GUIDELINES FOR SYMPOSIUM ORGANIZERS

FOR THE

ANNUAL MEETINGS

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I.   The Organizing Committee

Once the decision to hold the Annual Meeting is confirmed, the Organizing Committee is assembled through a structured series of steps designed to ensure balanced representation and efficient planning.

- A chairperson is appointed to lead the planning efforts, typically the individual who proposed the Annual Meeting.
- The Secretary General formally invites the host country or region to appoint five members to the Organizing Committee.
- Simultaneously, the Executive Committee selects an additional five members. These members are chosen based on the main theme of the meeting and taking into consideration overall diversity within the committee.

The combined selections result in a ten-member Organizing Committee.

II.   The Symposium Organizers

Approximately two years before the scheduled meeting date, the Divisions are formally invited by the President Elect to propose potential symposia topics. Once these topics are proposed, the President Elect and the Organizing Committee Chairperson jointly review and finalize the selection of symposia topics. Division Officers identify the Divisions that will participate in each symposium.

- The relevant Divisions nominate two Symposium Organizers for each symposium.
- The Organizing Committee nominate two Symposium Organizers for each symposium.
- The Symposium Organizer's Coordinator is determined based on overall experience and must approved by the Executive Committee.

This process brings together expertise from both the Organizing Committee and divisional representatives. With the Executive Committee's approval, the number of Symposium Organizers may be increased as needed for particularly complex symposia.

III.   Symposium Description

A symposium is a focused session within the Annual Meeting, dedicated to in-depth exploration and discussion of a specific theme or topic aligned with the meeting's main theme.

Organized by a team of Symposium Organizers - typically two representatives from the meeting's Divisions and two from the Organizing Committee - each symposium includes speakers who are selected for their expertise and contribution to the subject matter. The Symposium Organizers create a scientific program that may include oral presentations, panel discussions, and Q&A sessions, all designed to foster interaction, learning, and collaboration among participants.

IV.   Symposium Organizers responsibilities

The Symposium Organizers play a crucial role in planning and executing their symposium, ensuring it meets both the scientific standards and thematic objectives of the Annual Meeting.

As leaders within their assigned sessions, they oversee all stages of development, from the initial planning phase to the execution of the scientific program. Symposium Organizers are instrumental in defining the symposium's scope, selecting impactful speakers, structuring the presentation format, and fostering an environment conducive to professional exchange and innovation.

Throughout these tasks, the Symposium Organizers are guided by a set of specific criteria to ensure the symposium aligns with the meeting's objectives and maintains a high standard of academic and professional value:

- Prioritize the scientific quality of submitted papers to ensure high standards.
- Provide fair visibility to as many research groups as possible.
- Fostering inclusivity and diverse representation.

I.   Draft a Symposium description

Create a detailed symposium description, which will be included in the call for papers to inform potential contributors about the symposium's scope and focus.

- This description should provide clear and specific information to potential contributors about the symposium's scope, intended topics, and relevance.
- Include details that help contributors understand the type of research, perspectives, or findings the symposium seeks to showcase.

II.   Invited Speakers

The Symposium Organizers are responsible for discussing and selecting potential speakers for Keynote Lectures and Invited Oral Presentation Lectures. They will create a prioritized list of speakers based on their relevance to the symposium's theme and their expertise in the field. With carefully selected Plenary, Keynote, Invited Lectures and Award Lectures, the meeting provides attendees with insights into both foundational themes and recent advancements in the field.

I.   Plenary Lectures

Plenary Lectures focus on the Annual Meeting's main theme and are presented by distinguished speakers selected by the Organizing Committee. These speakers are formally invited by the Organizing Committee Chairperson/Co-chairs, following consultation with the President Elect. Generally, the number of Plenary Lectures is limited to four to maintain focus and quality.

- Allocated time: approx. 50 minutes.

N.B: ISE covers the registration and banquet fees for Plenary Lecturers. Additionally, ISE will provide accommodation for the duration of the conference and cover economy travel expenses within reasonable limits. These reimbursements, funded by the conference budget, are provided to speakers after ISE receives the necessary receipts following the event.

II.   Keynote Lectures

Keynote Lectures focus on specific symposium topics, setting the stage for further discussion and presentations. Keynote speakers are selected and invited by the Symposium Organizers, who consult both the President Elect and the Organizing Committee Chairperson/Co-chairs to ensure alignment with the symposium's objectives.

