be supplied to students in this case.
- v.* The number of copies supplied under these provisions in any one year must be notified to the Chair of the Education Committee of IUVSTA by the 31st December of that year.
- vi.* In addition, the purchaser or their agent may make one copy of each illustration or figure for projection via a slide or overhead projector or some such. All such copies must be retained with the original material and may not be sold on separately.

September 2003.

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IUVSTA Conferences

IUVSTA holds a number of International Conference series under its brand name. These are in general organised by National Vacuum Societies or other similar bodies who bid for the right to host the meetings.

The conferences are -

The Triennial Congress – IVC/ICSS: Awarded by the Executive Council on the recommendation of the Congress Planning Committee

Documents :

[The Triennial Congress: Protocol for Selecting a Host Nation](#)

[Guidelines for Hosting the IUVSTA Triennial Congress](#)

[Points to Consider for Holding an International Congress](#)

[Guidelines for setting up the International Programme Committees](#)

[Triennial Congress – General Countdown Calendar](#)

The European Vacuum Conference - EVC: Awarded by the Vacuum Science Division

[Protocol](#)

The International Conference on Thin Films- ICTF : Awarded by the Thin Film Division

The European Conference on Solid Surfaces - ECOSS: Awarded by the European Physical Society in conjunction with the Surface Science Division.

Vacuum and Surface Science Conference of Asia and Australasia - VASCAA: Awarded by a consortium of relevant National Vacuum Societies in conjunction with the Surface Science Division

The Triennial Congress

(comprising the International Vacuum Congress and the International Conference on Solid Surfaces)

Protocol for Selecting a Host Nation for the Triennial Congress – IVC/ICSS

General

1. IUVSTA considers the Triennial Congress as its most important event. The selection of a site follows a procedure in which bids to host the congress are solicited from the member societies, reviewed by the Congress Planning Committee and approved by the Executive Council.
2. A letter requesting bids from the member societies for the congress to be held at the end of Nth triennium is prepared by the Chair of the Congress Planning Committee and distributed by the Secretary General to the Presidents of the member societies no later than 12 weeks before the penultimate Executive Council Meeting of the (N-2) th triennium; i.e. requests for the 2007 congress were requested prior to ECM-88, which was held in early 2001.

Procedures for Selecting a Host Nation for the IUVSTA Triennial Congress (IVC/ICSS)

1. Preamble

These guidelines set out the procedures as to how the Bids to host a Congress will be presented, how these Bids will be assessed, and how the final choice will be made.

2. Definitions

- a. Selection Year: This is the sixth year prior to the year in which the Congress will be held (e.g. 2001 would be the Selection Year for the 2007 Congress).
- b. 1st ECM: This is the first ECM in the Selection Year (usually held about April).
- c. 2nd ECM: This is the second ECM in the Selection Year (usually held about September)
- d. Country: This will refer to the National Vacuum Society of a country which is bidding to host the Congress

3. Procedures

- a. *Bidding.*
 - i. Countries (National Vacuum Societies) must submit Bids by 31 December of the year preceding the Selection Year. This will be approximately 6 years and 9 months before the Congress.
 - ii. These Bids will contain full details, consistent with guidelines in the Procedures Manual.
 - iii. The Bids should also contain the formatted information required for the spreadsheet (see section (b) below).
 - iv. The Bids will be submitted to the Chair of the Congress Planning Committee (CPC), with a copy to the Secretary General.
 - v. The Chair or Secretary of the CPC will then send black and white photocopies of the primary Bid document to all members of the CPC.

- vi. Bidding Countries may (and usually will) distribute their full Bid information directly to all CPC members, especially if colour printing, special binding or supporting pamphlets are being used.
 - vii. Countries may also send relevant information directly to Councillors and/or other National Vacuum Societies.
- b. At the CPC Meeting, in conjunction with 1st ECM.*
- i. Prior to this meeting, all CPC members will have received information on all Bids.
 - ii. Customarily, the CPC Secretary will have prepared and distributed to members, and bidding Country representatives, a spreadsheet collating relevant information for each Bid. Extra copies may be made available to observers at the meeting. Bidding Countries will have been given a template of this spreadsheet and will have supplied the information, in the required format, at the time of making the initial Bid (or soon thereafter).
 - iii. At the meeting a representative, or representatives, of the Bidding Country will address the meeting to deliver an oral presentation of the bid. The time allocated for this will have been decided in advance and all Bidders notified accordingly. These will not be elaborate presentations.
 - iv. A important part of this meeting will be to allow the CPC members to ask the Bid presenters for clarification, or more details, of matters included or omitted from the written Bids. Questions from observers to the meeting will be allowed, within reason.
 - v. The primary role of the CPC is to confirm whether each Bid fulfils the requirements set by IUUSTA for hosting a Congress.
 - vi. A second role of the CPC is to specify what additional information they may require each bidder to submit.
 - vii. The CPC will prepare a Report to be presented at the 1st ECM (usually the next day) which will include:
 - 1. a statement as to which Countries are bidding to host the Congress and a brief summary of the salient features of each bid,
 - 2. the additional information which has been sort from the bidding Countries, and
 - 3. a statement, including justification, as to whether any Bid will not fulfil the requirements for hosting a Congress unless the Country can supply further information to show that the deficiency can be corrected.
 - 4. The CPC should meet as a committee, without observers or Bid presenters present, whilst the final discussion of the Bids is conducted and the Report is prepared.
- c. At the 1st ECM, during the CPC Report agenda item.*
- i. At the invitation of the President or the CPC Chair, a representative of each bidding Country may present a very brief (maximum of 5 minutes) summary of the important features of their Bid.
 - ii. The CPC Chair will present the CPC Report (described above in (b)).
 - iii. All Councillors may then discuss the Bids and question, or seek further details from, the bidders and CPC members.
 - iv. The CPC Chair will then remind Councillors that they will be required to vote on this issue at the next ECM (2nd ECM).
- d. Between 1st and 2nd ECMs.*
- i. Immediately following the 1st ECM, the CPC Secretary will write to all bidders requesting the additional information sought by the CPC.
 - ii. When received, the additional information will be distributed to CPC members [and to all Councillors ?].
 - iii. The spreadsheet of information will be updated (if necessary) by the CPC Secretary and distributed to all CPC members and Bid presenters.

- e. *Bid Presentation Meeting.*
- i. A special meeting, called the Bid Presentation Meeting, will be scheduled as part of the program of meetings associated with the 2nd ECM. This meeting may be scheduled as part of the CPC meeting or held separately. If it is part of the CPC meeting, adequate time must be given to this meeting. If it is held separately, it must be scheduled prior to the CPC meeting.
 - ii. Presentations will be made by each bidding Country. These may include presentations by additional people (scientists, conference organisers, tourist personnel, etc.), slides, etc., may be shown and literature may be distributed. Some time limits must be set by the CPC Chair, and the bidding Countries should have been advised of this in advance.
 - iii. All Councillors should be advised (usually through the schedule of meetings) of the time and place of this meeting, and it is expected that all interested Councillors will make an attempt to attend.
 - iv. This meeting will be chaired by the CPC Chair and will be open to all interested personnel.
- f. *At the CPC Meeting, in conjunction with 2nd ECM.*
- i. If the Bid Presentation Meeting is not combined with this meeting, the CPC Chair may invite a representative of each bidding Country to make a brief (approximately 5 minute) presentation, again only highlighting the important features of the Bid, and emphasising the possible impact of any additional information supplied since the 1st ECM.
 - ii. The CPC may openly discuss the Bids with the presenters and observers.
 - iii. The CPC should then continue this discussion as a committee without the Bid representatives or observers present.
 - iv. The CPC will prepare a Report to be presented at the 2nd ECM (usually the next day) which will include:
 1. a statement as to which Countries have presented Bids,
 2. a statement, including justification, as to whether any Bid does not fulfil the requirements for hosting a Congress, and
 3. a ranking order for the Bids, in which some Bids may be ranked as equal. Justification for the ranking should be given.
- g. *At the 2nd ECM, during the CPC Report agenda item.*
- i. At the invitation of the President or the CPC Chair, a representative of each bidding Country may present a very brief (maximum of 5 minutes) summary of the important features of their Bid.
 - ii. The CPC Chair should present the CPC Report and discuss issues as appropriate. If it is proposed that any Bid not be considered in the voting, the reasons for this decision must be given to show that the proposed Congress would be unlikely to be successful or acceptable to IUVSTA. The CPC's recommendations should be made very clear during this report.
 - iii. General discussion should then be invited.
 - iv. The President should then clarify the situation with respect to all Bids presented.
 - v. The President should then conduct the voting, by secret ballot, excluding any Bids deemed completely unacceptable (with justification) by the CPC, to determine the Country to host the Congress.
 - vi. If the CPC has made a strong recommendation of one Country as the preferred host, then the President should consider phrasing the motion as "Those in favour of accepting the CPC's recommendation?" In this case it must be made clear that a vote "In favour" would lead to a specified (named) Country being chosen as host. A vote "Against" would leave the matter undecided and further voting, in terms of Countries, would be required.

