

ELECTRON MICROSCOPY AND ANALYSIS GROUP
Minutes of the Committee Meeting of 18/4/07

A Group Committee meeting was held at 11.00 am on Wednesday 18th April 2007 at the IoP headquarters in London.

Chairman:	David McComb, DM	(Imperial College)
Hon. Secretary/Treasurer:	Richard Baker, RTB	(St Andrews)
Members:	Stephen Donnelly, SD	(Salford)
	Pete Lander, PL	(JEOL UK Ltd)
	Ian MacLaren, IM	(Glasgow)
	Kevin Meade, KM	(Oxford Instruments)
	Günter Möbus, GM	(Sheffield)
	Dogan Ozkaya, DO	(Johnson Matthey)
New Members:	Peter Nellist, PN	(Oxford)
Co-opted Members:	Rik Brydson, RMDB	(Leeds)
	Paul D Brown, PDB	(Nottingham)
	Maureen MacKenzie , MM	(Glasgow)
	Michael Doughty, MD	(Glasgow Caledonian)
	Jill Cowlard , JC	(CEM Group)
IoP:	Claire Garland, CG	
	Dawn Stewart, DS	

NOTES

ACTION

No apologies for absence were received

1. Minutes of the last Group Committee Meeting held at 1.00 pm on Wednesday 10th January 2007 at the IoP headquarters in London.
2. Matters arising from the minutes.

The minutes were accepted subject to minor changes which have now been made.

3. Correspondence
- 4.

DM reported that IoM³ were contacted with a view to their sponsoring EMAG 2007. They replied that they were unwilling to do so and that they do not give bursaries for such events.

Following a recommendation from RMDB, the EMS were invited to sponsor EMAG 2007 and wrote to offer sponsorship of 750 Euros towards the travel costs of Plenary speakers.

DM reported that there was ongoing correspondence between himself and RTB and the IoP regarding the IoP's new financial system for special interest Groups.

5. EMAG 2007
 - (i) Scientific Programme
 - (ii) Assignment of orals and posters to sessions

The Committee considered the submissions for each scientific session of EMAG 2007 in turn and attempted to filter out the accepted and rejected papers, those to be given as orals and as posters and those which might be transferred to a different session.

It was agreed to merge the Geological and Biological oral sessions into one, since few papers had been received in these areas. This freed one oral session which could be used to accommodate papers from the more popular sessions, namely Functional Materials and Nanomaterials.

It was further agreed that scope of the “in situ” SEM session might be expanded to include papers on conventional SEM, as papers in this area had been received.

During this process it was noted that several ID numbers for the submitted papers were not represented by abstracts or titles and that several papers were thought to have been submitted but were not in evidence. Furthermore, there were some abstracts shown on the list of titles which were not represented by an abstract. JC left the meeting to clarify the situation.

As the definitive assignment of papers to sessions could not be made at the meeting, it was decided to take the following actions ASAP after the meeting to allow SD and RTB to complete this process:-

- 1. RTB and SD would be given access to the website where abstract details were held**
DS/JC
- 2. The unmatched abstracts, titles, submissions and numbers would be explained after reference to the e-mails, database etc held by the IoP. All anomalies would be accounted for and new lists and abstract texts would be supplied to SD and RTB**
DS/JC
- 3. Session chairs would list the abstract texts of oral submissions in order of decreasing preference, noting where papers were recommended for poster presentation, for rejection or for transfer to a different session. These lists of abstracts would be e-mailed to RTB and SD**
Session Chairs
- 4. Session Chairs would list the abstract texts submitted for poster presentation noting simply those which they recommended should be transferred to a different poster session or rejected.**
Session Chairs
- 5. These lists would be used to populate the oral and poster sessions**
RTB, SD

Late submissions for poster presentations would be accepted until further notice and

text to this effect would be added to the EMAG web page.

DS

(iii) Exhibition

The floorplan for the EMAG 2007 trade exhibition was presented by CEM. They confirmed that the RMS would be given a free stand in return for publicity in their publications. A free stand would also be assigned to the publishers of Microscopy and Microanalysis in return for publicity of the EMAG event.

CEM were to write to Microscopy and Microanalysis to specify what advertising was expected in return for the free stand. The letter was to be sent to IM for checking and proofreading before it was sent. CEM, IM

CM reported that sale of stand space was going well and that it was ahead of the position at the comparable point for EMAG-NANO. Over half of the stand space had been allocated.

