# Application for IUPAC Endorsement

Organizers of a conference, who wish to apply to IUPAC for Endorsement, should supply the information requested in this questionnaire, preferably one year in advance***.***

The term 'conference' is used throughout this document but is understood to refer interchangeably to 'symposium', 'workshop' or related terminology of the applicant's choice.

The conference must be located in a country represented in IUPAC by a National Adhering Organization.

Please review the related ‘**Guidelines for IUPAC Endorsement of Conferences**’ available in annex before completing this application.

Please return an electronic copy of the completed questionnaire to the IUPAC Secretariat by e-mail to [ConferenceApplications@iupac.org](mailto:ConferenceApplications@iupac.org)

**The granting of endorsement by IUPAC is judged on the following criteria:**

1. scientific quality
2. significance of conference
3. suitability of conference
4. evidence of sufficient advanced planning
5. suitable time spacing of conferences of a similar type
6. rotation of leadership for conferences in a series or of a similar type
7. geographically diverse International Advisory Board
8. geographically diverse lecturers
9. gender equity in the composition of committees, presenters and as members of the International Advisory Board
10. participation of industrial chemists as speakers and as members of the International Advisory Board

In general, IUPAC-endorsed conferences should be international in the sense that they are intended to attract participants from anywhere in the world. Conferences that are mainly regional in nature may be eligible if IUPAC endorsement would help attract a more international audience.

