

## **IFTToMM Executive Council Regulations**

(updated: November 2013)

This short manual collects information on procedures and rules that can help for the activity of the IFTToMM officers. The first version has been arranged with what has been proposed during the 2007 EC meeting. The EC Regulations are available at the public at the IFTToMM webpage with the aim to make clear the operation of IFTToMM procedures.

It contains the following items:

### **Desirable Terminology**

**Procedure for nominating members of PCs and TCs**

**Procedure to start a new TC or PC**

**Procedure for the announcements in IFTToMM webpage**

**Classification of IFTToMM Journals**

**General version of Memorandum of Understanding (MoU) for IFTToMM Journals**

**Procedure for patronage and support of conferences by IFTToMM**

**Procedure for indexing the Proceedings of IFTToMM sponsored Conferences**

**Template for papers in IFTToMM sponsored conferences**

**Manual and Procedure for IFTToMM Honors and Awards**

**Procedure for ceremony with for IFTToMM Honors and Awards**

**Advices for IFTToMM World Congress**

**Categories for IFTToMM best paper awards at IFTToMM sponsored conferences**

**Procedure for application of differentiated conference fees**

**Operation of Working Groups**

**Networking**

**Forms for reports (annual report, budget report)**

**Schedule of IFTToMM supported conferences**

**IFTToMM international student Olympiad**

**Late reports of PCs and TCs Chairs**

**Donation procedure and donators list**

**Manual For IFTToMM Best Paper Awards**

**Appendices (in attached files)**

**n.1: Forms (conference sponsorship; PC/TC report; PC/TC member list; MO report; candidature for IFTToMM World congress)**

**n.2: Manual for IFTToMM Honors and Awards**

**n.3: Advices for IFTToMM World Congress**

**n.4: Template and guidelines for papers in IFTToMM sponsored conferences**

**n.5: Regulations for IFTToMM international student Olympiad**

### **Desirable Terminology**

IFTToMM members can be addressed as MOs (Member Organizations)

Members of MOs can be addressed as individuals in IFTToMM Member Organizations

Members of PCs and TCs can be addressed as MO representative individuals in PCs and TCs

Permanent Commission can be addressed as PC

Technical Committee can be addressed as TC

**Procedure for nominating members of PCs and TCs**

The IFToMM Constitution and By-Laws (no.3.9) states that one individual can be member of PC or TC at the most in two TCs/PCs. A MO can have two representative individuals in each PC/TC at the most. Additional individuals can be considered and indicated as observers. A TC/PC must have at least five members, in addition to the Chair.

Nomination of an individual as member of a TC/PC can be submitted to the chairperson of the corresponding TC/PC by Chairs of MOs, Chair of PCs/TCs, or any individual. It is recommended to provide the submission with a short CV of the candidate and a letter of interest by the candidate. The nomination can be discussed within the PC/TC and if the nomination is accepted by the TC/PC it will be submitted to the Executive Council by the chairperson of the TC/PC or its representative. The Executive Council will consider the nominations during the annual meeting and will approve or not the new nominations and the full list of PC/TC members.

An individual, who is not affiliated to the IFToMM MO of her/his territory, can be appointed as PC/TC observer.

An individual from a territory with no IFToMM MO can be appointed as a PC/TC observer, with voice, but not vote normally for one term with the aim to promote IFToMM membership from his/her territory organization.

In addition, the following procedure will be adopted at EC annual meetings:

- PC/TC Chairs will submit the complete list of PC/TC members one month in advance to EC meeting, with indication of the new and terminating members
- Violations of the PC/TC membership rules will be solved under the responsibility of PC/TC Chairs in direct contact with violator members, one month before the EC meeting
- Silent PC/TC members will be ignored in updating PC/TC member lists at the EC meeting

#### **Procedure to start a new TC or PC**

A new TC or PC can be proposed by a group of individuals with support of some MOs with the characteristics to have:

- A clear definition of the subject within IFToMM interest and mission
- A clear statement of activity contents and goals in agreement with IFToMM constitution and By-Laws
- A consistent number of proponent individuals from several MOs with documented experience in the proposed new TC/PC field
- A documented activity in the field but also with possibility to start IFToMM own activity

The proposal is evaluated by the IFToMM executive Council during an annual meeting and the activity of the new PC/TC will start immediately after.