- Allocated time: approx. 40 minutes.

N.B: ISE does not provide funding or cover registration, accommodation, or travel expenses for Keynote Lecturers. However, Division Officers may approve to allocate funds to cover costs.

III.   Invited Oral Presentation Lectures

Invited Lectures present recent, high-quality findings related to the specific symposium topic and are intended to showcase leading-edge research within the field. These speakers are selected and invited by the Symposium Organizers.

- Allocated time: maximum 20 minutes.

N.B: ISE does not provide funding or cover registration, accommodation, or travel expenses for Keynote Lecturers. However, Division Officers may approve to allocate funds to cover costs.

IV.   Award Lectures

Award lectures (ISE Awards and/or ISE Travel Awards) are integrated into symposia that align with the topics or themes relevant to the respective awards. This arrangement ensures that the presentations are contextually appropriate and reach an audience with a shared interest in the subject matter.

- Allocated time: between 20 to 40 minutes (depending on the award type).

N.B: ISE will cover the registration fees and banquet fees for the recipients (depending on the award type).

III.   Select the Invited Speakers

To determine the maximum number of keynote lectures and invited oral presentation per symposium, we recommend Symposium Organizers to follow these instructions:

- Identify the number of half days your symposium proposal covers. Each half day represents a session, such as a morning or afternoon block.

- Use the following guidelines to determine the maximum number of keynote lectures and invited oral presentations allowed based on your symposium's duration:

Estimated symposium duration	Num. of keynote lectures (incl. Award Lectures)	Num. of Invited oral presentations
For 1 half day	max. 1 keynote lecture	+ max. 2 invited oral presentations
For 2 half days	max. 2 keynote lectures	+ max. 3 invited oral presentations
For 3 half days	max. 2 keynote lectures	+ max. 4 invited oral presentations
For 4 half days	max. 3 keynote lectures	+ max. 5 invited oral presentations
For 5 half days	max. 4 keynote lectures	+ max. 5 invited oral presentations
For 6 half days	max. 4 keynote lectures	+ max. 8 invited oral presentations
For 7 or 8 half days	max. 5 keynote lectures	+ max. 10 invited oral presentations

Whilst making the selections, Symposium Organisers should consider the following factors:

- The estimated duration of each symposium will be determined a few months prior to the start of the conference, based on the number of abstracts received.

- Invitations should be sent out before the exact duration of the symposium are know, to ensure timely planning and speaker availability.
- Reserve specific slots for prize winners and travel award recipients.
- Some symposia may need to be shorter than initially proposed to fit within the overall schedule constraints.

Ensure the symposium structure adheres to these limits to maintain a balanced program that aligns with the symposium's length. Following these instructions will help you design a symposium that meets the guidelines for keynote and invited oral presentation limits based on its planned duration.

IV.   Determine format of submitted papers

Symposium Organizers are responsible for reviewing and selecting abstracts, determining their presentation format either as an Invited speaker (keynote or invited oral) or as standard presentations (oral or poster).

- Presentation Limit: Each participant is limited to one oral presentation or keynote lecture. The system flags multiple submissions by the same author for organizer collaboration across symposia.
- Young Scientists: Aim for approximately two oral presentations by emerging researchers per half-day session.

Organizers assign accepted abstracts as following:

- [K]: Keynote Lecture
- [O]: Oral Presentation
- [P]: Poster Presentation
- [Invited]: Invited Oral Presentation

After transposing these selections into the system, the Symposium Organizers must notify the ISE Office at events@ise-online.org to confirm that the decisions and updates are complete.

V.   Notification of Approved and Rejected abstracts

The ISE Office will inform all presenting authors about the acceptance of their abstract and the assigned presentation status (1. keynote lecture/ 2. invited oral presentation/ 3. oral presentation/ or 4. Poster presentation).

Presenting authors will be invited to register for the event and submit their payment in due time to confirm their participation and secure their presentation slot. This is essential to guarantee that their keynote or oral presentation is included in the program or that their poster is listed.

If the registration and payment are not completed by the deadline, the corresponding keynote, oral, or poster presentation will be removed from the program. Therefore, timely registration and payment are critical to ensure the presentation is retained in the final symposium schedule.

VI.   Selection of Session Chairs

The Symposium Organizers are responsible for selecting the chairpersons for each session within the symposium:

- It is recommended to assign only two session chairs per half-day session.