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| *For administrative use only* | Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; # \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Title of conference    1. Please list subsections, if any are planned    2. To what extent are parallel sessions planned? |  |
| 1. Location (town and country) |  |
| 1. Proposed dates |  |
| Please indicate the appropriate classification for the Conference:  [Classifications (a) and (b) are for the use of IUPAC Divisions/Standing Committees]  *(Select One)*  *Please refer to the guidelines that are printed in the IUPAC Handbook and online.* | \_\_\_\_a) Division or Standing Committee Endorsed Conference\*  \_\_\_b) Proposed by an IUPAC body as a one-time conference  \_\_\_c) Organized without IUPAC impetus  \*A Division or Standing Committee Endorsed Conference is one that is part of an established series coordinated by a Division or Standing Committee. IUPAC Poster Prizes, which recognize outstanding poster presentations may be awarded at these events. See more details in the guidelines in annex. |
| 1. Main subject areas in chemistry covered by conference: *(select all that apply)* | \_\_\_ Physical and/or Biophysical  \_\_\_ Inorganic  \_\_\_ Organic and/or Biomolecular  \_\_\_ Polymer and/or Materials  \_\_\_ Analytical  \_\_\_ Environmental  \_\_\_ Human Health  \_\_\_ Green Chemistry  \_\_\_ Education  \_\_\_ Cheminformatics  \_\_\_ *specify* |
| 1. What are the aims and purposes of the conference?   Is the theme of special significance at the present time?  *Organizers should have definite objectives for the scientific program.* |  |
| 1. Comment on the significance and topicality of the scientific program and draw attention to any special contributions that the conference is expected to make toward the international advancement of chemistry. |  |
| 1. Approximate number of scientific participants expected |  |
| 1. Registration fees    1. for scientific participants    2. for students/younger chemists    3. for scientists from developing countries   *The level of registration fees should not be changed drastically without advising IUPAC.*  *As a general principal IUPAC regards elaborate and expensive social events at meetings as undesirable. The cost of social events should be arranged so as to encourage the attendance of younger chemists.* |  |
| *IUPAC endorsement requires that its Members, Affiliates, and Fellows be entitled to 10 % reduction or ‘own members’ rate on the registration fee for scientific participants.* | |
| 1. Will any low-cost hotel or dormitory accommodation be made available? |  |
| 1. Will there be an exhibition by:    1. Manufacturers of scientific equipment?    2. Publishers of scientific books and journals?   *IUPAC endorsement requires that the Union shall be allowed to display its publications free of charge.* |  |
| 1. IUPAC would like to publish in its news magazine *Chemistry International* a short account of highlights of the conference soon after it is held.   Please indicate the name of the individual who will be responsible for supplying relevant information, along with postal and e-mail addresses. |  |
| 1. It is a condition of endorsement that organizers of conferences under the auspices of IUPAC, should locate them so as to ensure the freedom of all *bona fide* chemists from throughout the world to attend.    1. Intending participants should be requested to check that they comply with any entry visa requirements by contacting the nearest embassy or diplomatic mission of the host country. If no such representation exists in a particular country, participants should consult the Organizers about the appropriate authority to contact.    2. The following wording should be included on all printed material and/or relevant web-based documentation for the meeting:   *“IUPAC endorsement implies that entry visas will be granted to all bona fide chemists, provided application is made not less than six months in advance. If a visa is not granted two months before the meeting, the Organizers and the IUPAC Secretariat should be notified by the applicant.”*  IUPAC recommends that the second circular or its web-based equivalent should be distributed no later than six months in advance of the conference, so that intending participants are able to comply in good time with the Union’s guidance on applications for entry visas. | |
| 1. Names of other international, regional, and national organizations, if any, to which application for co-endorsement has been submitted. |  |
| 1. IUPAC designates a Representative to endorsed conferences and requests that the representative has an opportunity to give a brief presentation about IUPAC during the conference. The Secretariat will contact the organizers to nominate a suitable representative.  Please note that the registration fee should be waived for the IUPAC representative. | |
| 1. Proposed scientific program (the following items are not intended as the required format for all meetings*)*.    1. Plenary lectures *(Please list on final page)*   *Please confirm the total number of lecturers and the male to female ratio.* | |
| * 1. Number of section or other invited lectures, and time allowed for presentation of each *(Please list on final page)* |  |
| * 1. Number of contributed papers/short communications, and time allowed for presentation of each |  |
| * 1. Number of posters |  |
| * 1. Is there a refereeing policy for selection of contributed papers/short communications, posters, etc.? |  |
| * 1. Are workshops to take place at the conference and if so, how many? |  |
| 1. Is the conference part of a series?   If YES, please list the previous five meetings  (year, town, country) |  |
| 1. What are the official languages of the conference?   *Please note that it is a condition of IUPAC endorsement that English be one of the official languages.* |  |
| 1. Please list the members of the International Advisory Board, with country and gender.   *As a general principal IUPAC prefers that members of the International Advisory Board should not also be invited speakers.  The members of the International Advisory Board should be geographically diverse.* | |
| *Please confirm the total number of members on the IAB and the male to female ratio.* | |
| 20 Please outline below your publication plans for papers based upon conference presentations.  IUPAC reserves the right to publish in its official journal *Pure and Applied Chemistry*, as appropriate, papers based upon the whole or part of the proceedings of any conference that it sponsors. Events that are co-endorsed with another organization will be the subject of special arrangements. Organizers planning to offer manuscripts for publication in *Pure and Applied Chemistry* are requested to consult the publication policy and notes for Conference Editors available from <www.iupac.org/what-we-do/journals/pure-and-applied-chemistry/>, and to describe and motivate publication plans accordingly. These provisional plans are subject to finalization in consultation with the Scientific Editor, after IUPAC endorsement is approved. | |
| 21 Do you propose to publish in *PAC*?  Do you propose to publish elsewhere: if so, specify.  Do you propose not to publish?  Are you undecided? |  |
| 1. If the proceedings or part of them are to be published by IUPAC, the Organizers should appoint a Conference Editor well in advance.   Name, postal and e-mail address, telephone, and fax number of proposed Conference Editor. |  |
| 23 Name, postal and e-mail address, telephone and fax number of Chair of Program Committee. |  |
| 24 Name, postal and e-mail address, telephone, and fax number of Chair of Local Organizing Committee. |  |
| 25 List the name, postal and e-mail address, telephone, and fax of the main contact individual with whom the majority of correspondence should occur. |  |
| 26 List the conference website |  |
| 27. IUPAC is committed to keeping its National Adhering Organizations (NAOs) informed about its activities. NAOs are the formal members of IUPAC, often a Chemical Society or Academy of Science; see <<https://iupac.org/who-we-are/nations-affiliated-with-iupac/>> | |
| Have you contacted your NAO to discuss and inform them of this submission for IUPAC Conference Endorsement?  *A copy of the approval or denial of this application will be sent to the appropriate NAO.* | \_\_\_\_\_Yes, the NAO has been contacted  \_\_\_\_\_No, the NAO has not been contacted |
|  | *Continue next page*  *for completing the list of Plenary Lectures* |

**Plenary Lectures** Time allowed for presentation of each:

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| Name of speaker | Tentative/definite | Affiliation | Title of lecture/indication of subject area |
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*Please confirm the total number of lecturers and the male to female ratio.*

**Invited Lectures** Time allowed for presentation of each:

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| Name of speaker | Tentative/definite | Affiliation | Title of lecture/indication of subject area |
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*Please confirm the total number of lecturers and the male to female ratio.*

## Annex – Guidelines

## I. Introduction

Organizers of a conference, who wish to apply to IUPAC for endorsement, should supply the information requested in the Application for IUPAC Endorsement, preferably one year in advance.

The term 'conference' is used throughout this document but is understood to refer interchangeably to 'symposium', 'workshop' or related terminology of the applicant's choice.

The conference must be located in a country represented in IUPAC by a National Adhering Organization.

In general, IUPAC-endorsed conferences should be international in the sense that they are intended to attract participants from anywhere in the world. Conferences that are mainly regional in nature may be eligible if IUPAC endorsement would help attract a more international audience.