CEM requested contact information of companies and other organisations which might be interested in exhibiting at EMAG, especially those based in Scotland. all

CEM presented their budget for the Exhibition. Costs associated with the website, data purchasing, outside visitors marketing and delegate marketing were reduced to zero as the IoP had agreed to perform these functions. £2500 was presented as a conservative estimate of the surplus of the conference.

Glasgow Caledonian staff were to be contacted by the IoP to investigate options for reducing the costs of refreshments at the conference. CG

The cost of the refreshment package for the conference would be £52.50. CEM had modified which packages were to be offered to the exhibitors at no extra charge. The main change was that large stands would have 3 packages at no extra cost rather than 4, as previously suggested. A decision on the electrical requirements – on three-phase supply and a hired generator – would be made when the requirements of the exhibitors were better known. The budget presented included these costs but CEM were optimistic that they may not prove necessary and that the surplus for the conference would therefore increase.

RMDB queried the costs of Marshalling and Security – £ 3500.

CEM agreed to try to reduce this by using student labour wherever possible CEM

DM asked if more sessions could be included in the Technical Presentations in the Trade Exhibition.

It was agreed that the lunch period of 12.00-3.00 would be divided into 30 minute sessions and that as many of these would be sold as many as possible CEM

PL asked if a site survey to evaluate access, the strength of magnetic fields etc had been made on behalf of the exhibitors. CEM confirmed that no such survey had been completed since they needed information from exhibitors on their requirements.

JEOL in consultation with CEM were to consider making such a site survey PL, CEM

CEM raised the need to complete a risk assessment on the venue.

Glasgow Caledonian were to be consulted on how to carry out a risk assessment and feedback was to be passed to CEM IM, CEM
IM agreed to send Scottish Enterprise publicity for distribution through their contacts lists IM

(iv) Distribution of list of Exhibitors

Day visitor programme

IM had spoken to Research and Enterprise services at Glasgow University who have links on to Scottish Enterprise who have mailing lists of industrial and other bodies to whom EMAG 2007 could be marketed. IM reported that he needed a text document to pass to them for distribution through their mailing lists. PL had prepared a leaflet for such a purpose and it now needed to have the sponsor logos, exhibition times etc. added. These were now available. **A suitable document was to be worked up by the IoP and draft sent out for agreement to Committee members** DS
PDF format was to be used

DS agreed to modify the IoP Conferences website to make EMAG 2007 more prominent

The sponsorship of the conference was discussed and the following actions were agreed:-

Gatan would be invited to sponsor the Advanced School (they are already committing 2 staff-members to lecture at the School). This was to be the modified Platinum A package whereby Gatan would be asked for £1500 as well as the staff contribution already agreed. DM/CEM

The Welcome Reception would be taken out of Pt package A (estimated value: £500)

FEI would be offered package Platinum- B for £2000 CEM

JEOL had agreed to sponsor Platinum package C

The Welcome Reception was to be split between Platinum packages D and E (charge £2000 each) CEM

CEM confirmed that they would receive 15% of the value of sponsorships agreed.

There followed a detailed discussion of the IoP Budget for EMAG 2007.

CG expressed concern that, on last meetings' predictions for attendance and costs, the registration fee at EMAG 2007 for IoP members would need to be set at £478. CG also reported that the EMAG-NANO 2005 conference recorded a deficit of £15000 (the Registration fee was £278), although this figure was queried by the Committee.

It was confirmed that, although EMAG could not provide bursaries for its own conferences, it was free to support travel and accommodation for its own conferences. CG also stated that external funds, such as industrial sponsorship, can be used to provide bursaries.

CG presented her suggestions for cost reductions in respect of EMAG 2007.

The following changes were agreed:-

Registration would be on-line only to save printing costs (reduction of £480)

The Handbook would also be available in electronic form only (reduction of £250)
The Abstract Book was to be spiral bound rather than hardbound (-£600)
IoP Studio charges of £1000 added to EMAG costs for the first time were considered unreasonable and were to be queried **DM**

These changes allowed savings in Postage of the Registration documents and the Conference Handbook of £480 and £52.50, respectively.

Next, the Plenary expenses were considered. It was agreed that Plenary travel and accommodation could be reduced by £300.
No members of the committee had had sight of the letter to Plenary speakers specifying what costs would be reimbursed.