- vii. If the voting is in terms of Countries and if there are more than two eligible Countries, the procedure for voting should be as follows. The Councillors will be advised of the list of eligible Countries and will be required to mark only one Country's name on the secret ballot paper. If any Country receives an overall majority of the votes, that Country will be declared the winner. If there is no Country with an overall majority, the Country receiving the lowest number of votes will be eliminated and the voting procedure will be repeated. This procedure will be continued until one Country receives an overall majority of the votes. In the case of a tied vote, the President will have a casting vote, as specified in the IUVSTA Statutes.

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Guidelines for Hosting the IUVSTA Triennial Congress

1. General

- a. IUVSTA considers the Triennial Congress as its most important event and makes every effort to ensure that the Congress attains the highest scientific and technological level within the available financial resources.
- b. The chosen host national vacuum organization will always hold the Congress on behalf of IUVSTA. The final responsibility for all activities related to the Congress is in the hands of the host national organization.
- c. In all instances the participants (attendees) in the Congress must be treated equally with respect to race, sex, colour and national origin.
- d. Some of the aspects considered in the selection of a host national organization are the existence of:
 - i. a group of internationally qualified scientists who would be available to help organize the meetings
 - ii. national scientific and technical institutions which will assist in obtaining sponsorships.
 - iii. the completed questionnaire and check list ([Points to Consider for Holding an International Congress](#)) which the Congress Planning Committee (CPC) and the Executive Council will use for judging the applications of national vacuum organizations.
- e. The usual procedure for selecting the host national organization will be a vote of the Executive Council at its last meeting of each triennium, six years prior to the Congress.

2. Scientific and Technical Goals of the Congress

There are three specific goals of each Triennial Congress:

- a. To provide a forum where individuals from different countries can meet to discuss scientific and technical matters of interest to IUVSTA.
- b. To provide an opportunity for cross-fertilization among the various scientific interests of the IUVSTA Divisions.
- c. To provide access to an exhibition of the latest vacuum related equipment.

3. Organization

- a. As soon as a national host organization has been selected to run the Congress, this organization must form its Congress Organizing Committee (OC). The OC is closely linked to the IUVSTA Congress Planning Committee (CPC) and to the Executive Council and the IUVSTA Scientific and Technical Divisions. The host organization should utilize these links for seeking technical and financial assistance whenever required in the course of its various activities. The OC is responsible for management of the Congress, including Publicity, Financial Planning, Venue Administration, Exhibition Plan, Social Program, Companion's Program and arrangements for IUVSTA meetings. The Program Committee reports to both the OC and the CPC.

Note: A well functioning OC is vital for the success of the Triennial Congress!

- b. The Organizing Committee (OC) includes the chair, vice-chair, and the executive councillor, or alternate, from the host national organization. The executive councillor or alternate acts as the OC's link to the CPC and EC, informing them regularly of the progress of the Congress. Other members of the OC include chair and vice-chair of the Program Committee as well as the chairs of the IPC's, those individuals responsible for facets of Congress development; other individuals with scientific, technical and financial expertise to ensure a successful program; and as advisors, the preceding and succeeding OC chairs.

- c. The Program Committee determines the overall scientific and technical content of the Congress and is responsible for the proceedings to be published after the Congress. The Program Committee shall be composed of the chair and vice chair, the publications manager, and the chair of each International Program Committee (IPC).
- d. The International Program Committees (IPC's) are individually responsible for the scientific and technical presentations at the Congress. They represent the interest of each scientific or technical division and coordinate with one another in the selection of papers for the various sessions at the Congress. Guidelines for setting up IPC's are included in Annex II of this section.

4. Procedures

- a. The responsibility of the International Program Committee (IPC) is to prepare an effective scientific program through selection of session topics, joint (interdivisional) session topics, plenary lecturers, invited speakers, moderators, review procedures, etc. The IPC reviews abstracts submitted for the Congress, and recommends acceptance or rejection to the chair of the Program Committee. Advice on scientific and technical topics to be covered by the Congress may be given by the EC.
- b. Sessions dominated by invited speakers are in general to be avoided. On average, the scientific program should include no more than one plenary lecturer per day and no more than one invited speaker per half-day session.
- c. The chair of the Program Committee will determine who has primary responsibility for organizing joint inter-divisional sessions, initiation of invited speaker selection, etc.
- d. The chair of the Program Committee makes all formal invitations to speakers and plenary lecturers.
- e. IPC's make suggestions of plenary lectures and their topics. These should be of potential interest for a large cross section of attendees.
- f. The suitability of having a manufacturer's "new products seminar" is determined by the Program Committee at an early date.
- g. All Congresses will have at least three associated publications:
 - i. A preliminary program, distributed to interested persons about 3 months before the Congress.
 - ii. A book that contains the final program, information on the exhibition and all available abstracts. This book will be distributed to attendees at the time of the Congress.
 - iii. Proceedings, published subsequent to the Congress in a refereed archival journal with broad circulation or in an equivalent archival form, which will consist of a representative number of complete papers or extended abstracts from each session of the Congress.
 - h. The exhibition of vacuum related equipment should be well integrated with the scientific part of the Congress.

5. Finance

- a. The host national organization which organizes the Congress assumes a financial responsibility which may, in some cases, be in excess of its own financial means. This responsibility applies in all instances, even if the Congress is a financial failure. In this case, the host national organization has to assume all debts.
- b. A preliminary budget must be submitted with the proposal to host the Congress.
- c. It has been the custom that the host national organization donates part of the net proceeds from the Congress including the exhibition to IUVESTA. Typical donations are of the order of €40,000. It must be assured that this donation is voluntary, i.e., it is not a prerequisite for hosting the Congress.
- d. After a host is selected, the national organization must submit a detailed budget of resources and expenses to the CPC within one year. The Organizing Committee (OC) of the Congress

has the financial responsibility for that Congress. The annual budget prepared by the OC during the preparation for the Congress and the final budget after the Congress must be made available to the Congress Planning Committee and the Executive Council of IUVSTA. The presentation of the budget should be in a form which is of use to future Congress organizers.

- e. Financial assistance to support student attendance and invited speakers is customary. (No fee and, on the basis of proved need, travel assistance for invited speakers and a reduced fee for students and emeritus members of national member societies is usually offered).

6. Exhibition

The exhibition is an integral part of the IUVSTA-Congress. Normally, a successful exhibition is most important in order to balance the Congress budget. Care must be exercised to assure that the exhibition has adequate space allocated in close proximity to the scientific and technical presentations. One person responsible for the exhibition should be appointed by the OC chair. Because of the high costs to exhibitors taking part in the Congress, every effort should be made to meet with them during the Congress to ascertain strengths and weaknesses of the exhibition from their point of view.