## II. Categories of Endorsement Conferences

There are four categories of IUPAC endorsed conferences. They are:

1. A conference that is Division or Standing Committee endorsed
2. A conference that is proposed by an IUPAC body as a one-time conference [This may become the initial conference in a new series.]
3. A conference organized with no IUPAC impetus that applies for endorsement, either as a one-time conference or as a part of a non-IUPAC series of conferences
4. A conference or workshop that is part of an IUPAC project.

This document describes the procedure to be followed for each type of conference.

**For all requests for conference endorsement, the Application for IUPAC Endorsement (AIE) should be sent to the IUPAC Secretariat, either by the conference organizers or the relevant Division or Standing Committee, as indicated below. Endorsement is granted on behalf of the Executive Committee, and the decision is conveyed to the conference organizers by the Secretariat.**

II.1. A conference that is Division or Standing Committee endorsed

A Division or Standing Committee Endorsed Conference is one that has direct involvement by a Division or Standing Committee, or a body designated by it, in the maintenance of the continuity of a conference series. This usually means that the Division or Standing Committee at least selects the organizers and location of future conferences in the series. It may also review the conference program and help select the plenary and invited lecturers.

For this type of conference, the relevant Division or Standing Committee is responsible for evaluating and recommending the application on the basis of the criteria listed below. The approved AIE should be forwarded by the Division President or Standing Committee Chair to the Secretariat for the formal grant of endorsement by the Secretary General acting on behalf of the Executive Committee.

The AIE should provide all relevant information needed by the Secretariat to enable communications with the conference organizers. The name and contact information of the Conference Editor is a significant item. It is expected that many, or in some cases, all of the lectures presented at a conference in this category will be published, following a review procedure, either in *Pure and Applied Chemistry (PAC)* or in *Macromolecular Symposia*. Exceptions to this should be explained. The Scientific Editor for *PAC* will work with the Conference Editor to determine how to carry out whatever refereeing is judged necessary. In the case of conferences to be published in *Macromolecular Symposia*, the Conference Editor will consult with the Editor of *Macromolecular Symposia*.

Where feasible, Division and Standing Committees are encouraged to use the opportunity afforded by endorsed conferences to highlight relevant IUPAC activities and projects as part of the scientific program. In planning a Division-coordinated conference series, the Committee may be able to propose an appropriate session or presentation before the program becomes final.

IUPAC Poster Prizes, which recognize outstanding poster presentation may be awarded at these events. The conference organizers will oversee the selection of the prizewinners. Typically, two or three prizes will be awarded and prize winners receive a certificate and a one-year subscription to *Chemistry International*.

Division and Standing Committees are encouraged to review on a regular basis the conference series that they endorse. The Evaluation Committee will also conduct retrospective evaluation of conference series, based in part on the confidential reports provided by the IUPAC Representatives [see below].

II.2. A conference that is proposed by an IUPAC body as a one-time conference

The procedure for approving endorsement for this type of conference is the same as that described for conferences in Category 1. If the intent is to initiate a new series of conferences, the justification for the series should be fully explained.

IUPAC Poster Prizes may also be awarded at these events.

II.3. A conference organized with no IUPAC impetus that applies for endorsement either as a one-time conference or as a part of a non-IUPAC series of conferences

Organizers of this category of conferences will be asked to submit the AIE form directly to the IUPAC Secretariat. The AIE will be distributed by the Secretariat to the relevant Divisions and Standing Committees for review. Each such Committee is asked to provide substantive comments on the criteria listed below and to make a recommendation on endorsement. [If a Committee believes the subject matter is not within its realm of expertise, a reply declining to comment would be appreciated.]

The Secretariat will attempt to resolve any conflicting recommendations from Divisions or Standing Committees and will consult the Secretary General as needed. The formal grant of endorsement will be made by the Secretary General acting on behalf of the Executive Committee.

If the organizers intend to use “IUPAC” in the Conference Title, it should appear after the main title of the Conference (*e.g*., “[Conference Title] endorsed by IUPAC”).

