



# THE ORGANIZING COMMITTEE GUIDELINES

*FOR THE*

# ISE TOPICAL MEETINGS



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## I. ISE Topical Meeting

An ISE Topical Meeting is an event organized by the Society that focuses on a single subject of special interest to a specific group of ISE members. Each meeting is centered around a primary theme, highlighting the latest advancements in a particular area of electrochemistry. These themes often address rapidly developing fields or areas where electrochemistry intersects with other scientific disciplines. To promote meaningful discussions, Topical Meetings are designed to focus on a single topic, ensuring structured and concentrated symposia.

Typically, when the Annual Meeting is held outside Europe, the Topical Meetings are scheduled within Europe, and vice versa. The ISE also strives to rotate meeting locations to engage a wider audience and reach more members.

## II. Proposal

A proposal for a Topical Meeting can be initiated through informal discussions in one of three ways:

- **Regional Member initiative:** A group of members from a specific country or region – often coordinated by the ISE Regional Representative – informally proposes to the ISE Executive Committee (EC) or the ISE Scientific Meeting Committee (SMC) to host a Topical Meeting in their region during a particular year.
- **ISE Division initiative:** An ISE Division submits an informal proposal to the ISE Executive Committee or the ISE Scientific Meeting Committee to organize a Topical Meeting focusing on a theme of their interest in a specific year.
- **ISE Scientific Meeting Committee initiative:** The ISE Scientific Meeting Committee, on behalf of the ISE EC, may approach members in a specific region to explore the possibility of hosting a Topical Meeting there. This initiative is typically guided by the Society's policy of rotating meeting venues.

The ISE Scientific Meeting Committee leads these discussions, carefully reviewing and synthesizing the submitted proposals to ensure all aspects, including themes, locations, and financial considerations, are thoroughly evaluated. After this detailed assessment, the committee formulates its recommendations and presents them to the ISE Executive Committee for final decision-making.

## III. Proposal form

After the informal discussions described above, the Chair of the ISE Scientific Meeting Committee invites representatives of the potential host country or the officers of the proposing Division to submit an initial formal proposal by completing the Proposal Form for Topical Meetings of the International Society of Electrochemistry, available for download on the ISE website.

Key considerations when completing the *Proposal Form for Topical Meetings of the International Society of Electrochemistry*:

- **Location:** The meeting should align with ISE's regional policy of geographically separating Topical and Annual Meetings.
- **Date:** Scheduling must avoid overlap with events organized by other electrochemical societies or ISE divisions.
- **Local Context:** Highlight the country's electrochemical activities and its relationship with ISE, along with details of the proposed local organizing committee.



- **Meeting Theme:** The theme should reflect cutting-edge developments in a specialized area of electrochemistry undergoing rapid growth. Suggestions for the scientific program are encouraged.
- **Involvement of ISE Divisions:** Up to two ISE divisions can sponsor the meeting, depending on its theme.
- **Conference Venue and Feasibility:** Facilities should accommodate 150–300 participants, with the option for two simultaneous symposia.
- **Venue considerations** include room size, logistics, transportation, and cultural interest.
- **Accommodation** options should cover a range of price points, with the venue accessible from multiple countries.
- **Weather and additional motivations** for the chosen location should be outlined.
- **Support and Sponsorship:** Identify relevant governmental, public, and professional institutions that may support the event.
- **Financial Aspects:** A preliminary budget (template available on the ISE website) should account for approximately 150 attendees. Include costs for venue rentals:
  - audio-visual equipment
  - poster sessions
  - exhibitor spaces
  - receptions
  - coffee breaks
  - lunches
  - the banquet (gala dinner)

Income sources should primarily include registration fees, exhibition booth fees, and sponsorships. Efforts should be made to secure subsidies to keep fees low, particularly for students and young scientists. The budget must be balanced, with a 15% surplus on registration fees to support ISE's constitutional goals.

## IV. Assessment & Decision

The Scientific Meeting Committee reviews the proposal with a focus on the following key aspects:

- **Financial Feasibility:** Assessing the overall viability of the meeting, including any advance payments the ISE may need to make, particularly those required before finalizing the budget.
- **Location Suitability:** Evaluating the appropriateness of the proposed locations.
- **Theme Selection:** Considering potential themes for the meeting.

Based on these discussions, the ISE Scientific Meeting Committee may choose to reject the proposal, request a revised version, or recommend its approval to the ISE Executive Committee.

Based on the recommendation of the ISE Scientific Meeting Committee and subsequent discussions, the ISE Executive Committee will make a formal decision on whether to hold the Topical Meeting in the proposed country. This decision is typically made about two years before the planned meeting date.