#### **Procedure for the announcements in IFToMM webpage**

Announcements of information that can be of interest for the IFToMM Community can be submitted to the Chair of PC Communications. The Chair of PC Communications will consult the Secretary General who depending of the matter can approve the announcement or ask further opinion to the President and in the case to the whole EC. Once approved an announcement will be posted in the suitable item in the IFToMM webpage.

#### **Classification of IFToMM Journals**

Publications of IFToMM can be classified as:

- Technical Periodicals of TCs
- Technical Periodical of IFToMM MO
- Journal affiliate to IFToMM
- Newsletter
- Proceedings

#### **General version of Memorandum of Understanding (MoU) for IFToMM Journals**

Memorandum of Understanding  
Amongst Journal Publisher, Editor-in-Chief and IFToMM  
Pertaining to Journal <name>

This Memorandum of Understanding states the principles governing the relationship of “*name*” (the ‘Journal’), with the International Federation for the Promotion of Mechanism and Machine Science (‘IFToMM’).

Set out below are the terms and conditions under which the Journal will operate with effect from 1st January 2008:

- §1 IFToMM is and shall be the sponsor of the Journal and the owner of the IFToMM logo, seal and Journal name for each issue of the Journal (whether in print, electronic or in any other form).
- §2 IFToMM retains responsibilities, duties and rights with respect to matters concerning the appointment of the Editor-in-Chief and members of the Editorial Board.
- §3 The seal, logo, or other trade mark representing IFToMM, as designated by IFToMM, will be printed on the outside front cover and the title page of the Journal. The trade name, logo, seal and other identifying trademarks of IFToMM will continue to be owned by IFToMM. The same will be used by the Editor-in-Chief in the letterhead of all correspondence pertinent to the Journal.
- §4 The IFToMM contact officer is the Chair of IFToMM’s Permanent Commission for Publications. The current Chair of IFToMM’s Permanent Commission for Publications is

Name and address with the chair of the moment

The Publisher will be kept abreast of any change of incumbent for this position.  
The Publisher will appoint from its staff a publishing editor (the ‘Publishing Editor’). The Publishing Editor will be the principal point of contact at the Publisher for IFToMM and the Editor-in-Chief. The current Publishing Editor for the Journal is:

Name:  
Address:  
Phone  
Fax:  
Email:

IFToMM will be kept abreast of any change of incumbent for this position.  
[Insert line space]

- §5 IFToMM recognises that the current aims, scope and editorial policy of the Journal are as summarized in Appendix 1 (“The Aims & Scope”), and agrees that these are consistent with IFToMM’s mission. The Aims & Scope will be under the care of the Editor-In-Chief. Revision of the Aims & Scope and of any topics listed on the front cover will be agreed upon between the IFToMM Executive Council and the Editor-in-Chief, as matters arise, but shall in any case also be revised every two years. The IFToMM Executive Council shall have final approval over any changes to the Aims & Scope, any topics listed on the front cover of the Journal and the operating policies of the Journal, and shall not accept changes that it believes may be

detrimental to high-quality paper publishing within the Journal.