- It is permitted to select chairpersons who are also presenting in the same symposium, as long as the responsibility of chairing a session does not interfere with their ability to effectively present their own work.
- To avoid conflicts or overlap with presentations, it is advisable to select chairpersons who are not presenting in other parallel symposia.

VII.   Withdrawals and non-registrations

In the event of non-registered or withdrawn oral and poster presentations, the ISE Office will remove these presentations from the program to maintain accuracy and ensure a full schedule.

The Organizing Committee is responsible for ensuring that speakers from the backup list - prepared by the Symposium Organizers - are inserted into the program as replacements where necessary.

The ISE Office will then contact the presenting authors on the backup list and inquire whether they are willing to upgrade their presentation from a poster to an oral presentation, if applicable. Authors will be asked to confirm their availability and willingness to present orally.

VIII.   ISE Awards

The ISE Awards are open for applications the year prior to the ISE Annual Meeting. For example, applicants may apply for the 2024 ISE Awards to receive their recognition during the 2025 ISE Annual Meeting. Symposium Organizers must allocate dedicated slots in the program for awardee presentations, ensuring that all winners are given a place in the schedule.

Awardees benefit from a variety of opportunities and rewards, based on the specific award rules, which may include:

- Delivering an Oral Presentation, Keynote Lecture, or Plenary Lecture
- Monetary prize
- Free registration for the ISE Annual Meeting

It is mandatory for awardees to submit a paper and deliver their scheduled presentation at the ISE Annual Meeting. Failure to do so will result in the forfeiture of the award and its associated benefits.

IX.   ISE Travel Awards

The ISE Travel Awards are open for applications a few months prior to the upcoming ISE Annual Meeting. Award recipients are automatically included in the meeting program as Oral Presentations.

Awardees are entitled to the following benefits:

- Oral Presentation at the ISE Annual Meeting
- 1000€ prize

It is mandatory for awardees to submit a paper and deliver their scheduled Oral Presentation at the ISE Annual Meeting. Failure to do so will result in the forfeiture of the award and its associated benefits.

X.   Poster Prize

The Symposium Organizers receive a list of participating students in advance of the event. During the Poster Sessions, each organizer is required to attend and independently evaluate the presentations. After all organizers have completed their individual assessments, they convene to

discuss and consolidate their evaluations. Based on the consolidated scores, the organizers determine the recipients of the Best Poster Awards.

The number of Best Poster Awards is calculated using a proportional system that considers both the total number of student posters presented and the symposium's available funding. As a guideline, one prize is allocated for every 20 posters presented.

The names of the awardees must be submitted to the ISE Office no later than the conclusion of the final Poster Presentation. Awardees will be officially informed of their selection during the Closing Ceremony. Failure by the Symposium Organizers to provide the awardee names to the ISE Office within the specified timeline will result in the forfeiture of the poster prizes, and no awards will be distributed.

V. Special Issue of Electrochimica Acta

The Editor-in-Chief holds the authority to decide whether a special issue will be dedicated to papers presented at the Meeting. Additionally, the Editor-in-Chief will select the Guest Editors who will oversee the development of this special issue. This decision will be communicated to both the Executive Committee and the Organizing Committee at least three months prior to the Meeting.

Once appointed, the Guest Editors will extend invitations to speakers, encouraging them to contribute to the special issue. The timeline for submission of these papers will be mutually agreed upon by the Editor-in-Chief and the Guest Editors, with the submission process commencing after the Meeting.

It is important to note that only papers presented at the Meeting will be eligible for inclusion in the special issue. Furthermore, all submissions will undergo the standard peer-review process to ensure the quality and integrity of the publication.

The ISE is not involved in this process. All decisions regarding the special issue, including its organization, selection of Guest Editors, invitations to authors, and the review process, are entirely managed by the Editor-in-Chief and the appointed Guest Editors.

VI. ISE Sponsors & Exhibitors

The ISE invites organizations to become Sponsors and Exhibitors at its conferences, providing a unique platform to connect with a global audience of leading electrochemists, researchers, and industry professionals.

To apply to become a sponsor or exhibitor at one of the ISE Meetings, simply visit the ISE website and download the **Exhibition and Sponsorship_ISE_2025** guidelines to explore the detailed benefits, complete the selection and payment form and submit it to the ISE office duly signed at events@fontismedia.com.

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