## V. The Organizing Committee

Once the decision to hold the Topical Meeting is confirmed, the Organizing Committee is assembled through a structured series of steps designed to ensure balanced representation and efficient planning. In total, the Organizing Committee comprises six members.

- A Chairperson, typically the proposer of the Topical Meeting, is appointed to lead the planning efforts.
- The Executive Committee identifies the relevant Division(s) of the ISE to be associated with the Topical Meeting, based on the event's overarching theme. No more than two Divisions should be selected.
- Upon invitation by the Secretary General, the selected Division(s) appoint members to the Organizing Committee. If one Division is involved, three members are appointed; if two Divisions are involved, each appoints two members.
- Additionally, upon invitation by the Secretary General, members of the host Region (or members of the local electrochemical community, in the absence of a host Region) appoint 2-3 members to the Organizing Committee.

## VI. The Local Organizing Committee

Once the Local Organizing Committee has been formed, its chairperson is responsible for appointing an appropriate number of members to create the Local Organizing Committee. This committee must then be approved by the ISE Executive Committee before it can officially assume its role as the Local Organizers.

The Local Organizing Committee plays a critical supporting role in assisting the Organizing Committee with the planning and execution of the Topical Meeting.

When selecting members for the Local Organizing Committee, the process should prioritize diversity in experience, expertise, and perspectives. Additionally, the committee should possess specialized knowledge relevant to the theme of the Topical Meeting to ensure the meeting's success and relevance within the scientific community.

## VII. The ISE Office and Organization Committee roles

The ultimate administrative responsibility for the Topical Meetings rests within the Society. The ISE Office handles the key administrative functions, including the management of abstract submissions and participant registrations.

The Organizing Committee will assist in overseeing the event's logistics and activities, bringing together specific expertise relevant to the location and primary theme of the meeting. The Organizing Committee's role is to ensure that the meeting's objectives are met, leveraging its knowledge of the subject matter, regional context, and organizational needs to support the ISE Office in executing the event successfully.

The following list outlines the role of the Organizing Committee in collaboration with the ISE Office for ISE Meetings.



Tasks	ISE Office	Organizing Committee
<i>Preliminary organization</i>		
<b>Milestones</b>	Organize the conference schedule and track milestones in collaboration with the Organizing Committee.	Adhere to the milestones agreed upon with the ISE Office.
<b>Budget</b>	Develop and manage the conference budget, ensuring alignment with financial goals.	Support the ISE Office in preparing the meeting's budget.
<b>Title &amp; Theme</b>	N/A	The Organizing Committee determine the title and theme of conference and submit it to the ISE Executive Committee for their approval.
<b>Conference venue</b>	Review the proposed conference venue and provide feedback to ensure alignment with ISE standards and overall budget.	Select the conference venue and submit to the ISE executive Committee for their review.
<b>Announcement brochure</b>	Prepare information for the announcement brochure and send for printing. Prepare webpages with upcoming conference details.	The Organizing Committee chair supplies The ISE office with the text and images for the announcement brochure and website.
<i>Operations &amp; Logistics</i>		
<b>Committee Coordination</b>	Schedule regular meetings with the Organizing Committee to review progress, address issues, and meet preparation deadlines.	Provide regular progress reports to the ISE Executive Committee on meeting organization.
<b>Website</b>	Design, host, and maintain the conference website, integrating information provided by the Organizing Committee.	Provide meeting information required to maintain relevant webpages, including session descriptions.
<b>Local Vendors</b>	Coordinate with local vendors, supported by the Organizing Committee recommendations.	Assist in initial negotiations with local vendors to gather quotations and identify potential cost savings or value-added services.
<b>High-value Contracts</b>	Handle significant contracts and quotations, ensuring approval by the Executive Committee.	Review draft contracts and provide feedback based on local knowledge or prior experiences with similar agreements.
<b>Registration fees</b>	Publish registration fees on conference webpage.	Develop and manage the registration fee's structure, based on local context and overall budget.
<b>Sponsors &amp; Exhibitors</b>	Seek exhibitors and sponsors from prior meetings to minimize registration fees, leveraging a list of past sponsors and exhibitors.	Leverage personal contacts and connections with local industry and government to secure sponsorships or subsidies to minimize registration fees.