- §6 The Editor-In-Chief reports to and is appointed by (and may be removed by) the IFToMM Executive Council. Her or his duties include but are not limited to: (a) operating the journal to ensure a competitive ranking within all relevant research journals; (b) representing the Journal when reporting or reviewing matters with IFToMM; and (c) conveying information to improve the quality and/or operation of the Journal.
- §7 The members of the Editorial Board for the Journal will be selected and reviewed by the Editor-in-Chief and finally approved by IFToMM Executive Council. The members of the Editorial Board will be selected on the basis of academic expertise and standing within the research community, knowledge of the subject matter, reflection of the actual or anticipated geographical scope of the research discipline of the Journal, the expected positive impact on the number and quality of papers submitted, and for assistance in the refereeing process.
- §8 The Publisher will be responsible for all handling and fulfilling of subscription orders to the Journal, including subscriptions of individuals affiliated with IFToMM's Member Organizations, henceforth referred to as "Individual Members", and of subscribers at large, and will retain ownership of the subscriber list. The Journal publishes one volume of at least two issues annually. The subscription rates of the Journal shall be determined by the Publisher. The Publisher shall review annually its subscription rates for Individual Members and inform IFToMM Executive Council within the Editor-in-Chief's annual report.
- §9 Individual Members will in general make subscription payments directly to the Publisher, and will be required to provide details of their respective IFToMM Member Organization's status.
- §10 During the term of this Memorandum of Understanding, IFToMM will receive a complimentary subscription to the Journal for archival purposes. Each complimentary issue should be sent by the Publisher to the IFToMM Archive (CISM, Piazza Garibaldi 18 - 33100 Udine, Italy). The Publisher will also during the term make available up to a maximum of 12 black & white pages per volume (i.e. 12 pages total per year and not more than a maximum of 6 pages per issue) to IFToMM, free-of-charge, for publicising its events and conveying pertinent information. This information will be routed to the Editor-in-Chief and to the Publisher via the IFToMM contact officer.
- §11 IFToMM will promote the Journal amongst its members and related research communities, will encourage the submission of articles by its members, and will include regular prominent advertisements or text announcements including the Journal's scope and home page URL, and information on the subscription rate for IFToMM members in the IFToMM Newsletter, website and other publicity material, free of charge. The IFToMM URL will be included to encourage the publisher to update the link to IFToMM home page <http://www.iftomm.org>
- §12 This Memorandum of Understanding will run for an initial term of four years from 1st January 2008. Thereafter, the Memorandum of Understanding will be renewed automatically for four-year periods unless either IFToMM or the Publisher gives notice in writing at least six months before the end of the period in which it wishes to end this Memorandum of Understanding. However, either IFToMM or the Publisher may also end the Memorandum of Understanding prior to the end of a relevant period if the other party has failed to perform any of its important obligations as described in this Memorandum of Understanding.

If you are in agreement with these terms, please sign three originals.

I agree to the terms set forth above

:

.....  
The Editor –in-Chief

Name

address

Date: \_\_\_\_\_

.....  
The Publishing Editor

Name

address

Date: \_\_\_\_\_

.....  
The President of IFToMM

Name

address

Date: \_\_\_\_\_

### **Procedure for patronage and support of conferences by IFToMM**

Any IFToMM member, any IFToMM Permanent Commission, and any IFToMM Technical Committee are entitled to organize conference events under the auspices/patronage of IFToMM.

However the following procedure is required to obtain formal approval and at least authorization of using IFToMM logo.

A proponent will submit a written proposal with at least one year in advance to the event, to the IFToMM Secretary General who will bring the proposal to the attention to IFToMM Executive Council with supporting information and a recommendation. The IFToMM Executive Council will make a final decision on whether to support sponsorship, co-sponsorship or collaboration during its annual meeting, or as a result of an email vote. The Secretary General will communicate the decision of the Executive Council to the proponent and to the Chair of the PC Communications in order to post conference information on the IFToMM webpage.

In particular, proposals that also request financial support from IFToMM must be advocated by either the Chair of the corresponding IFToMM member, an IFToMM Permanent Commission, or an IFToMM Technical Committee. IFToMM financial support will depend on the judgement of the IFToMM Executive Council, after a recommendation by the IFToMM Treasurer with the condition of return of part or the full amount of the given support after the conference event. Any funding provided by IFToMM will be routed through the most relevant Technical Committee or Permanent Commission. An accounting of the expenditure of the given IFToMM support must be submitted by the conference organizers to the IFToMM Treasurer within three months of the end of the event.

The organizers of any conference event, that has received IFToMM sponsorship, co-sponsorship or collaboration, with or without financial support, will send a copy of the proceedings or published material from the conference to the IFToMM archive e within three months of the end of the event, with notification to the Secretary General, and the Chair of the Permanent Commission for History of MMS.

The form is enclosed in the Appendix n. 1 together with an agreement to be signed once the sponsorship is approved by the IFToMM executive Council.