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Points to Consider for Holding an International Congress

- Date (conflicts with other meetings, low airfare season).
- Place (ease of accessibility)
- Public transportation (air, train, from airport to hotels)
- Adequate facilities for holding meetings (hotel, university, congress hall, size of meeting rooms etc.)
- How many parallel sessions are possible?
- Who will underwrite the financing of the conference?
- Who will run the congress, how will it be managed?
- Restrictions on papers. How many papers can be accepted?
- Plans for invited papers
- How will papers be published?
- Registration fees, including the minimum income required by IUVSTA
- Plans for the exhibition (location, opening schedule)
- Plans for associated short courses
- Plans for social program
- Plans for companion's program

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Guidelines for setting up the International Programme Committees

1. Each IUVSTA Divisional Committee shall nominate two or more suitable persons for consideration as Chairs of the IPC for that Division.
2. From the Divisional nominations, the Chair of the Congress Program Committee shall select the Chair of each IPC. Selections should be made in such a way as to maximise broad international representation.
3. The other members of each IPC shall be selected as follows
 - i.* A maximum of six shall generally be selected by each Division.
 - ii.* The Congress Organising Committee shall select the remain members
4. In all instances, the Divisional representatives must be more than 50% of any IP

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Triennial Congress – General Countdown Calendar

2yrs 6 months	Selection for International Program Committees
2yrs 5 months	Notification of Chairs of IPC's and members
2yrs 3 months	1st Program Committee Meeting
2yrs	1st Announcement to Scientific Journals
1 yr 7 months	Deadline for IPC's to inform Program Chair regarding invited speakers
1 yr 6 months	Invitations to invited speakers
1 yr 3 months	First Call for Papers Indication of Intent Final Call for Papers
12 months	Abstract Forms; Registration Forms for Meetings and Hotels
6 months	Abstract Deadline Final Program Committee Meeting
5 months	Abstract Selection Program Assignments Referee Assignments
4 months	Program finalised
3 months	Program distributed
1 month	Submission of Manuscripts
Zero	Start of Congress

Protocol for Decisions on Applications to Host the European Vacuum Conference (EVC)

1. Applications shall be acceptable only when submitted in the name of one, or more, European Members of IUVSTA (Present European Members are listed in Schedule 1).
2. EVC shall be held in alternate years, except for years when the International Vacuum Congress is held in Europe.
3. Proposals, in written form, shall be considered at the first meeting of the Vacuum Science Division of IUVSTA in the calendar year three years before the date of the proposed EVC. Proposals should therefore be in the hands of the Division Secretary not less than two months before the date of that meeting.
4. Proposals shall be complete as possible. They should include details of location of the proposed meeting, rooms and facilities available at the conference venue, details of the exhibition area, accommodation available in the area (with price range), international travel information and any other relevant material. A preliminary budget, with suggested registration fees, should also be supplied.
5. The VSTD Committee shall consider all the applications and approve all those which are technically acceptable. If there is more than one acceptable proposal, summary details (provided by the applicants when submitting the full application) of all these shall be sent, together with a ballot paper, to European VSTD Representatives (Electoral College) not later than two months before the next VSTD meeting. Divisional representatives will arrange that the ballot paper is completed by ranking the proposals in order of preference (1, 2, 3, etc.). The paper must be returned to the Secretary of VSTD before the start of the next VSTD meeting.
6. Proposers should note that VSTD has expressed a preference for EVC to run in parallel with a major national or international meeting.

SCHEDULE 1

European Members for this purpose are the following vacuum societies/committees:
Austria, Belgium, Croatia, Czech Republic, Finland, France, Germany, Great Britain, Hungary, Israel, Italy, Netherlands, Poland, Portugal, (Romania), Russian Federation, Slovak Republic, Slovenia, Spain, Sweden, Switzerland.

(Original: January, 1995)

Awards and Scholarships Committee

The Awards and Scholarships Committee is responsible for the oversight of the Prizes, Scholarships and Awards within the gift of IUVSTA.

The IUVSTA Prize in Science
The IUVSTA Prize in Technology
The Welch Scholarship
The Elsevier Student Awards

Lists of Winners of Prizes and Recipients of Awards are to be found on the website
<http://www.iuvsta.org>

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The IUVSTA Prize for Science

Purpose

To recognize and encourage outstanding internationally-acclaimed experimental and/or theoretical research in the fields of interest to the International Union for Vacuum Science, Technique and Applications (IUVSTA).

Eligibility

The nominee must have accomplished outstanding experimental and/or theoretical research in vacuum science, technique or its applications within the ten years preceding the year in which the award is made. Special consideration will be given to nominees currently engaged in an active career of research.

Neither nominees nor nominators are required to be members of IUVSTA member societies. The award will normally be given to an individual; however, in exceptional cases involving team research, multiple awards may be given. The prize will be granted without further restriction except that current officers and members of the Executive Council and Standing Committees, as well as Division Officers, are not eligible.

Review procedure

The whole process from announcement to the award ceremony is directed by the Awards and Scholarships Committee (ASC) and its chair.

The most important tasks are:

- a) to solicit nominations, looking through the submissions, taking care for their completeness,
- b) to form the juries, preferably from the members of the ASC. Possible conflicts of interests have to be carefully avoided. The majority of jury members should be ASC members.
- c) to organise the work of the juries, including the distribution of the complete submitted material via e-mail. The ASC chairman has to verify that the submitted printed material and the electronic versions are identical. The prize winners are determined by the juries after careful discussion by e-mail voting. The decision of this panel is final.
- d) taking care of the fabrication of medallions and diplomas.
- e) to liaise with the organisers of the IVC in order to make sure the IUVSTA Prizes are properly presented at the IVC and plenary lectures be assigned to the prizewinners.
- f) after the prize ceremony the electronic documents about the submission and decision procedure are given to the IUVSTA archive. The printed material has to be shredded by the ASC chairman.

Nature of the Prize

The Prize consists of a cash award, a struck medal and a certificate setting forth the reasons for the award. The Prize will be conferred at intervals of not less than three years. Reasonable travel expenses of the awardee to the meeting at which the Prize is presented shall be agreed upon and reimbursed.

Donors

Endowment for the Prizes is provided by generous donations from ANELVA; Balzers; Funai Electric; Intevac; Leybold Holding AG; OMICRON Vakuumphysik GmbH; Omicron; Osaka Vacuum; Physical Electronics, ULVAC; SAES Getters; TAV; Vakuumphysik GmbH; Varian Associates; VAT; Kratos Analytical and IOP Publishing.

[Nomination Procedure](#)

Submission of a Nomination

A package comprising all nominations and supporting letters, as listed below, must be e-mailed to the Chair of the Awards and Scholarship Committee and received by the announced date.

In addition, the complete package of paper documents with original signatures may be sent by mail to the Chair of Awards and Scholarship Committee

Nomination Letter.

The letter nominating an individual for the Prize 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, i.e., a one-sentence synopsis of the reason for selecting the nominee, and a list of individuals sending supporting letters should also be included. The nominating letter should not exceed two pages in length, but be as detailed as possible to allow judges who are expert in other fields to evaluate the nominee's contributions. For any one award cycle, an individual can submit only one nomination or supporting letter for each award.

Description of Research or Technological Highlights.

A summary of research accomplishments citing key papers and patents must be included (maximum of two pages). The purpose is to document the scope of a nominee's technical career, placing in context the specific work being cited in the nomination.

Biographical Materials.

A brief summary Curriculum Vitae or biographical sketch of the nominee and where appropriate a list of publications and/or patents should be given.

Supporting Letters.

A minimum of three and a maximum of five supporting letters must be arranged by the nominator. The supporting letters must be written by individuals in at least three different countries. Typically they 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.

Endorsement letter from President of National Society.

Since IUVSTA is a union of societies, we require that a letter signed by a IUVSTA member society President or Chair must accompany the nomination packet. Multiple nominations endorsed by a single society are allowed.

The IUVSTA Prize for Technology

Purpose

To recognize and encourage outstanding internationally-acclaimed achievements in technology and instrumentation in the fields of interest to the International Union for Vacuum Science, Technique and Applications (IUVSTA).

Eligibility

The nominee must have accomplished outstanding results in the area of technology and instrumentation within the ten years preceding the year in which the award is made. Special consideration will be given to nominees currently actively involved in this work.

Neither nominees nor nominators are required to be members of IUVSTA member societies. The award will normally be given to an individual; however, in exceptional cases involving team research, multiple awards may be given. The prize will be granted without further restriction except that current officers and members of the Executive Council and Standing Committees, as well as Division Officers, are not eligible.

Review procedure

The whole process from announcement to the award ceremony is directed by the Awards and Scholarships Committee (ASC) and its chair.

