



## European Physical Society Europhysics Conferences Guidelines

### Organisers

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

### Criteria

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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 that committee members be also invited speakers. After review, the Conference Committee attributes the "Europhysics Conference" label.

### Publicity

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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. alongside a mention of the organizing Division/Section/Group/Committee.

### Fees

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

### Grants

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

### Reporting

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Afterward, conference organisers are requested to submit an online report form including:

- Name, date, website, and place of the conference.
- 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.