



## **European Physical Society Recognised Conferences Guidelines**

### **Organisers**

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EPS Recognised Conferences are organised by bodies independent from EPS, which have been awarded EPS sponsorship through the Action Committee on Conferences.

### **Applications**

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Applications must normally be made 6 months prior to the start of the conference, via the online Recognised Conference Application Form. A preliminary list of the invited speakers with tentative titles, as well as of the topics to be discussed at the conference must be provided.

### **Criteria**

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The Conference Committee reviews applications, and based upon referee reports, only awards sponsorship to the most promising conferences organised during that year in the given field.

In making its decision, the Conference Committee considers the following criteria:

- The conference fulfills a clear need in terms of topics, repetition rate (in case of series), originality and/or possibility of attracting the most important actors of the field.
- The scientific programme is determined by a high-quality Programme Committee, possibly seconded by an International Advisory Committee, reflecting a broad international and topical coverage of the field. The composition of the committee(s) must be announced and, except for International Series, the majority of the members of the Programme Committee should come from European countries different from the host country.
- Participation is planned to be international.
- Members of the International Advisory Committee and Members of the Programme Committee cannot be invited speakers. This limitation may be waived in exceptional circumstances.
- The majority of the invited and contributed speakers should come from countries other than the host country.
- The reviewing procedure for the submitted papers must be described and ensure high quality standards.

### **Conference Location**

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The EPS Recognised Conference label is open to conferences held in a country where the National Physical Society is a member of EPS. Conferences organised in other countries can also apply for EPS label if it is part of an International Series (see below).

## **International Series**

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Conferences that are part of an International Series organised outside Europe, yet are regularly held in Europe, can also apply for the EPS Recognised Conference. At least one member of the Programme Committee must be designated by the appropriate EPS Division/Group/Committee. The role of this member will be to ensure that the contribution from European physicists working in that field will be represented at the conference. The organisers must contact the Chairperson of the corresponding body and agree on the name of that member prior to submitting their application. This agreement does not represent the award of EPS Sponsorship (a separate label).

## **Fees**

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The registration fee and the price for accommodation must be reasonable and in balance with the usual fares in the region where the conference takes place. A lower registration fee for EPS Individual Members (IMs) and substantial reduction for students is strongly recommended.

## **Publicity**

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EPS Recognised Conferences will be announced and publicised only after official approval.

- EPS Recognised Conferences will be announced on the EPS website and may also be announced in the EPS electronic newsletter, e-EPS.
- Conference organisers will place the EPS logo on conference materials, indicating that the conference is recognised by the EPS.

## **Grants**

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Organisers of EPS Recognised Conferences can apply for EPS Poster Prize Grants. EPS Individual Members can apply for an IM Travel Grant.

## **Reporting**

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

- Total number of submissions received, and 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.

**Updated: 31 January 2025**