### **Procedure for indexing the Proceedings of IFToMM sponsored Conferences**

The proceedings of IFToMM sponsored conferences will be indexed in EI and/or SCI index frames on charge of the conference organizers, who will schedule and document the indexing in the conference sponsorship form.

### **Template for papers in IFToMM sponsored conferences**

The format of the papers in the proceedings of IFToMM sponsored conferences will follow desirably the guidelines and template that has been adopted for the IFToMM World conferences (see Appendix n.4)

### **Manual and Procedure for IFToMM Honors and Awards**

See the enclosed Appendix n.2

### **Procedure for ceremony with for IFToMM Honors and Awards**

A ceremony for the presentation of IFToMM honors and awards will be usually scheduled during the conference banquet with the following preferable schedule:

- short speech on IFToMM honors and awards by an EC member
- short presentation of each recipient by nominators
- delivery of IFToMM honors and awards to each recipient
- short speech by each recipient

### **Advises for IFToMM World Congress**

See enclosed Appendix n.3

### **Categories for IFToMM best paper awards at IFToMM sponsored conferences**

It is desirable to plan best paper awards at IFToMM sponsored conference at least with the following categories:

- best research paper
- best paper on application & practice
- best paper on industry/professional links
- best paper on formation activity

In addition, if possible for each category can be planned awards for young researchers (under the age of 36 years in the year) and for regular papers.

In the IFToMM world Congress and in multi-thematic conferences it is desirable to have the above categories as related to the topics of the IFToMM technical committees, when a suitable consistent number of papers are presented. For each award topic the corresponding IFToMM technical committee will be responsible to appoint an Award committee in coordination with the conference organizing committee. Each award committee will be composed at least by one member of the conference organizing committee and one member of IFToMM technical committee, who will be the chair of the Award committee.

The best paper awards will be provided with prizes or gifts, if available, and by a certificate having a common format similarly to the diplomas for the IFToMM Honors and awards (see Appendix 2). The certificates will be issued by the Conference Organizing Committee in due time and a ceremony will be schedule during the conference banquet or another social event of the conference.

### **Procedure for application of differentiated conference fees**

The following procedure for the application of differentiated conference fees is suggested:

#### *For IFToMM World Congresses*

1. The conference secretariat for the IFToMM World Congress should, in the first instance, contact the IFToMM Treasurer to ascertain the current MO subscription arrears situation;
2. The conference secretariat for the IFToMM World Congress should then be able to refer to the (Treasurer) supplied list of MO arrears to determine the appropriate fee level for any individual delegate;
3. Each delegate who wishes to register at the IFToMM World Congress should be expected to state whether or not they are affiliated/associated with a particular IFToMM MO;
4. If the delegate is not associated/affiliated with an IFToMM MO then their Registration Fee is set at the standard level (US\$ xxx);
5. If the delegate is associated/affiliated with an IFToMM MO that is in serious subscription arrears then their Registration Fee is set at the standard level (US\$ xxx);
6. If the delegate is associated/affiliated with an IFToMM MO that is not in serious arrears then their Registration Fee is set at the reduced level (US\$ xxx-50);

*For other IFToMM supported conferences*

1. The conference secretariat for the IFToMM supported conference should, in the first instance, contact the IFToMM Treasurer to ascertain the current MO subscription arrears situation;
2. The conference secretariat for the IFToMM supported conference should then be able to refer to the (Treasurer) supplied list of MO arrears to determine the appropriate fee level for any individual delegate;
3. Each delegate who wishes to register at the IFToMM supported conference should be expected to state whether or not they are affiliated/associated with a particular IFToMM MO;
4. If the delegate is not associated/affiliated with an IFToMM MO then their Registration Fee is set at the standard level (US\$ yyy);
5. If the delegate is associated/affiliated with an IFToMM MO that is in serious subscription arrears then their Registration Fee is set at the standard level (US\$ yyy);
6. If the delegate is associated/affiliated with an IFToMM MO that is not in serious arrears then their Registration Fee is set at the reduced level (US\$ yyy-20);

**Procedure for the Transfer of Extra Income to IFToMM Bank Account**

The following procedure for the transfer (to the IFToMM bank account) of the extra income accrued following the application of differentiated conference fees is suggested:

*For IFToMM World Congresses*

1. The conference secretariat for the IFToMM World Congress should maintain a record of the number of delegates (say,  $n$ ) who have registered and who either are not associated/affiliated with an IFToMM MO, or are associated/affiliated with an IFToMM MO that is in serious arrears;
2. The conference secretariat for the IFToMM World Congress should then be able to calculate easily the extra fee income from these delegates as US\$  $n \times xxx$  and this amount should then be returned (preferably) electronically to the IFToMM bank account via the Treasurer soon after the end of the Congress.