The IoP agreed to clarify what has been offered **JC**

Travel costs for the Invited Speakers could be reduced by £ 100, it was agreed.
In addition, Sponsorship had been offered by the RMS (£ 500) and EMS (750 Euros)
Miscellaneous Committee expenses of £100 were also removed.

At the venue, Audio-Visual facilities were to be supplied by an external contractor.
The cost of £2640 was considered to be high.

IM agreed to search out less expensive options **IM**

The PA system and microphone was not considered necessary by DM and this was removed from the budget giving a saving of £210.

It was agreed that the three Poster and three oral prizes would have a value of £100 each.

DM and PL reported that the current levels of sponsorship were now about £1000 from institutions (RMS and EMS) and approximately £6000 from industrial sponsors. Further industrial sponsorship was also a possibility.

CG stated categorically that the position of the IoP was that 50% of any surplus from EMAG 2007 would be taken by the IoP and the remaining 50% would be ring-fenced for EMAG 2009.

The above changes were incorporated and a revised budget was presented

DM stated that, on the basis of the abstracts submitted, attendance numbers appeared considerably better for EMAG 2007 than for the previous conference. He suggested that 80-85 full paying attendees was a reasonable expectation. CG agreed to set the number of full fee paying attendees at 75 in the budget.

It was agreed that the Registration Fees for EMAG 2007 would be set as follows:-
£320 for members, £390 for non-member and £175 for student members.

(v) Posters

It was agreed that the number of posters to be presented would require two poster sessions

- (vi) Local Organisation
Covered elsewhere
- (vii) Advanced School

PL reported that the Advanced School was expected to break even with 8 non-student and 16 student attendees. He reported that all speakers had been confirmed and that the maximum number of attendees was 24.

PN agreed to confirm the availability of rooms for the Sunday and Monday nights PN

- (viii) Proceedings

CG regretted that, although the system for online submission and refereeing of full papers was currently being implemented, she was not confident that it will be ready in time for EMAG 2007.

PB reminded the Committee that the Proceedings volume was late for the 2005 conference and that it had been missing the index. He asked that efforts be made to improve on this for the 2007 conference.

RTB and PB emphasised the large amount of work involved in managing the papers without an on-line system. They also pointed out that such systems were routinely available for submission and refereeing of papers to many scientific journals, including those published by the IoP.

The IoP representatives committed themselves to obtaining suitable on-line facilities by liaising with IoP Publishing and others at the IoP

CG/DS

RTB agreed to prepare a text whereby those registering for the conference would be asked to agree to act as referees for the EMAG meeting.

RTB

- (ix) Publicity

Registration and Advanced School fees would now be placed on the conference website and a line of text would be included to communicate that the conference would still accept abstract submissions for presentation as posters.

CG

- 6. Reports on previous meetings
There were none.

- 7. Forthcoming Meetings:

- (i) 23-27 April, University of Birmingham, UK, Spring School in Electron Microscopy
- (ii) 5-8 June, Grenoble, France, Societe Francaise des Microscopies Meeting
- (iii) 12-16 June, University of Alberta, Edmonton, Canada, MSC/SMC 2007 34th Annual Meeting of Microscopical Society of Canada
- (iv) 17-21 June, Prague, Czech Republic, 8th Multinational Congress on Microscopy
- (v) 6-9 August, Ft Lauderdale, CA, USA, Microscopy & Microanalysis-2007

- (vi) 2-7 September, Saarbrücken, Germany, Deutsche Gesellschaft für Electroenenmikroskopie
- (vii) 3-7 September, Glasgow Caledonian University, EMAG 2007
- (viii) 26-30 November, Boston, MA, USA, 2007 MRS Fall Meeting

- 8. EMS membership (RMDB)
- 9. SuperSTEM (AB/RMDB)
- 10. Bursaries and Group Account (SD/RTB)

5 for MSM

- 11. Items for Newsletter (RTB/all)

It was agreed that a SuperSTEM update would be supplied to RTB for the next Newsletter RMDB

- 12. EMAG AGM (RTB/all)
The next AGM would take place on on the Wednesday of the EMAG 2007 conference

- 13. Any other business
There was none.

- 14. Date and place of next meeting
The next Committee meeting would be at the IoP in London in November
DM would circulate suggested dates for this

DM