The most important tasks are:

- a) to solicit nominations, looking through the submissions, taking care for their completeness,
- b) to form the juries, preferably from the members of the ASC. Possible conflicts of interests have to be carefully avoided. The majority of jury members should be ASC members.
- c) to organise the work of the juries, including the distribution of the complete submitted material via e-mail. The ASC chairman has to verify that the submitted printed material and the electronic versions are identical. The prize winners are determined by the juries after careful discussion by e-mail voting. The decision of this panel is final.
- d) taking care of the fabrication of medallions and diplomas.
- e) to liaise with the organisers of the IVC in order to make sure the IUVSTA Prizes are properly presented at the IVC and plenary lectures be assigned to the prizewinners.
- f) after the prize ceremony the electronic documents about the submission and decision procedure are given to the IUVSTA archive. The printed material has to be shredded by the ASC chairman.

Nature of the Prize

The Prize consists of a cash award, a struck medal and a certificate setting forth the reasons for the award. The Prize will be conferred at intervals of not less than three years. Reasonable travel expenses of the awardee to the meeting at which the Prize is presented shall be agreed upon and reimbursed.

Donors

Endowment for the Prizes is provided by generous donations from ANELVA; Balzers; Funai Electric; Intevac; Leybold Holding AG; OMICRON Vakuumphysik GmbH; Omicron; Osaka Vacuum; Physical Electronics, ULVAC; SAES Getters; TAV; Vakuumphysik GmbH; Varian Associates; VAT; Kratos Analytical and IOP Publishing

Nomination Procedure

Submission of a Nomination

A package comprising all nominations and supporting letters, as listed below, must be e-mailed to the Chair of the Awards and Scholarship Committee and received by the announced date.

In addition, the complete package of paper documents with original signatures may be sent by mail to the Chair of Awards and Scholarship Committee

Nomination Letter.

The letter nominating an individual for the Prize 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, i.e., a one-sentence synopsis of the reason for selecting the nominee, and a list of individuals sending supporting letters should also be included. The nominating letter should not exceed two pages in length, but be as detailed as possible to allow judges who are expert in other fields to evaluate the nominee's contributions. For any one award cycle, an individual can submit only one nomination or supporting letter for each award.

Description of Research or Technological Highlights.

A summary of research accomplishments citing key papers and patents must be included (maximum of two pages). The purpose is to document the scope of a nominee's technical career, placing in context the specific work being cited in the nomination.

Biographical Materials.

A brief summary Curriculum Vitae or biographical sketch of the nominee and where appropriate a list of publications and/or patents should be given.

Supporting Letters.

A minimum of three and a maximum of five supporting letters must be arranged by the nominator. The supporting letters must be written by individuals in at least three different countries. Typically they 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.

Endorsement letter from President of National Society.

Since IUVSTA is a union of societies, we require that a letter signed by a IUVSTA member society President or Chair must accompany the nomination packet. Multiple nominations endorsed by a single society are allowed.

IUVSTA-Elsevier Student Awards

Aims

The scheme is designed to give partial financial support to postgraduate research students within seven years of obtaining their first degree at the start of the conference to help them to attend IUVSTA meetings and conferences at which they are presenting a paper.

Preferably, the students should reside and study in one of the developing countries that are eligible for the Research4Life program, as listed on <http://www.research4life.org/institutions.html> (preferably Group A, otherwise Group B) and should have limited support to attend the meeting. However, if there are no applications from those countries, conference organizers can also support students from other countries. Also in those cases, the leading motive should remain supporting students who do not have sufficient means to attend the meeting.

The precise means of allocation of the support money is determined by the conference organizing committee. However, the conference committee is expected to at least waive registration fees for the selected students. Any other help the organizing committee can offer to the student (for example free meals) is appreciated.

Procedure

1. Elsevier will agree to provide a certain amount of funding for each triennium. In consultation with the Chair of the Awards and Scholarship committee, the supported conferences in the upcoming three years will be chosen. The funding can be divided between more than one conference.
2. The Chair of the Awards and Scholarship committee will contact the organizers of the selected conferences to inform them. He will also inform them on conditions and procedures as they are described here.
The Conference Chair will contact Elsevier with details of the conference bank account so that the money allocated can be transferred well before the meeting time. In his letter of request the Conference Chair declares the binding obligation that the money will be used only for financial support of postgraduate research students within the IUVSTA-Elsevier Student Award scheme.
3. Conference committees will post a description of the award, conditions for applications and the application form (see below) on the conference website. Depending on the amount of money allocated to a given conference, a certain number of awards shall be announced in the following manner: “Financial support for one award is up to 500 €. In very exceptional cases, more than 500 € can be awarded on an individual basis”.
4. Applicants must complete these forms, countersigned by a member of the higher education establishment (who will confirm that the student is enrolled in a research degree course) and submit it 30 days before the abstract submission deadline together with
 - The abstract of their planned contribution to the Conference
 - Indication of requested financial support and description how it will be spend.Although the normal value of the award will be 500 € in most cases, the conference organisers have the freedom to deviate in both directions from the 500 € standard amount.
5. The Conference Chair will take care that the scientific quality of the submitted abstract is reviewed following the procedure of the conference in order to make sure that only applications which are eligible for acceptance are considered for the award. This makes it possible for the successful applicants to be informed at the same time about both the award and the acceptance of their submissions. Not more than one student may come from any single laboratory.

6. Successful applicants must confirm their attendance within 2 weeks. When attendance is not confirmed, the award will be re-allocated.
7. All awards will be handed out as cash at the time of registration in a convenient (normally local) currency. A form of photographic identity such as a passport will require to be produced. The recipient will sign for the funds provided.

The IUVSTA-Elsevier Student Awards will be announced on the conference website. Details of the selected students will also be announced on the website.

The IUVSTA-Elsevier Student Awards will be acknowledged during the opening ceremony of the selected conference and in the program book

Elsevier will announce the Award and winners on its websites.

The organizers of the conference will submit a short report about how they used the travel support, including contact details of the selected students.

[Application Form](#)
[Award Offer Letter pro-forma](#)
[Appendix](#)

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IUVSTA-Elsevier Student Awards: Application Form

FULL NAME OF APPLICANT (Block CAPITALS):

Signature

DATE OF AWARD OF FIRST DEGREE (NOTE: WITHIN SEVEN YEARS OF THE START DATE OF CONFERENCE):

Please submit copy of the degree certificate.

FULL ADDRESS OF RESEARCH LABORATORY (give fax and email if possible as well):

TITLE OF PAPER SUBMITTED TO THE CONFERENCE:

NAME, DATES AND LOCATION OF CONFERENCE TO BE ATTENDED:

THIS FORM MUST BE ACCOMPANIED BY A (SCANNED) LETTER ON OFFICIAL HEADED NOTEPAPER COMPLETED BY MEMBER OF STAFF OF YOUR RESEARCH LABORATORY AND GIVING THE FOLLOWING SIGNED STATEMENT

Name of Applicant (CAPITALS)

Name of Staff Member (CAPITALS)

I confirm that the above named person is enrolled on a research course at this Institution, will be submitting a paper and plans to attend the above conference (Note that only ONE student will be supported from your laboratory).

Signature of Staff Member

SEND THIS FORM AND SUPPORT DOCUMENT together with the abstract of the planned conference contribution TO THE CHAIR OF THE CONFERENCE TO ARRIVE BEFORE THE IUVSTA-Elsevier Student Award submission deadline given at the conference website. Note: This date is usually 30 days before the general abstract submission deadline.

IUVSTA-Elsevier Student Awards: Offer Letter

I am pleased to advise you that, provided you send the confirmation as instructed below, you will be awarded a student grant to assist with costs of attendance at the following conference:

The amount of the award is: [add amount granted]

YOU MUST NOW SEND A MESSAGE IMMEDIATELY TO CONFIRM THAT YOU WILL ATTEND THE CONFERENCE AND WISH TO ACCEPT THIS OFFER. IF WE DO NOT HEAR FROM YOU BY [add date!] THE OFFER IS WITHDRAWN.

SEND CONFIRMATION TO: [add e-mail address!]

The award can be collected at the registration desk when you arrive where you will be asked to sign and prove identity. This award cannot be transferred to another person. IUVSTA wishes to acknowledge the support of Elsevier Science Limited who have made this award available.

Appendix:

List of developing countries that are eligible for the Research4Life program, as listed on <http://www.research4life.org/institutions.html>

Note: The list gives the status of August 2013 and is for information only. Operative is the valid list at the time of submission of the application.