*For other IFToMM supported conferences*

1. The conference secretariat for the IFToMM supported conference should maintain a record of the number of delegates (say,  $m$ ) who have registered and who either are not associated/affiliated with an IFToMM MO, or are associated/affiliated with an IFToMM MO that is in serious arrears;
2. The conference secretariat for the IFToMM supported conference should then be able to calculate easily the extra fee income from these delegates as US\$  $m \times yyy$  and this amount should then be returned (preferably) electronically to the IFToMM bank account via the Treasurer soon after the end of the conference.

**Operation of Working Groups**

Working Groups (WG) can be established by the President with EC members and other IFToMM officers in order to study a specific matter that cannot be solved at the EC meeting. In general, a WG is established during a EC meeting and will last at the time of the next EC meeting. The period of the WG work can be extended upon considerations of the President but cannot last more than three years. The WG will be coordinated by a person acting as Chair of the WG. The duty of a WG consists in studying the matter and proposing possible solutions in a written report that EC will consider for the final decision for required actions.

**Networking**

Networking can be planned with a continuous action by an EC permanent Working Group that is composed by the President, Secretary General, and an EC member with WG secretary duties with a continuous action for leadership and promotion of initiatives and negotiations as related to the networking tasks. The networking activity will be aimed for the following main tasks:

It works out relations with international and national scientific federations, unions and communities by means of:

- promotion of joint organization of congresses, conferences, symposiums and scientific schools;
- promotion of mutual support of young scientists;
- joint representation and coordination in large international intergovernmental organizations.

It works out relations with industry organizations by means of:

- Promotion of contacts and joint initiatives

It works out relations with scientific and educational institutions by means of:

- participation in stimulation and preparation of scientific programs and projects;
- participation in stimulation and preparation of educational programs to increase the educational level in the field of MMS.

### **Forms for reports**

The following forms are recommended in order to have documents with a common format and content for activity comparison and evaluation:

- Form Candidature for IFToMM World Congress
- FORM for list of the TC-PC members
- IFToMM conference/tutorial sponsorship Form
- IFToMM PC-TC Report form
- IFToMM PC-TC Budget Report form
- Short REPORT form IFToMM Member Organizations

The forms are enclosed in Appendix n.1

### **Schedule of IFToMM supported conferences**

In the year of an IFToMM World Congress other IFToMM supported conferences should not normally be held within three months before or three months after the dates of the IFToMM World Congress.

### **IFToMM international student Olympiad**

A student Olympiad is organized following the regulations in Appendix n.5.

### **Late PC-TC reports**

Annual reports sent by PCs, and TCs Chairs after the deadline (30 days previous to the EC meeting) will be suspended.

### **Donation procedure and donators list**

A donation will be accepted through the following procedure:

- an offer of a donator is presented to the Executive Council, who will evaluate its acceptance in agreement with the mission of IFToMM
- the donation is received by the treasurer
- a diploma is delivered to the donator and her/his name is added to the list of donators with anonym upon donator's request.

List of donators:

2008 China-Taipei

### **Manual For IFToMM Best Paper Awards**

## 1. Introduction

The awards bestowed by the IFToMM community on its colleagues in the field of MMS are an important and valuable method of showing appreciation for outstanding contributions made toward increasing technical knowledge, improving understanding, or achieving noteworthy scientific application. The International Scientific Committees for IFToMM Best Paper Awards understand and appreciate the amount of work required and is deeply grateful to nominators and evaluators for their service to the IFToMM Community.

This manual describes, in Section 2:

The three IFToMM best paper awards for:

- Research;
- Application;
- Student paper.

