

## NOTIFICATION OF INSTITUTE OF PHYSICS EVENTS

Members wishing to organise conferences under the auspices of the Institute of Physics are requested to complete the following sections and return this form to Claire Garland, Conferences Department, The Institute of Physics, 76 Portland Place London, W1B 1NT.

Event Title:		
Organising Group:		
Meeting approved by (please provide authorisation by email or written confirmation from Group or Division Chair/Secretary):		
Co-sponsored by:		
Venue:		Date(s) of Event:
Number of Days:	Service level: Full / Half / Self	Firm/Tentative:
Expected number of attendance:		
Expected percentage of students?:		
Are there any events that you know of that are running in competition to this event?:		
Preliminary paragraph for website and Interactions (~ 20 – 35 words)		
Name and address of Organiser: (indicate Prof/Dr/Mr/Ms etc)		
Telephone:	Fax:	
E-mail:		

Date Returned by: \_\_\_\_\_

For Office use only:

Event Co-ordinator:		Date:
Early Registration deadline:	Cancellation deadline:	
Registration Deadline:		

## NOTIFICATION OF INSTITUTE OF PHYSICS EVENTS

Please can you choose which category your event comes under for use of the Web Page when doing a word search

	Atomic and Molecular Physics
	Biophysics, Physics in the Biosciences, Medical Physics
	Condensed Matter: Electronic Structure, Electrical, Magnetic and Optical Properties
	Condensed Matter: Structural, Mechanical and Thermal Properties
	Education
	Electromagnetism, Optics, Acoustics, Heat Transfer, Classical and Fluid Mechanics
	Elementary Particles and Fields
	Engineering
	Finance
	Gases, Plasma and Electric Discharges
	Gender Issues
	Geophysics, Astronomy and Astrophysics
	History of Physics
	Industry and Business
	Interdisciplinary Physics and Related Areas of Science and Technology
	Law
	Management
	Nuclear Physics
	Science and Society

# CONFERENCE NOTES FOR PROGRAMME ORGANISERS, GROUPS AND DIVISIONS

## Full Service Conferences:

### Responsibilities of the Institute of Physics Conference Office:

- ◆ Book suitable accommodation and catering facilities
- ◆ Undertake all negotiations with the provider for catering, audio-visual facilities and all on-site facilities.
- ◆ Handle all participant registration, including correspondence.
- ◆ Arrange appropriate accommodation over a range of prices and handle the booking arrangements.
- ◆ Make arrangements for all social events, such as a conference dinner, tours or receptions.
- ◆ Attend appropriate meetings of the organising committee.
- ◆ Advise on timetable, deadlines, procedures etc.
- ◆ Handle abstracts from submission to final deadline using a web-based system.
- ◆ Produce author lists.
- ◆ Design, compile and arrange the printing of all circulars and conference handbooks etc.
- ◆ Liaise between the scientific programme organisers and the publishers of the proceedings.
- ◆ Correspond with speakers and participants.
- ◆ Maintain close links with Programme Organiser and Conference Organising Committee
- ◆ Update organisers on the progress of registrations
- ◆ Produce budget and timeline.
- ◆ Collect fees, pay invoices and maintain accounts.
- ◆ Provide relevant financial reports to the organisers.
- ◆ Arrange local transport as required.
- ◆ Attend throughout the conference to handle reception, booking of social events, conference desk etc.
- ◆ Co-ordinate arrangements for exhibition, where appropriate.
- ◆ Agree in advance any direct financial subsidy from the Institute.
- ◆ Divide equally between the Group/division and the Institute any financial surplus

### Responsibilities of Programme Organiser, Group and Divisions

- ◆ Provide *at least* 18 months notice.
- ◆ Agree the fee structure.
- ◆ Referee abstracts and finalise programme
- ◆ Identify and informally invite the speakers and chairs of sessions.
- ◆ Advise on publicity.
- ◆ Supply and advise on mailing lists.
- ◆ Edit the proceedings, if any.
- ◆ Supply information on potential exhibitors.
- ◆ Make initial contact with sponsors
- ◆ Give appropriate notice of any cancellation (please note that all cancelled events may be liable to a cancellation charge).