Group A

- Afghanistan
- Angola
- Bangladesh
- Benin
- Bhutan
- Bolivia (Plurinational State of)
- Burkina Faso
- Burundi
- Cambodia
- Cameroon
- Cape Verde
- Central African Republic
- Chad
- Comoros
- Congo
- Côte d'Ivoire
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Gambia
- Ghana
- Guatemala
- Guinea
- Guinea-Bissau
- Guyana
- Haiti
- Honduras
- Kenya
- Kiribati
- Kyrgyzstan
- Lao People's Democratic Republic
- Lesotho
- Liberia
- Madagascar
- Malawi
- Maldives
- Mali
- Mauritania
- Micronesia (Federated States of)
- Mongolia
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nepal
- Nicaragua
- Niger
- Nigeria
- Papua New Guinea
- Republic of Moldova
- Rwanda
- Samoa
- São Tomé and Príncipe
- Senegal
- Sierra Leone
- Solomon Islands
- Somalia
- South Sudan
- Sudan
- Swaziland
- Syrian Arab Republic
- Tajikistan
- Timor-Leste
- Togo
- Tokelau
- Tuvalu
- Uganda
- United Republic of Tanzania
- Uzbekistan
- Vanuatu
- Viet Nam
- West Bank and Gaza Strip
- Yemen
- Zambia
- Zimbabwe

Group B

- Albania
- Algeria
- Armenia
- Azerbaijan
- Belize
- Bosnia and Herzegovina
- Botswana
- Colombia
- Cuba
- Dominica
- Dominican Republic
- Ecuador
- El Salvador
- Fiji
- Gabon
- Georgia
- Grenada
- Iraq
- Jamaica
- Jordan
- Kosovo
- Marshall Islands
- Mauritius
- Montenegro
- Nauru
- Palau
- Paraguay
- Peru
- Saint Kitts and Nevis
- Saint Lucia
- Saint Vincent and the Grenadines
- Seychelles
- Sri Lanka
- Suriname
- The former Yugoslav Republic of Macedonia
- Tonga
- Tunisia
- Turkmenistan
- Ukraine

IUVSTA Procedures Manual

Miscellaneous Items

Regulations for Granting the Title "Honorary President"

Certificates of Appreciation

IUVSTA Data Base

IUVSTA Archives

Welch Foundation Scholarship

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Regulations for Granting the Title "Honorary President"

Introductory Remarks:

The Statutes of the Union designate in IV.3.5.: "The title of Honorary President can be offered on one or more eminent personalities. The decision to do so will be taken at the General Meeting, on a motion of the Executive Council, or of one fifth at least of the member nations at the General Meeting.

By the following regulations, the Executive Council establishes procedures to shape an Executive Council motion for granting Honorary Presidency.

The Executive Council is not entitled to establish conditions for motions brought in by at least one fifth of the members of the General Meeting (GM). Nevertheless, even in this case the conditions given below under A. are recommended as guidelines.

A. Conditions

A candidate for the Honorary Presidency should fulfil at least one of' the following conditions:

-to be an outstanding scientist in one of the fields covered by the Union.

-to have performed exceptional services on behalf of the Union, or in support of the goals of the Union.

As a rule, a former President of the IUVSTA should not be nominated.*

*(This paragraph intends to avoid any kind of automatism. Mr. Welch is an exception on account of his eminent merits concerning the WELCH Foundation).

B. Procedure

1.

Each member of the Executive Council and each Chair of a Division is entitled to propose a Candidate for Honorary Presidency. This proposal should be submitted in writing to the Secretary General well in advance of an Executive Council meeting.

2. Examination of the Proposal:

If the proposal is supported by at least two other persons who are Executive Council members or Divisional Chairmen, the proposal is forwarded to the STD which will examine the proposal carefully in consultation with President and Secretary General and further give a recommendation to the EC.

The initiator of a proposal will be entitled to explain and to defend his recommendation in front of the STD.

3. Motion to the GM:

On the basis of the committee's recommendation, the Executive Council will discuss and decide whether a motion in favor the proposed candidate will be sent to the GM, and suggest the wording of a proposed citation

IUVSTA Procedures Manual

Certificates of Appreciation

Certificates of Appreciation are presented to those who have served IUVSTA in some official capacity or who have rendered special services.

Below is an outline of the certificate and instructions for completion. The name of the recipient is to be inserted on the upper line, but on the second line the IUVSTA position of the recipient should be mentioned. The Latin "munus, muneris, n." means obligation, profession, office, service. The translation of the certificate into English is therefore

Unio internationalis pro Vacui Scientia Arte et Usu	The International Union for Vacuum Science, Technique and Applications thanks
o(name of recipient.)
ob egregia de Unione metira munere	for the eminent merits deserved in favour of the Union
o perfuncto gratias agit	as (holder of the office(s) or position(s)...e.g. Treasurer, Councillor)
ac testimonium laudis hanc chartam donat	and dedicates this document as a testimony of recognition

It is recommended to mention the years of activity in the respective position, e.g.
"consiliarius (Councillor) 1983-86, praeses divisionis (Chair of a Division) 1986-89"

The corresponding denominations of the positions are given in Latin, German, English, and French on the attached sheet. To get the terms correctly a University Professor of Latin language was consulted.

The document is to be signed by the President and the Secretary General either on the front side or – better - - on the backside. The text would be, for example:

Coloniae ad Rhenum, die septimo et vicesimo mensis Septembris anni MLMXXXIX
(At Cologne on the Rhine, on the 27th day of the month September the year 1989)

munus	office
praeses	President
propraeses	Vice-President
secretarius generalis	Secretary General
thesaurarius	Treasurer
director scientiae et artis	Scientific (and Technical) Director
secretarius scientiae et artis	Scientific (and Technical) Secretary

perscriptor	Recording Secretary
praeses divisionis	Division Chair
propraesis divisionis	Division Vice-Chair
secretarius divisionis	Division Secretary
consiliaris	Councillor
praeses delectorum	Committee Chair
propraesis delectorum	Committee Vice-Chair
secretarius delectorum	Committee Secretary
recognitor	Editor

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IUVSTA Data Base

The IUVSTA data base has been set up recently. Please send in your information by e mail to:
Monika.Jenko@guest.arnes.si

For Subject of message write: Data base entry

Give the following:

Name and Family name:

Affiliation:

Position:

Address (also home address if you wish)

Telephone number

Fax number

email address

Research interests (up to 50 words)

Indicate under which IUVSTA DIVISION(S) this data should be listed

PLEASE SEND IN YOUR RESPONSE TODAY

As a typical example please find the data from the former Secretary General:

Professor JOHN S. COLLIGON

Manchester Metropolitan University

Research Professor

Department of Chemistry and Materials

Manchester Metropolitan University

Chester Street

Manchester M1 5GD

Telephone: 44 (0) 161 247 1452

Fax: 44 (0) 161 247 1438

email: J.Colligon@mmu.ac.uk

IUVSTA TF.LIST, IUVSTA VM.LIST (File under Thin Film and Vacuum Metallurgy)

Research interests;

Ion surface interactions including ion implantation, sputtering and energy assisted deposition of thin films. Use of ion beam techniques for surface modification to improve friction and wear, hardness, optical, electrical, electronic, chemical, and biocompatible properties.

When you wish to look at the data base the procedure is as follows:

1. email to MAILSERV@DL.IZUM.SI

2. Enter under Subject name: Data base

3. Message should say

Send IUVSTA-ASS.LIST or

Send IUVSTA-EMP.LIST or

Send IUVSTA-NS.LIST or

Send IUVSTA-PS.LIST or

Send IUVSTA-SS.LIST or

Send IUVSTA-TF.LIST or

Send IUVSTA-VM.LIST or

Send IUVSTA-VS.LIST

4. A reply will be sent to you by email a short time later

**PLEASE USE THIS DATABASE TO HELP US ALL INTERACT IN STUDIES IN VACUUM
AND RELATED FIELDS!**

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IUVSTA Archives

The archives are stored at
Ecole Royale Militaire
30, Avenue de la Renaissance
1000- Brussels, Belgium.

The person responsible for overseeing the Archives in any Triennium is the current Past President.
For further information, please refer to the document *The Archives of IUVSTA*

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The Welch Scholarship

Important Notice: The Welch Scholarship was put on hold in 2014 to resolve procedural issues. The text below reflects the original procedures. These will be updated in 2018.