. and in Section 3, the procedures for nomination and evaluation.

At each IFToMM sponsored conference event awards may be granted. A complete award package will be forwarded, preferably by e-mail, in due time, to the Coordinator of the Scientific Committee of an IFToMM sponsored conference event.

Each IFToMM Best Paper Award will consist of a personalized diploma (see Appendix) and possibly a gift depending on the budget availability of the organizing committee of the IFToMM sponsored conference event. If several individuals are co-authors of a winning paper the award will be shared by having a diploma for each author but the gift will be shared amongst the authors. If a paper is selected for the Best Student Paper Award and has more than one young researcher in the author's group, all young researchers will share the award gift.

## 2. The Three Different Best Paper Awards

IFToMM has three different awards established to recognize individuals, working in the area of MMS or coming within the IFToMM community to present their achievements in one IFToMM sponsored conference event. These are:

### *Research Best Paper*

The IFToMM Best Paper *Research* Award recognizes a significant achievement in MMS. The achievement must be an important advance upon which subsequent work has been built, or is expected to be built. It may be an invention, a development with theoretical contributions, or a software artefact.

### *Application Best Paper*

The IFToMM Best Paper *Application* Award recognizes a significant application of MMS. The application must be an important advance that has been applied with successful results in a practical implementation. It may be a methodology, a technique, a design solution, a research implementation with validated results, performances, and applicability that are demonstrated with real systems.

### *Student Best Paper*

The IFToMM Best Paper *Student* Award recognizes a significant achievement of a student-based work in MMS. The achievement must be an important result of student work upon which subsequent work has been built, or is expected to be built. It may be a result of a young author (preferably a PhD student) alone or a result of a team in which one or more young authors had an

essential role. A certificate will be provided by the candidate(s) to state the student status and the relevance of the student contribution in the team work. A young author will be considered to be less than 35 years old.

### 3. The procedure for nomination and evaluation

An Award Committee will be organized to complete the evaluation process during an IFToMM sponsored conference event by assisting with the presentation of the candidate papers. Setting the deadline for the procedure is a duty of the Award Committee that will complete the selection and evaluation during the IFToMM sponsored conference event but in time before the Award Ceremony held at the Conference banquet.

The Award Committee will be composed of at least four people as follows: one, who will be the chair of the Award Committee, from a corresponding IFToMM body (TC, PC or MO); one from the Local Organizing Committee of the IFToMM sponsored conference event; two other independent experts, who need not be from the IFToMM community.

The nomination and appointment of the members of the Award Committee will be discussed and decided by the Organizing Committee of the IFToMM sponsored conference event, in due advance of the time of the IFToMM conference event. A pre-selection can be considered by using the results of the reviewing process for the acceptance of papers for a conference.

General necessary conditions for the paper selection are the following:

- Candidate papers must be scheduled and presented at the IFToMM sponsored conference event in the days before the Award Ceremony
- Candidate papers will be pre-selected during the reviewing process with a final judgment by the Award Committee
- No person who is in the Award Committee may be considered for award nomination.

The decision for a best paper award is made by a majority vote in the Award Committee, although it is preferable to have a unanimous consensus, by considering the above-mentioned necessary conditions and the awarding specifications in section 2.

#### Annex – Template of the Award Diploma



LOGO OF THE CONFERENCE AND OR THE ORGANIZING BODY

**The International Federation for the Promotion of Mechanism and Machine Science  
at the ...name of the conference .....**

**presents a Best Paper Award to**

*name of recipient(s)*

In testimony of significant achievements in Research/Application/ Student Work to advancing the state of knowledge in the field of mechanisms and machine science.

name:  
President of the Award Committee

name:  
Chair of the Conference Organizing Committee

**Date:**

## **GUIDELINES FOR IFToMM WORLD CONGRESS**

The aim of this guidelines document is to provide general indications to have common frames and outputs for IFToMM World Congresses. Local constraints should not affect the generalities of those indications in order to preserve the IFToMM character of the congress event. Details will be referred to the 2007 document for Congress advices. Any adjustment and update will be coordinated with the Executive Council and must be approved by the Executive Council both in temporary solutions and final modifications.