<b>On-site Materials</b>	Order on-site materials, coordinating designs and delivery with vendors.	Collaborate with local vendors to support the ISE office. Ensure that poster boards and attaching materials are readily available on-site.
<b>Venue &amp; Events</b>	Organize the banquet, including venue booking, menu selection, and related arrangements.	Help negotiate reduced rates for venues, and other services.
<b>Marketing</b>	Develop and distribute marketing materials and event notifications, incorporating content from the Organizing Committee.	Share content for event notifications and promotional campaigns.
<b>Invited Speakers</b>	N/A	Select Invited speakers (Keynote Lectures, Invited Oral Presentations) and send invitations.
<b>Symposium schedule</b>	Organize the schedule of the symposia. Include slots and timetable in the ISE Abstract Management platform.	Provide details to help build schedule, including any social events and other planned activities.
<b>Participant Support</b>	Address participant queries promptly and offer guidance.	Provide additional information as required for participant support.
<b>Accommodation</b>	Arrange accommodations near the venue, offering a variety of options, including affordable choices for students.	Provide suggestions for accommodations and other logistics based on local knowledge.
<b>Abstract submission</b>	Manage the abstract submission process and send reminders.	Approach local institutes and personal contacts to encourage to submit abstracts.
<b>Participant registration</b>	Manage the registration process and send reminders.	Provide input on registration deadlines and reminders.
<b>Student Helpers</b>	Assist Student Helpers with their registrations and ensure on-site training and coordination.	Recruit suitable Student Helpers and provide the list to the ISE Office for registration and on-site training and coordination.
<b>Abstract deadline</b>	Set and manage the abstract submission deadline. Extend deadline if necessary.	Send reminders to Invited Speakers to submit abstracts.
<b>Abstract notifications</b>	Send notifications to authors regarding abstract acceptance or rejection.	Provide input on special case abstracts.



<b>Transportation</b>	Coordinate transportation logistics to assist delegates with travel to and from event activities.	Offer information about public transport disruptions or deviations.
<b>Participant registration</b>	Manage the registration process and send reminders.	Provide input on registration deadlines and reminders.
<b>Early-bird registration</b>	Send reminders and close early-bird registration.	N/A
<b>Scientific Program</b>	Develop the Scientific Program in compliance with parameters set for relevant Meeting.	Build the Scientific Program using the Abstract Management Platform.
<b>Participant Badges</b>	Establish list of participants and print badges in advance. Ensure badges are brought to the venue.	N/A

## I. Draft a Symposia description

Create a detailed symposia description, which will be included in the call for papers to inform potential contributors about the symposia's scope and focus.

- This description should provide clear and specific information to potential contributors about the symposia's scope, intended topics, and relevance.
- Include details that help contributors understand the type of research, perspectives, or findings the meeting seeks to showcase.

## II. Invited Speakers

The Organizing Committee is responsible for selecting potential speakers for Keynote Lectures and Invited Oral Presentation Lectures. They will create a prioritized list of speakers based on their relevance to the symposia's theme and their expertise in the field.

### I. Keynote Lectures

Keynote Lectures focus on specific symposia topics, setting the stage for further discussion and presentations. Keynote speakers are selected and invited by the Organizing Committee, who consult both the President Elect and the Organizing Committee Chairperson/Co-chairs to ensure alignment with the symposia's objectives.

- Allocated time: 40 minutes.

*N.B: ISE does not provide funding or cover registration, accommodation, or travel expenses for Keynote Lecturers. However, Division Officers may approve to allocate funds to cover costs.*

### II. Invited Oral Presentation Lectures

Invited Lectures present recent, high-quality findings related to the specific symposia topic and are intended to showcase leading-edge research within the field. These speakers are selected and invited by the Organizing Committee.





- Allocated time: maximum 20 minutes.

*N.B: ISE does not provide funding or cover registration, accommodation, or travel expenses for Keynote Lecturers. However, Division Officers may approve to allocate funds to cover costs.*

### III. Select the Invited Speakers

To determine the maximum number of keynote lectures and invited oral presentation per symposia, we recommend Organizing Committee to follow these instructions:

- Identify the number of half days your symposium covers. Each half day represents a symposium, such as a morning or afternoon block.
- Use the following guidelines to determine the maximum number of keynote lectures and invited oral presentations allowed based on your symposia's duration:

<b>Estimated symposium duration</b>	<b>Num. of keynote lectures</b>	<b>Num. of Invited oral presentations</b>
For 1 half day	max. 1 keynote lecture	+ max. 2 invited oral presentations
For 2 half days	max. 2 keynote lectures	+ max. 3 invited oral presentations
For 3 half days	max. 2 keynote lectures	+ max. 4 invited oral presentations
For 4 half days	max. 3 keynote lectures	+ max. 5 invited oral presentations
For 5 half days	max. 4 keynote lectures	+ max. 5 invited oral presentations
For 6 half days	max. 4 keynote lectures	+ max. 8 invited oral presentations
For 7 or 8 half days	max. 5 keynote lectures	+ max. 10 invited oral presentations

Whilst making the selections, Organizing Committee should consider the following factors:

- The estimated duration of each symposium will be determined a few months prior to the start of the conference, based on the number of abstracts received.
- Invitations should be sent out before the exact duration of the symposium are know, to ensure timely planning and speaker availability.
- Reserve specific slots for prize winners and travel award recipients.
- Some symposia may need to be shorter than initially proposed to fit within the overall schedule constraints.