The Welch scholarship is offered to a promising scholar who wishes to contribute to the study of vacuum science techniques or their application in any field. The scholarship is awarded to encourage international cooperation by helping to make it possible for the winner to spend a year in a research lab in a country other than one in which they obtained their degree(s) by providing a substantial contribution to the expenses of the scholar.

Candidates for the scholarship should have at least a Bachelors degree; a Doctors degree is preferred. Applicants must make arrangements for the proposed research program directly with a laboratory of their choice.

The successful candidate must produce satisfactory evidence (preferably in the form of examination certificates, etc.) of reasonable fluency either in the language of the country where he/she will work during the tenure of his/her scholarship or in English.

[Award Protocol](#)

[Procedure and Conditions](#)

[Application Schedule](#)

[Application Form](#)

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Welch Foundation Scholarship

Protocol for the Organization of the M. W. Welch Foundation

(Approved by the Executive Council of the IUVSTA at its Meeting on April 14, 1980.)

1. Preamble

The International Union for Vacuum Science, Technique and Applications (IUVSTA), an International Organization with headquarters in Brussels, Belgium, has established a Foundation of which the purpose is to award scholarships to research workers intending to work in the fields of vacuum science, technology and their applications, or related fields.

2. Historical Remarks

On 3rd February 1967, Dr. M. W. Welch, President of the AARES Institute, 105 SO Lasalle Street, Chicago, Illinois, U.S.A., placed the sum of \$5,000 United States at the disposal of the IUVSTA to start the activity of this Foundation. The IUVSTA assigned the money to the Foundation which was named the "M. W. Welch Foundation" in honour of the first donator.

3. Ways and Means

The Chairman of the Scientific and Technical Directorate (STD) of the IUVSTA shall be responsible for the activity of the Foundation and is assisted by a Committee named "The IUVSTA Welch Scholarship Trustees" whose composition and functions are laid down in sections 5, 6 and 7 hereunder.

4. Deposit and Employment of the Funds

1. The funds of the Foundation shall be deposited in a bank account or accounts in the name of the Foundation in accordance with the direction of the Treasurer of the IUVSTA. The use of the funds shall be such as to qualify gifts to the Foundation for any exemptions which may be available under the revenue codes of the countries of the respective donators.
2. The interest earned on any deposit account will accrue to the Foundation and the Foundation only. The funds of the Foundation are inviolate and cannot be touched for any purposes whatsoever except those of the Foundation itself.

5. Constitution of the Welch Scholarship Trustees

1. Dr. M. W. Welch was Honorary Chairman of the Welch Scholarship Trustees during his lifetime.
2. His daughter Mrs. P. Bro and her husband Mr. K. Bro are honorary members of the Welch Scholarship Trustees.
3. The Trustees comprise six other members:
4. The Chairman of the Scientific and Technical Directorate of the IUVSTA, who is ex officio chairman of the Welch Trustees; the treasurer of the IUVSTA, who may delegate operational authority; four scientists or technologists elected as specified later in this section of the protocol, whose duties shall be to evaluate the scholarship applicants.
5. The four elected members of the Welch Trustees shall be elected by the Executive Council of the IUVSTA. Any member of the Executive Council shall be entitled to make nominations; the Chairman of the Scientific and Technical Directorate shall in any case propose candidates to the number of vacancies to be filled. In the election of members of the Welch Trustees, the Executive Council should have in mind the importance of ensuring, so far as is practicable, equal representation from industry, from research institutes and from universities. Candidates shall be considered purely on the basis of their scientific qualifications, independently of any connection with the IUVSTA. The elected members shall be of different nationalities and, so far as possible, should be expert in different fields of science and technology.

6. In the case of a retirement, the Chairman of the STD shall appoint a replacement member to serve for the unexpired remainder of the term. The appointment should be ratified at the next IUVSTA Executive Council Meeting.
7. Upon the first establishment of the Welch Trustees, one of the four elected members shall be elected to serve for one year, one for two years, one for three years and one for four years. All subsequent elections shall be for a term of four years. Members shall not be re-elected until at least two years after the conclusion of their term of office.
8. A member of the Welch Trustees unable to be present at any meeting shall specify a first choice of proxy, together with a second choice of a person who should serve as his proxy if, and only if, the first choice should himself be absent.
9. Furthermore, a member unable to be present at any Trustee meeting should give the Chairman his opinion on all matters appearing on the agenda for the meeting in writing at least seven days before the date of the meeting.
10. Administration of the Foundation shall be done by any office formally designated by the Executive Council of IUVSTA, and a working schedule shall be drawn up by the Welch Committee and the Administrative Office.

6. Functions of the Welch Scholarship Trustees

1. The function of the Welch Trustees, which shall meet at least once a year, are the following (besides those described in section 7):
2. To manage the funds of the Foundation;
3. To determine the amount of the scholarship or scholarships awarded in any year;
4. To seek to augment the resources of the Foundation by obtaining contributions free of conditions from any appropriate sources;
5. Because the members of the Welch Trustees will normally be widely distributed around the world, the business of the Trustees will mainly be by correspondence.
6. To receive and consider 2 progress reports from scholars which shall be placed before the Trustees by the Chairman at the halfway point and at the termination of the scholarship.

7. Call for Candidates and Award of Scholarships

1. The Welch Trustees shall determine whether the resources of the Foundation permit the award of one or more scholarships in any year. If a scholarship is to be awarded, the Chairman, in consultation with the Administrative Office of the Welch Foundation shall prepare a suitable notice and arrange for its distribution to all appropriate quarters, and for detailed application forms to be sent to the resulting applicants.
2. Completed application forms shall be sent in the first instance to the Administrative Office of the Foundation which will forward all applications satisfactorily completed to the Chairman and the other members of the Welch Trustees. The choice of the applicant or applicants to receive the available scholarship or scholarships shall be by agreement amongst the Welch Trustees, subject to the condition that any member of the Committee related to any applicant as employer, current or prospective director of studies, or by family, should take no part in the discussion concerning this applicant. However such members may act as director of studies to an applicant after a decision has been reached by the other members of the Committee.
3. The choice of the successful applicant or applicants must be reported to the Executive Council, but this choice is not subject to ratification by the Executive Council.

8. Modifications to this Protocol

Any proposal for the modification of any part of this protocol shall be discussed by the Executive Council of the IUVSTA at a full meeting and its acceptance or rejection decided by a majority vote of the Council. No vote shall be taken upon any such proposal until the opinion of the Chairman of the Scientific and Technical Directorate has been communicated

to the Council, preferably in writing. The General Meeting of the IUVSTA next following any decision to modify this protocol shall be informed of the said decision.

9. Duration of the Protocol

This protocol has the same duration as the Statutes and By-Laws of the IUVSTA, section 8 of this protocol being taken into account.

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IUVSTA Procedures Manual

Welch Scholarship Procedure and Conditions

Full details and application forms are available on the IUVSTA web site (www.iuvsta.org). There is no more than one Scholarship each year. The deadline for applications is usually April 15. The scholarship is offered to a promising scholar who wishes to contribute to the study of vacuum science techniques or their application in any field. The scholarship is awarded to encourage international cooperation by making it possible for the winner to spend a year in a research lab in another country.

Applicants must make arrangements for the proposed research program with a laboratory of their choice. Because of the international nature of the scholarship, strong preference will be given to applicants who propose to study in a foreign lab in which they have not yet studied. A form outlining the research program and signed by the supervisor in the laboratory where the research is to be carried out must be submitted with the application to indicate the agreement of the laboratory and the proposed supervisor to your studies.

Candidates for the scholarship should have at least a Bachelors degree; a Doctors degree is preferred. Candidates will be informed of the results of their applications as soon as possible but probably before the end of June.

The successful candidate must produce satisfactory evidence (preferably in the form of examination certificates, etc.) of reasonable fluency either in the language of the country where he/she will work during the tenure of his/her scholarship or in English.

Conditions of the Scholarship:

The scholarship is offered for a one-year period starting in September; if, for some reason, the candidate cannot begin his/her work as scheduled, he/she can begin within three months after September 1. In the case of a delay of more than three months, another candidate may be chosen. The laboratory where the candidate wishes to work must approve any delay in the commencement of work.

The amount of the Scholarship will be approximately \$12,500 U.S; the current value is given on the IUVSTA web site. The scholarship holder is encouraged to seek funds in addition to the scholarship.