- Composition and roles of Organizing Committee
- Webpage and Call for Papers
- Congress Organization
- Deadlines and Submission procedure
- Promotion of paper submission
- Review process
- Registration procedure and fees
- Best Paper Awards and Awards Committee
- Congress program
- Sponsors, grants, and exhibition
- Accommodation and Transportation
- Reports

### **Composition and roles of Organizing Committee**

The Organizing Committee will be composed at least by:

- General Chair, who is responsible in front of General Assembly and Executive Council for which she/he is corresponding person; she/he will be in strict contact with the Chair of Member Organization hosting Congress.
- Program Chair, who is responsible of the programming of the Congress with scientific and social events, including the call for papers, establishment of invited sessions, organisation of tutorials, and supervision of the review process.
- Local Chair, who is responsible for local logistics and event programs during the Congress, including exhibition sections.
- Administration Chair, who is responsible of administration affairs and budget reports.
- Communication Chair, who is responsible of publication and of communication means, like secretariat, web page, and paper submission promotion.
- Chair for Transportation & Visa, who is responsible for providing frames for transportation during the Congress and facilitating VISA to Congress participants in due advance.
- Chair of Awards Committee, who is responsible of the procedure for the Best Paper Awards of the Congress. This chair can be a person independent of the Organizing Committee but will be linked to it.

The above Chairs will be coordinated by the General Chair and they will share the responsibility of the Congress organization.

### **Webpage and Call for Papers**

Web page will be started immediately after the approval of the Congress candidature by General Assembly and will be kept updated continuously. Call for Papers will be prepared and launched at least 3 years before the Congress with the standard format and content of previous Congress.

### **Congress Organization**

Congress Organization will report to the Executive Council every year. Main aspects of it will consist of a scientific program, including at least 3 key note speakers, and social program with possible technical visits, even after the Congress. Exhibition programme will be planned by inviting companies, publishers, research institutions to have spots during the Congress. Keynote speakers will be approved by the Executive Council within an annual report and will be announced within the Congress programs.

### **Deadlines and Submission procedure**

Deadlines will be fixed with the following schedule:

Full paper submission: 9 – 7 months before the Congress

Review output: 7 – 5 months before the Congress

Final paper submission: 5 – 4 months before the Congress

Final acceptances judgement: 4 – 3 months before the Congress

Submission will be worked out through a web system within the Congress Webpage. Full papers only will be solicited with a format according to IFToMM template in EC regulations. Proceedings will be made as CD, but printed copies must be available and one proceedings set will be sent to IFToMM Archive.

### **Promotion of paper submission**

The Communication Chair in the Organizing Committee is responsible to promote the paper submission by all means. Each TC Chair has duty to organize regular and/or special sessions and exchange the status with the General Chair and the Executive Council at least 12 months before the congress. A TC Chair is also responsible for invited speakers for the organized sessions. The term “organize” means to contact or invite potential authors to submit the paper in due time. Each Member Organization Chair will announce the Call for Papers to its members and encourage the paper submission since the launch of the first Call for Papers. Each IFToMM conference, symposium and workshop should also promote the World Congress by post of call for papers copies and verbal announcement during the event.

### **Review process**

The Review process will be handled under responsibility of Program Chair in coordination with the TC chairs. TC Chairs will handle group of papers in the fields of TC interests. Review will be planned according to the following plan: Paper transfer to TC chair: 8 – 7 months before the Congress

Review output from TC chair: 7 – 6 months before the Congress

Final review judgement: 4-3 months before the Congress

If necessary, the final acceptance judgement will be asked also by the TC Chair.

A TC Chair will distribute papers for review among TC members. In case a TC member will not reply in time the TC Chair will work the paper review by herself/himself to fulfill the review deadline. In case a TC Chair will not reply in time the Program Chair will organize a quick review with suitable reviewers at her/his hands. At least two reviews per papers will be provided.

### **Registration procedure and fees**

Registration schedule will be linked to paper submission timing with the deadline of the final paper acceptance. Registration will be handled via web through the Congress webpage.