## Full Service One-day Meetings

### Responsibilities of the Institute of Physics Conference Office:

- ◆ Book suitable accommodation and catering facilities.
- ◆ Undertake all negotiations with the provider for catering, audio-visual facilities and all on-site facilities.
- ◆ Handle all participant registration, including correspondence.
- ◆ Write to invited speakers with details of free registration etc.
- ◆ Attend appropriate meetings of the organising committee.
- ◆ Advise on timetable, deadlines, procedures etc.
- ◆ Handle abstracts from submission to final deadline using a web-based system.
- ◆ Arrange the printing of all circulars and handbooks etc.
- ◆ Maintain close links with organisers.
- ◆ Update organisers on the progress of registrations
- ◆ Produce budget and timeline.
- ◆ Collect fees, pay invoices and maintain accounts.
- ◆ Provide relevant financial reports to the organisers.
- ◆ Agree in advance any direct financial subsidy from the Institute.
- ◆ Divide equally between the Group/division and the Institute any financial surplus
- ◆ Supply guidelines to help organisers.

### Responsibilities of Programme Organiser, Group and Divisions:

- ◆ Provide initial publicity to Conference Office with *at least* 4 months notice.
- ◆ Notify Conference Office immediately of any co-sponsors.
- ◆ Provide estimates of all income and expenditure to help finalise the budget.
- ◆ Agree the fee structure, based on the number expected to attend.
- ◆ Decide on the programme and the sessions. Provide it within 8 weeks before the meeting.
- ◆ Identify and approach the speakers and chairs of sessions. Provide a list of speakers' names and addresses together with a list of what they are to be offered
- ◆ Supply abstracts, if used, at least 2 weeks before the meeting.
- ◆ Advise on publicity – this should include both target groups, and publicity methods.
- ◆ Supply mailing lists.
- ◆ Give appropriate notice of any cancellation (please note that all cancelled events may be liable to a cancellation charge, whether held at 76 Portland Place or another venue. At 76 Portland Place cancellation charges may apply to any booking cancelled 10 weeks or less before a meeting; this charge may be waived if the rooms can be re-sold).

## Half Service Conference Service Level Agreement

This service level agreement must be signed up to by both parties. Any changes in the standard allocation of responsibilities must be agreed in advance by both parties.

Action	Responsibility
Handle all participant registration, including correspondence	IOP
Attend appropriate meetings of the organising committee	IOP
Advise on timetable, deadlines, procedures etc	IOP
Handle abstracts from submission to final deadline using a web-based system	IOP
Produce author lists	IOP
Design, compile and arrange the printing of all circulars and conference handbooks etc	IOP
Undertake publicity as appropriate	IOP
Liaise between the scientific programme organisers and the publishers of the proceedings	IOP
Correspond with speakers and participants	IOP
Maintain close links with Programme Organiser and Conference Organising Committee	IOP
Produce budget and timeline	IOP
Collect and transfer fees and maintain accounts	IOP
Provide relevant financial reports to the organisers	IOP
Arrange local transport as required	IOP
Attend throughout the conference to handle reception, booking of social events, conference desk etc	IOP
Co-ordinate arrangements for exhibition, where appropriate	IOP
Provide <i>at least</i> 18 months notice for multi-day conferences, and <i>at least</i> four months notice for one-day meetings	Organiser
Book suitable accommodation and catering facilities	Organiser
Undertake all negotiations with the provider for catering, audio-visual facilities and all on-site facilities	Organiser
Arrange appropriate accommodation over a range of prices and handle the booking arrangements	Organiser
Make arrangements for all social events, such as a conference dinner, tours or receptions	Organiser
Ensure that suitable accounts are set up for the receipt of registration fees from the Institute	Organiser
Ensure the timely payment of all invoices	Organiser
Agree the fee structure	Organiser
Referee abstracts and finalise programme	Organiser
Identify and informally invite the speakers and chairs of sessions	Organiser
Advise on publicity	Organiser
Supply and advise on mailing lists	Organiser
Edit the proceedings, if any	Organiser
Supply information on potential exhibitors	Organiser
Make initial contact with sponsors	Organiser

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

<<title>>  
On behalf of << group >>

Conferences Operations Manager  
On behalf of the Institute of Physics

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Registered Charity Number 293851

## **Self-service Meetings (including Half-day Events)**

### **Responsibilities of the Institute of Physics Conference Office:**

- ◆ Mail notice of the event to members at cost.
- ◆ Supply name badges at cost.
- ◆ Supply IOP stationery at nominal cost.
- ◆ Advise as appropriate.
- ◆ Provide guidance check-list for organisation and budget.

### **Responsibilities of Programme Organiser, Group and Divisions:**

- ◆ Complete and return a notification of events form and budget form (please contact Conference Office to obtain Budget Form) to the Conference Manager.
- ◆ Send details of the event to the Conference Manager for inclusion in the conference listings on the IOP website.
- ◆ Collection of all fees and payment of all bills on time.
- ◆ Keep a record of registrations.
- ◆ Complete a statistical return form and return it to the Conference Manager three months after the event.