The scholarship money is paid in three instalments -- one of \$6,000 at the beginning, another of \$6,000 six months after he/she has started work, and a third of \$500 upon delivery of a final report after completion of work. A brief mid-term report is required before payment of the second instalment.

Note:

Researchers who applied *unsuccessfully* for previous Welch Scholarships may apply again for a subsequent Scholarship.

Applications for renewal of the Scholarship are not accepted.

IUVSTA Procedures Manual

Welch Scholarship Schedule

This is a tentative schedule so far as the dates are concerned. The precise times may be adjusted to better the schedules from year to year.) Actual dates will be published on the web site (www.iuvsta.org)

25 September	Administrative Office	Administrative Office requests donation by M.W. Welch to start proceedings for next scholarship chair This follows IUVSTA Council Meeting at which full report on the Welch Foundation has been given.
15 Oct. - 15 Nov.	Administrative Office	Circulation of announcements. (2-4 copies of the Scholarship announcements are sent to the individual national Administrative societies which are 24 in number. The announcements are for the Scholarship which will begin in September to December of the following year and are for one year. The national societies are advised in a covering note to duplicate and distribute the announcements within the national society and in their national scientific publications.)
30 October	Administrative Office	Notice of the Scholarship may be relayed to appropriate journals and scholarship directories during this time period. (The list of journals and directories currently used by the British Institute of Physics office can be forwarded to the Administrative Office if needed.)
15 Nov. - 15 Feb.	Administrative Office	Distribution of application forms to applicants. (Approximately 20-30 requests by letter will be received at the Administrative Office for application forms. A few application forms can be sent to each national body with the announcement with instructions to duplicate for any internal requests for applications. A few telephone inquiries may be received during this time period from applicants.)
1 March	Administrative Office	The relay of Welch funds for the next student should be received. If not, inform Chairman.
15 March	Administrative Office	Application deadline. (Approximately 10-15 applications are received. 14 were received in 1979. The applications should be reviewed at the Administrative Office for completeness and any missing portions solicited from the applicant. This should be done as the dozen or so applications arrive. The applications are duplicated and a post-card sent to the applicant acknowledging receipt of his complete dossier.)
15 April	Administrative Office	Each Welch Trustee is sent a set of applications for his review with a form letter which the Chairman will supply and which instructs the member on the rating system. A list of the current committee members and addresses will be supplied by the IUVSTA secretary.

1 June	STD	<p>Deadline for the Chairman to receive assessments from Committee members. (This does not involve the Administrative Office since the results are sent directly to the Chairman.) Results of the assessment are forwarded to the IUVSTA President with a copy to the Administrative Office.</p> <p>(The IUVSTA STD Chairman does all of this and the Administrative Office receives a copy. In addition, the STD Chairman sends a congratulatory letter to the successful applicant stating that he has won the Scholarship. The Administrative Office also writes the successful applicant informing him (her) of the mode of the two payments in which the Scholarship will arrive and confirming, by telephone, the chosen laboratory.)</p> <p>As soon as acceptance from the successful candidate is received, the Chairman of the Welch Foundation authorizes the Treasurer of the Foundation to release funds of the Scholarship in 2 instalments. Also upon acceptance by the successful candidate, the Administrative Office informs the unsuccessful candidates, pointing out that a new competition will open in a few months.</p>
15 September (approximately)	Treasurer	<p>Financial Report. (The IUVSTA holds a Council Meeting approximately in September or October of each year and the financial status of the Welch accounts is usually reported at that time. Needed is an accounting of the monies on hand and the monies paid out to the student(s).)</p>
	New Welch Trustee	<p>Normally at this Meeting of the IUVSTA Council, the Welch Scholarship Chairman will submit the name of a new Trustee replacing the Trustee completing his 4- year term. It is the responsibility of the Administrative Office to remind the Chairman of this.</p>
Sept.-Oct. and March-April (approximately)		<p>On these dates, the STD Chairman will report to the IUVSTA Council on the Welch Scholarship. (This is a report which will be the responsibility of the STD Chairman but the Administrative Office is responsible for supplying all details. Further, the Administrative Office is responsible for asking the successful candidate for a mid-term and final report for submission to the STD Chairman.</p>
	Administrative Office.	<p>The Administrative Office will keep all archival files related to the Scholarship</p>

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Welch Scholarship Application Form

International Union for Vacuum Science, Technique, and Applications
Union Internationale pour la Science, la Technique, et les Applications du Vide
Internationale Union für Vakuum-Forschung, -Technik, und –Anwendung

WELCH SCHOLARSHIP
BOURSE WELCH
WELCH-STIPENDIUM

Administrator:

Dr. F.R. Shepherd
Canadian Photonics Fabrication Centre
Inst. For Microstructural Sciences,
National Research Council
Building M-50, Montreal Rd
Ottawa, ON, K1A 0R6, Canada
Tel: 1 613 9491322
frank.shepherd@nrc-cnrc.gc.ca

APPLICATION FOR THE AWARD OF A WELCH SCHOLARSHIP / DEMANDE DE
BOURSE WELCH / BEWERBUNG UM DIE ERTEILUNG EINES WELCHSTIPENDIUMS
FOR THE PERIOD / POUR LA PERIODE / FÜR DEN ZEITRAUM

1. Personal details of applicant / Détails personnels concernant le candidat / Persönliches über den Bewerber

- (a) Name (BLOCK CAPITALS) / Nom et prénoms (en CAPITALES D'IMPRIMERIE) /
Namen (BLOCKSCHRIFT) (Underline SURNAME / Soulignez le NOM DE FAMILLE /
Bitte den NACHNAMEN unterstreichen)

- (b) Nationality / Nationalité / Staatsangehörigkeit

- (c) Date of birth / Date de naissance / Geburtsdatum

- (d) Address for correspondence / Adresse pour la correspondance / Anschrift zwecks
Korrespondenz
(BLOCK CAPITALS / CAPITALES D'IMPRIMERIE / BLOCKSCHRIFT)

2. Present status / Situation actuelle / Gegenwärtiger Berufsstand

- (a) Are you still receiving full-time education? YES /NO
Etudiez-vous encore à temps complet? OUI / NON
Sind Sie noch Vollzeit-Student? JA / NEIN
- (b) If your answer to question 2(a) is 'yes', please state:
Si votre réponse à la question 2(a) est 'oui', indiquez:
Wenn Sie auf Frage 2(a) mit 'ja' geantwortet haben, geben Sie bitte an:

- (i) Name and Department of University, Polytechnic, etc. / Nom et Section de l'Université, Institut de Technologie, etc./ Namen und Abteilung der Universität, des Polytechnikums, usw.
 - (ii) Subject studied / Sujet étudié/ Studienfach
 - (iii) Degree, certificate. etc. which you expect to obtain / Licence, certificat, etc. que vous espérez obtenir / Doktorat usw., auf das Sie sich vorbereiten:
 - (iv) Expected date of completion of course / Date prévue de la fin des cours / voraussichtlicher Zeitpunkt der Beendigung Ihres Studiums:
- (c) If your answer to question 2(a) is 'no', please state:
Si votre réponse 2(a) est 'non', indiquez:
Falls Sie auf Frage 2(a) mit 'nein' geantwortet haben, geben Sie bitte an:
- (i) Present occupation (please be exact) / Occupation actuelle (Soyez précis(e)) / Gegenwärtige Beschäftigung
 - (ii) Where are you employed? / Où êtes-vous employé(e)? / Wo sind Sie beschäftigt?
 - (iii) Nature of work (please be exact as possible) / Nature du travail (soyez aussi exact(e) que possible / Nähere Beschreibung Ihrer Arbeit (möglichst genau):
 - (iv) Present salary / Traitement actuel / Gegenwärtiges Gehalt:

3. Qualifications / Qualifications / Qualifikationen:

Please list below all degrees, diplomas, certificates, etc. held by you (excluding those gained at school)

Indiquez ci-dessous tous les diplômes, certificats, etc. que vous possédez (non-compris ceux obtenus dans

l'enseignement secondaire)

Bitte verzeichnen Sie unten alle von Ihnen erworbenen Dokorate, Diplome, Bescheinigungen, usw. (jedoch keine Schulzeugnisse)

QUALIFICATION	AWARDED BY	DATE
TITRE	DECERNE PAR	DATE
QUALIFIKATION	AUSGESTELLT VON	DATUM

NB Documentary evidence of all qualifications must be submitted with this application.
Please do not send originals of diplomas or certificates.