Fees will be fixed in agreement with IFToMM rules with reduced fee for MO affiliated individuals, after approval by General Assembly and in case of update by the Executive Council.

### **Best Paper Awards and Awards Committee**

Congress Best Paper Awards will be scheduled as indicated in the Manual of the EC regulations. If possible, Awards can be scheduled also for specific areas in coordination with TCs and for subjects that are supported by external supporters, like publishers, companies, and institutions. Awards Committee Members will be appointed by the Executive Council at the latest one year in advance of the Congress by considering nominations made by the Chair of Awards Committee in coordination also with the supporting above-mentioned bodies. Paper selection will be communicated also to the Executive Council and final decision will be made by the corresponding Awards Committee after presentations of the papers. The Award ceremony will be scheduled during the Congress banquet with the following sequence: Best Paper awards, IFToMM awards, and IFToMM honorary memberships. The Award Ceremony will be coordinated with the IFToMM President for a proper timing and recipient presentations.

### **Congress program**

Congress Program will be fixed as a preliminary program at least two years in advance and will be posted in the Congress webpage. Final program will be fixed at the latest 3 months before the Congress and will be posted in both Congress and IFToMM webpages. Both programs will be approved by the Executive Council.

In the Program the following IFToMM events will be scheduled:

Executive Council meeting in one day before the Congress and half day just after the Congress;

General Assembly with a time duration of three hours, after Congress sessions and before the Congress banquet, during the day before the last day of the Congress.

### **Sponsors, grants, and exhibition**

Sponsors, grants, and exhibition will be solicited by the Organizing Committee since just after the approval of the Congress in coordination with the Executive Council. IFToMM Young Delegate Program will be advertised together with other grants that are supported by other entities.

An Exhibition will be planned including preferably publishers, centres of research, and companies.

### **Accommodation and Transportation**

Accommodation for participants will be planned in due advance and will be posted in the congress webpage since the preliminary program. Hotels and accommodation sites with maps will be offered at different suitable levels. Maps and infos will be available in the congress webpage since the start of the webpage.

Transportation facilities from/to accommodation sites and conference venue will be planned during the congress. Possibly, pick-up service will be planned from/to the airport near the congress city.

### **Reports**

Reports will be prepared on duty of the General Chair with the help of members of the Organizing Committee. Reports

will be submitted and presented preferably by the General Chair at the EC meetings. Reports will illustrate the advances of the organization, results and problems.

## **APPENDICES**

### **Appendices n.1 – Forms**

- Form Candidature for IFToMM World Congress  
**To be concluded**
- FORM for list of the TC-PC members  
[FORM for the list of PC-TC members.doc](#)
- IFToMM conference/tutorial sponsorship Form  
[IFToMM conference-tutorial sponsorship form.doc](#)
- IFToMM PC-TC Report form  
[IFToMM TC PC report form.doc](#)
- IFToMM PC-TC Budget Report form  
[TC-PC Budget report form.doc](#)
- Short REPORT form for IFToMM Member Organizations  
[Short report from IFToMM Member Organization.doc](#)

### **Appendices n.2 – Manual and Procedure for IFToMM Honors and Awards**

See separate document

[http://www.iftomm.org/index.php?option=com\\_content&view=article&id=15&Itemid=104](http://www.iftomm.org/index.php?option=com_content&view=article&id=15&Itemid=104)

### **Appendices n.3 – Advises for IFToMM World Congress**

See separate document

<http://www.iftomm.org/files/regulations/Appendix%203%20-%20ADVICES%20FOR%20IFToMM%20WORLD%20CONGRESS/how%20to%20organize%20a%20iftomm%20world%20congress%20-july%202007.pdf>

### **Appendices n.4: Template and guidelines for papers in IFToMM sponsored conferences**

See separate document

[http://www.iftomm.org/index.php?option=com\\_content&view=article&catid=9&id=16](http://www.iftomm.org/index.php?option=com_content&view=article&catid=9&id=16)

### **Appendices n.5: Student Olympiad regulations**

See separate document

[http://www.iftomm.org/index.php?option=com\\_content&view=article&id=15&Itemid=104](http://www.iftomm.org/index.php?option=com_content&view=article&id=15&Itemid=104)