



European Physical Society Europhysics Conferences Guidelines

Europhysics Conferences are organised by EPS or in close collaboration with one of its Divisions, Sections, Groups or Action Committees. The organisers are encouraged to consult with other EPS bodies to ensure proper representation in multi-disciplinary conferences. Joint applications are welcome.

Notification / Criteria

A notification form of the conference must be sent to the EPS Secretariat accompanied by a document from the Chairperson of the appropriate Division or Group indicating that the conference is organised in close cooperation with the Division or Group. Indeed, the chair of the Division/Group endorses the conference in terms of Scientific quality, and we remind that the EPS discourages committees' members to be also invited speakers.

The registration of the Notification Form by the Action Committee on Conferences is acknowledged to the organisers.

After review, the Action Committee on Conferences attributes the "Europhysics Conference" label.

Publicity

The EPS Secretariat will publish information about the conference on its website

The Conference Organisers will place the EPS logo on conference material and publications such as posters, announcements, invitations etc. and the mention that the conference is organised by the corresponding EPS Division, Sections, Group, Action Committee.

Fees

The organisers are normally required to give a reduced registration fee to EPS Individual Members (as an indication, 25%).

The organisers are required to give a reduced registration fee to students.

Grants

Organisers of Europhysics Conferences are entitled to apply for EPS Grants. For more information, please see EPS Grants

Publications

If abstracts are prepared, they may be published in the Europhysics Conference Abstracts series. For more information, please see Europhysics Conference Abstract Rules 2012.

The EPS Secretariat can supply an ISBN Number on request.

If only an electronic version of the abstracts are available, the conference organisers are requested to provide the url to access the electronic version

If proceedings are published, organisers are requested to provide the EPS with information regarding the publication. The organisers are requested to provide the url to the electronic version, and indicate whether the proceedings are available free of charge.

Reporting

After the conference, conference organisers are requested to send a report giving an overview of the conference outlining the following details:

- Name, date and place of the conference, conference web site.
- Name of the Division/Group that organised the conference.
- Total number of submissions received/Total number of submissions accepted.
- Programme outline.
- Number of poster sessions, parallel sessions and plenary sessions.
- Number of participants, geographical repartition, student/non student repartition, member/non member repartition.
- Prizes awarded with the name, contact details and short citation for each of the prize winners
- In case EPS grants were attributed, please provide the name and contact details for each grant recipient.
- In case an EPS poster prize was attributed, please provide the name of the prize winner, plus the contact details for the prize winner.
- In case an EPS Invited Speaker Grant was attributed please provide the contact details for invited speaker.

7 March 2017