Les documents confirmant toutes ces qualifications doivent être joints à la demande de bourse. N'envoyez pas les originaux des diplômes ou certificats.
 Dokumentarischer Nachweis aller Bescheinigungen muss diesem Bewerbungsformular beigelegt werden. Senden Sie bitte keine Originalurkunden.

4. Languages / Langues / Sprachen:

Please give particulars of your knowledge of languages other than your own / Donnez des détails concernant votre connaissance des langues autres que votre langue maternelle / Bitte geben Sie Einzelheiten ihrer Kenntnisse in Fremdsprachen an

Language / Langue / Sprachen

(i) (ii) (iii)

Able to speak / Capable de parler / Fähig zu sprechen

(i) (ii) (iii)

Able to read / Capable de lire / Fähig zu lesen

(i) (ii) (iii)

Able to write / Capable d'écrire / Fähig zu schreiben

(i) (ii) (iii)

5. Curriculum vitae / Curriculum vitae / Lebenslauf:

Please supply a brief but complete account of your career up to now, including details of your education, of any previous employment, and all published papers. (use separate sheet of paper)

Donnez de façon brève mais complète des informations concernant votre carrière, y compris des détails sur votre éducation, vos précédents emplois, et la liste des mémoires publiés. (sur une feuille séparée)

Bitte, geben Sie einen kurzen, aber vollständigen Bericht Ihres bisherigen Berufsweges, einschliesslich Ihrer Ausbildung, früherer Beschäftigungen und aller Veröffentlichungen (auf einem separaten Blatt).

6. Purpose of Application / But de la demande / Zweck der Bewerbung:

Host laboratory Address / Adresse du laboratoire choisi / Anschrift des Gast-Laboratoriums

Research project title / Titre de Recherche Proposé/ Vorgeschlagenes Forschungsprojekt

A description of the project should be provided on Proposal form or on a separate sheet./Fournir un descriptif du projet sur le formulaire de proposition ou sur une feuille séparée/Eine Beschreibung des Projekts soll auf dem Vorschlagsformular oder auf einem separaten Blatt gegeben werden

A letter from the laboratory (which MUST be in a different country from your present location) must be submitted with the application to indicate the agreement of the laboratory and the proposed supervisor to your studies. / Joindre à votre demande une lettre du laboratoire choisi (qui doit se situer dans un pays différent de celui où vous résidez actuellement) qui indiquera l'accord du laboratoire concerné ainsi que la personne nommée responsable de vos études. / Ein Begleitbrief, der die Zustimmung für Ihr ausgewähltes Fachgebiet (das in einem anderen Land als Ihr jetziges sein muss) sowohl vom Laboratorium als auch vom gewählten Betreuer aufweist, muß mit diesem Antrag eingereicht werden.

7. References / Références / Referenzen:

Please supply two references from your present or former professors or research directors who can testify to your ability, qualifications, etc.

S.V.P. fournir deux références de deux de vos ex ou actuels professeurs ou directeurs de recherche qui peuvent témoigner de votre capacité, de vos qualifications, etc.

Bitte legen Sie zwei Referenzen von jetzigen oder früheren Professoren oder Forschungsdirektoren bei, die über Ihre Fähigkeiten, Qualifikationen usw. Auskunft geben können.

8. Date you plan to begin tenure, if granted an award:

Date à laquelle vous avez l'intention de commencer vos études, si vous obtenez une bourse:
Datum, an welchem Ihr Stipendium beginnen soll, falls es Ihnen angeboten wird:

9. How did you learn of the scholarship?

Par quel moyen avez-vous appris l'existence de cette bourse?
Wie haben Sie von diesem Stipendium erfahren?

Date Signature

Date Signature

Datum Unterschrift

Declaration / Déclaration / Erklärung:

I declare:

- a) that all information in my answers to questions 1 to 5 inclusive is correct to the best of my knowledge and belief. I understand that if I knowingly give false information, any scholarship awarded to me may be withdrawn upon the discovery of such misinformation;
- (b) that if I am awarded a Welch Scholarship, I will obey all the conditions attached to it. In particular, that I will not engage in any form of political activity in the country where I pursue my studies or knowingly commit any breach of the laws of my own country during my tenure of the scholarship.

Je déclare sur l'honneur:

- (a) que tous les renseignements contenus dans mes réponses aux questions 1 à 5 comprise. Il est entendu que si je donne sciemment de faux renseignements, toute bourse qui m'aurait été décernée pourrait m'être retirée lors de la découverte de ces faux renseignements;
- (b) que si j'obtiens une Bourse Welch, je me conformerai aux conditions y afférent et, tout particulièrement, que je ne m'engagerai dans aucune forme d'activité politique dans le pays où je continuerai mes études, ni ne violerai sciemment les lois de mon pays pendant que je serai en possession d'une bourse.

Ich gebe folgende Erklärung ab:

- (a) dass alle in meinen Antworten auf Fragen 1-5 enthaltenen Angaben meinem Wissen und Glauben nach wahrheitsgetreu sind. Ich bin dessen gewahr, dass wenn ich bewusst falsche Auskünfte angegeben habe, mir bei Entdeckung solcher falscher Auskünfte ein eventuelles Stipendium entzogen werden kann;
- (b) dass, wenn mir ein Welch Stipendium erteilt worden ist, ich allen damit verbundenen Bedingungen entsprechen werde; insbesondere werde ich mich an keiner Art politischer Aktivität in dem Lande, wo ich meine Studien vollziehe, beteiligen; noch werde ich bewusst die Gesetze meines eigenen Landes während der Dauer meines Stipendiums übertreten.

Signature / Signature / Unterschrift

Date / Date / Datum

International Union for Vacuum Science, Technique, and Applications
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WELCH SCHOLARSHIP
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Tel: 1 613 9491322
frank.shepherd@nrc-cnrc.gc.ca

RESEARCH PROPOSAL AND AGREEMENT /
PROPOSITION ET ACCORD DE RECHERCHE /
PROJEKT VORSCHLAG UND ZUSTIMMUNG

(To be completed by the applicant and signed by the proposed supervisor in the host laboratory.)/(A rempli par le candidat et signer par la personne nommée responsable des études au laboratoire d'accueil.)/(Vom Antragsteller auszufüllen und vom vorgeschlagenen Betreuer des Gast-Laboratoriums zu unterzeichnen.)

Name of applicant / Nom du candidat / Name des Antragstellers

Host laboratory Address / Adresse du laboratoire d'accueil / Anschrift des Gast-Laboratoriums

Name of Proposed Supervisor / Nom du responsable des études / Name des (vorgeschlagenen) Betreuers

Signature of Proposed Supervisor /
Signature du responsable des études /
Unterschrift des (vorgeschlagenen) Betreuers

- The signature above signifies that the host laboratory undertakes to provide the applicant, if successful in obtaining the Scholarship, with the facilities and technical support necessary to carry out the research proposal in the summary, during the one year period of the Scholarship.

- La signature ci-dessus signifie que le laboratoire d'accueil se charge de mettre à la disposition du candidat les moyens et le support technique nécessaires pour mener à bien le programme de recherche proposé ci-dessous. Cet accord n'est valable que si le candidat est accepté, et ne peut durer que les douze mois de la période de la bourse.
- Durch die obenstehende Unterschrift verpflichtet sich das Gast-Laboratorium im Falle einer Gewährung des Stipendiums dazu, dem Antragsteller die Arbeitsstätten sowie die technische Unterstützung zur Verfügung zu stellen, die notwendig ist, das in der unten stehenden Zusammenfassung vorgeschlagene Forschungsprojekt innerhalb der einjährigen Laufzeit des Stipendiums zu bearbeiten.

(Scientific Association - Registered Office - Avenue de la Renaissance 30, B-1040
Brussels, Belgium)

President: Prof. Ugo Valbusa (Italy) Secretary General: Dr R J Reid (UK)

Treasurer: Prof J Grant (USA)

SUMMARY OF PROPOSED RESEARCH / RESUME DE LA
RECHERCHE PROPOSEE / ZUSAMMENFASSUNG DES
VORGESCHLAGENEN FORSCHUNGSPROJEKTES

Signature of Applicant / Signature du candidat / Unterschrift des Antragstellers

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