Ensure the symposia structure adheres to these limits to maintain a balanced program that aligns with the symposia's length. Following these instructions will help you design a symposium that meets the guidelines for keynote and invited oral presentation limits based on its planned duration.

### IV. Determine format of submitted papers

The Organizing Committee is responsible for reviewing and selecting abstracts, determining their presentation format either as an Invited speaker (keynote or invited oral) or as standard presentations (oral or poster).



- Presentation Limit: Each participant is limited to one oral presentation or keynote lecture. The system flags multiple submissions by the same author for organizer collaboration across symposia.
- Young Scientists: Aim for approximately two oral presentations by emerging researchers per half-day symposium.

Organizers assign accepted abstracts as following:

- [K]: Keynote Lecture
- [O]: Oral Presentation
- [P]: Poster Presentation
- [Invited]: Invited Oral Presentation

After transposing these selections into the system, the Organizing Committee must notify the ISE Office at [events@ise-online.org](mailto:events@ise-online.org) to confirm that the decisions and updates are complete.

## V. Notification of Approved and Rejected abstracts

The ISE Office will inform all presenting authors about the acceptance of their abstract and the assigned presentation status (1. keynote lecture/ 2. invited oral presentation/ 3. oral presentation/ or 4. Poster presentation).

Presenting authors will be invited to register for the event and submit their payment in due time to confirm their participation and secure their presentation slot. This is essential to guarantee that their keynote or oral presentation is included in the program or that their poster is listed.

If the registration and payment are not completed by the deadline, the corresponding keynote, oral, or poster presentation will be removed from the program. Therefore, timely registration and payment are critical to ensure the presentation is retained in the final schedule.

## VI. Selection of Session Chairs

The Organizing Committee is responsible for selecting the chairpersons for each session within the symposium:

- It is recommended to assign only two session chairs per half-day session.
- It is permitted to select chairpersons who are also presenting in the same session, as long as the responsibility of chairing a session does not interfere with their ability to effectively present their own work.
- To avoid conflicts or overlap with presentations, it is advisable to select chairpersons who are not presenting in other parallel session.

## VII. Withdrawals and non-registrations

In the event of non-registered or withdrawn oral and poster presentations, the ISE Office will remove these presentations from the program to maintain accuracy and ensure a full schedule.

The Organizing Committee is responsible for ensuring that speakers from the backup list - prepared by the Organizing Committee - are inserted into the program as replacements where necessary.

The ISE Office will then contact the presenting authors on the backup list and inquire whether they are willing to upgrade their presentation from a poster to an oral presentation, if applicable. Authors will be asked to confirm their availability and willingness to present orally.



## VIII. Poster Prize

The Organizing Committee receive a list of participating students in advance of the event. During the Poster Sessions, each organizer is required to attend and independently evaluate the presentations. After all organizers have completed their individual assessments, they convene to discuss and consolidate their evaluations. Based on the consolidated scores, the organizers determine the recipients of the Best Poster Awards.

The number of Best Poster Awards is calculated using a proportional system that considers both the total number of student posters presented and the session's available funding. As a guideline, one prize is allocated for every 20 posters presented.

## VIII. Special Issue of *Electrochimica Acta*

The Editor-in-Chief holds the authority to decide whether a special issue will be dedicated to papers presented at the Meeting. Additionally, the Editor-in-Chief will select the Guest Editors who will oversee the development of this special issue. This decision will be communicated to both the Executive Committee and the Organizing Committee at least three months prior to the Meeting.

Once appointed, the Guest Editors will extend invitations to speakers, encouraging them to contribute to the special issue. The timeline for submission of these papers will be mutually agreed upon by the Editor-in-Chief and the Guest Editors, with the submission process commencing after the Meeting.

It is important to note that only papers presented at the Meeting will be eligible for inclusion in the special issue. Furthermore, all submissions will undergo the standard peer-review process to ensure the quality and integrity of the publication.

The ISE is not involved in this process. All decisions regarding the special issue, including its organization, selection of Guest Editors, invitations to authors, and the review process, are entirely managed by the Editor-in-Chief and the appointed Guest Editors.

## IX. ISE Sponsors & Exhibitors

The ISE invites organizations to become Sponsors and Exhibitors at its conferences, providing a unique platform to connect with a global audience of leading electrochemists, researchers, and industry professionals.

To apply to become a sponsor or exhibitor at one of the ISE Meetings, simply visit the [ISE website](#) and download the **Exhibition and Sponsorship\_ISE\_2025** guidelines to explore the detailed benefits, complete the selection and payment form and submit it to the ISE office duly signed at [events@fontismedia.com](mailto:events@fontismedia.com).