#### II.4. A conference or workshop that is part of an IUPAC project

A conference or workshop associated with an IUPAC project will not require separate approval for endorsement. However, the quality of the conference and possible publication in *PAC* or *Macromolecular Symposia* should be specifically addressed in the project review process. If advance publicity for the conference is desired, it may be listed in the *Conference Calendar* along with other IUPAC-endorsed conferences. The Conference Organizers should provide the following information to the Secretariat, as appropriate, preferably one year before the conference:

1. Exact date and location of the conference

1. Publication plans: *PAC*, *Macromolecular Symposia*, other
2. Name and contact information of Conference Editor and of planned authors of papers if publication is planned in *PAC*
3. Registration and Abstract submission deadlines and any other information the organizers would like published in *CI*

## III. Criteria for Evaluation of Application for IUPAC Endorsement

When considering a conference for endorsement, the Division and Standing Committees should consider the following criteria (listed in the AIE):

(i) Scientific quality

(ii) Significance of conference

(iii) Suitability of proposed conference

(iv) Evidence of sufficient advanced planning

(v) Suitable time spacing of conferences of a similar type

(vi) Rotation of leadership for conferences in a series or of a similar type

(vii) Geographically diverse International Advisory Board

(viii) Geographically diverse lecturers

(ix) Gender equity in the composition of committees, presenters and as members of the International Advisory Board

(x) Participation of industrial chemists as speakers and as members of the International Advisory Board

One issue has been a problem in the past: conferences that are chiefly of a national or regional nature. In general, IUPAC endorsed conferences should be international in the sense that they are intended to attract participants from anywhere in the world. On the other hand, the intention is not to be too restrictive and eliminate from consideration conferences that are mainly regional, but which have the potential to attract a larger audience if they are endorsed by IUPAC. When considering the endorsement of such conferences, the pertinent factor should be whether IUPAC endorsement has the potential to help the organizers attract a wider audience.

## IV. IUPAC Representative to Conferences

An official IUPAC representative will be designated to endorsed conferences. The IUPAC Representative is the person who communicates to the conference participants the value of IUPAC to them and their work. It is expected that the conference organizers will give the Representative the opportunity to address the conference and give a brief overview of IUPAC and its work.

All duties and responsibilities should be agreed on and arranged at the time the Representative is appointed. See Annex for details.

The Secretariat will coordinate the nomination and appointment of the Representative, after consultation with the conference organizers and the IUPAC Division or Standing Committee principally responsible for endorsement approval. The Representative should be someone familiar with IUPAC but need not be currently a member of any IUPAC body.

IUPAC does not generally provide travel funds; hence the Representative is usually someone who is already planning to attend the Conference. The Conference Organizers are requested to waive the conference registration fee for the Representative. In instances where the relevant IUPAC Committee asks the Representative to carry out significant additional duties and/or believes it important to designate a particular individual who requires reimbursement for travel expenses, it is appropriate for the Division or Standing Committee to offer partial or complete travel support, normally from its budget. Questions should be addressed to the Secretariat.

## V. Conference Highlights for Chemistry International

Item 12 of the *Application for IUPAC Endorsement* notes that IUPAC would like to publish highlights of the conference in *Chemistry International* shortly after the conference has been held and requests the name of the individual who will be responsible for supplying relevant information. This person should be someone whom the organizers believe has an overview of the conference and can prepare material for *CI*. It could be the IUPAC Representative if he/she is able and willing to provide the information, but there is no necessary connection between the two tasks.

Annex - **Duties and Responsibilities of the IUPAC Representative to an IUPAC Endorsed Conference**

An official IUPAC Representative will be designated to endorsed conferences. The IUPAC Representative is the person who communicates to the conference participants the value of IUPAC to them and their work. It is expected that the conference organizers will give the Representative the opportunity to address the conference and give a brief overview of IUPAC and its work. To assist the Representative in this task, the Secretariat will provide a set of slides in PowerPoint format with general background information about IUPAC. The Representative is free to select material that is relevant to the conference, but it is hoped that this will usually include some information on IUPAC’s general goals, the project system, and the IUPAC web site. If feasible, conference participants should be encouraged to propose and participate in suitable projects and to become *IUPAC Affiliates*.

In some instances the relevant Division or Standing Committee may ask the Representative to undertake specific tasks. These could include holding a short workshop session to encourage submission of IUPAC projects or to encourage participation in existing projects.

In addition, the Representative is asked to complete a confidential questionnaire evaluating both the organizational and scientific aspects of the conference. This questionnaire will be used by the endorsing Division or Standing Committee to assist future organizers of the same series in organizing a conference and by the Evaluation Committee to evaluate a conference series.

The duties and responsibilities of the Representative are summarized in the points given below. They are divided into two groups, General duties relating to IUPAC as a whole and duties that are specific to the needs of a particular Division or Standing Committee.

*General duties*

1. Deliver an address describing IUPAC and its work
2. Encourage the participants to visit the IUPAC website
3. Complete the confidential evaluation form

*Possible duties specific to a Division or Standing Committee*

1. Conduct a workshop on submitting an IUPAC project
2. Conduct a workshop to discuss a current IUPAC project or projects either to obtain input, or participants, for a new project, or to collect comments on a draft recommendation or report
3. Review all current projects of interest to the participants with the aim of recruiting volunteers to participate as Task Group Members
4. Present a lecture or a poster to describe a recent report or recommendation