

The Federation of European Materials Societies: Networking for European Materials Scientists and Engineers

Information package for the organisation of the 2025 FEMS EUROMAT conference

What is FEMS?

In June 1986, The Institute of Metals in London (IOM), the German Society for Metals (DGM) and the French Society for Metallurgy (SFM) agreed the need for European metals and materials societies to act more in concert and behave in a generally more 'European' manner. After a few meetings, a Memorandum of Understanding was signed in January 1987 to form the Federation of European Materials Societies. The first FEMS General Assembly took place in Paris on 11 December 1987, with IOM, SFM and DGM as the three founder members. In the years that followed, membership of FEMS increased steadily and by 1993 there were fourteen full members in thirteen different countries.

FEMS is a non-profit association of 27 European Materials societies and associations covering science and engineering in various fields including metals, polymers, ceramics, composites, glasses, nano - and bio - materials.

The aims of the association are:

- Promote the wide dissemination of scientific, technical and other knowledge relating to materials.
- To facilitate the communication and exchange of information between its members.
- To co-ordinate the activities of member societies in order to make optimum use of resources.
- To ensure optimum visibility of materials science and engineering in governmental and non-governmental organisations, in the economy and in the academic environment.
- Contribute to developing links and collaboration between RTOs and industry

FEMS Events

The two main FEMS events are the FEMS EUROMAT and FEMS JUNIOR EUROMAT conferences.

The FEMS EUROMAT Conference, associated industrial exhibitions and job fairs take place every two years (odd years). The first FEMS EUROMAT was held in Aachen (1989) and have since been organised every 2 years in September; Cambridge, UK (1991), Paris, France (1993), Padua, Italy (1995), Maastricht, The Netherlands (1997), Munich, Germany (1999), Rimini, Italy (2001), Lausanne, Switzerland (2003), Prague, Czech Republic (2005), Nurnberg, Germany (2009), Glasgow, UK (2009), Montpellier, France (2011), Seville, Spain (2013), Warsaw, Poland (2015), Thessaloniki, Greece (2017), and Stockholm, Sweden (2019), with future conferences confirmed in Gratz, Austria (2021) and Dresden, Germany (2023). The number of participants of these conferences started in the 90's with about 800 and reached in excess of 2,100 participants in 2017. The average number is about 1,500 participants.

FEMS as initiator of EUROMAT Conferences controls the events, but grants the right to a FEMS Member Society in the country hosting EUROMAT to act as a single Managing Society for organizing the event.

This document is aimed at helping FEMS Member Societies to apply for the organisation of such a conference.

The Tutorial Program is key in FEMS EUROMAT. A Tutorial Program according to the Guidelines given in Annex III should therefore be included.

A Call for tender, for FEMS EUROMAT is launched every second year, for the conference to be held five years ahead. The FEMS Executive Secretariat sends out a Call for Tender the year before the decision takes place. All applications should be sent by e-mail to the FEMS Executive Secretariat (secretary@fems.org) by the deadline mentioned in the Call for Tender. At the FEMS Executive Meeting, which takes place in June-July of the following year, the best proposals (selected by the Executive Committee) will be invited to present their ideas and the best candidate will then be ratified the General Assembly of FEMS.

Any Member Society can apply to become the organisation in charge (Managing Society) of the FEMS JUNIOR EUROMAT. To be eligible as organizer, the Member Society must have been an active member of FEMS for at least the last three years, including being up to date with FEMS membership fee payments.

WHAT MEMBER SOCIETIES SHOULD BE AWARE OF FOR FEMS EUROMAT

Structure and Scientific Organization

Duration. FEMS EUROMAT Conferences will normally be held over five days, starting on Sunday and ending on Thursday. Any other proposal for the duration should be agreed with the FEMS Executive Committee.

Scientific Organisation. The conference is based on a scientific programme sub-structured into Thematic Sessions covering all the areas defined in the EUROMAT series, with each Symposium normally including several oral sessions, plus a number of posters¹.

Area A: Functional and Smart Materials

Area B: Structural Materials

Area C: Processing

Area D: Modelling and Characterization

Area E: Raw Materials, Sustainability and Circular Economy

Area F: Biomaterials for Healthcare

Area G: Education and Technology Transfer

Area H: Raw Materials, Sustainability and Circular Economy

Area I: Bio-based and Natural Materials

Scientific Committee (SC). A Scientific Committee will be composed by a Chair, Co-chair and one responsible for each of the areas out of the expertise of Chair and co-Chair. SC members will be reputed researchers with a broad range of scientific expertise within materials science (pure, applied and industrial) and will solely be responsible for the content and the speakers of this programme. The Managing Society can nominate a maximum of four of the members; the other members including the Chair (and co-Chair if applicable) of the Conference are defined by the FEMS Executive Committee in accordance with the Managing Society. A certain time schedule for the call for papers (oral and poster), the evaluation and other administrative dates, mentioned in the contract should be respected.

Contractual Situation. The applying Member Society has to respect the agreement under which the 2025 FEMS EUROMAT conference will take place. This concerns especially the deadlines for the various tasks, deliverables and payment. In case the deadlines are not respected, and by this fact the conference has fewer participants (the average number of participants of the last 3 years is 1,700 with a minimum of 1,500), therefore the FEMS income is less, the Managing Society is liable and may be required to pay a fee which will be agreed between FEMS and the Managing Society in the contract.

¹ In the call for papers the topics/ keywords included in each area will be explicitly mentioned to ease the session organization.

The commission will be paid to FEMS after the conference, corresponding to a proportion of the income generated by delegate registrations plus a fixed amount. This commission will be defined in the legally defined contract between FEMS and the Managing Society which governs also this commission per delegate for FEMS.

As an estimation, the fee will be calculated as a fixed part and a variable amount linked to the number of delegates. The fixed amount would range between 20,000 and 30,000€ and the amount per delegate at 25.00€/pax. It may be taken into account that around 30% of delegates are expected to be students, therefore registered with a reduced fee. A reduction in the fee to be paid to FEMS per student delegate could be considered, as far as the income for FEMS based on the total number of delegates is no less than 45,000€. Only PhD and MSc students are eligible for the reduction.

In the final agreement, one of the two formulae below should be selected:

i.e. based on 1,000 delegates (30% students)

Formula A FEMS income = 20,000€ + 25.00€ * 1000 = 45,000€

Formula B FEMS income = 30,000€ + 10.00€ * 300 + 25.00€ * 700 = 45,500€

The Industrial Exhibition, Jobs Fair (optional) and Tutorials are also to be agreed in the frame of the contract between FEMS and the Managing Society. A percentage (typically 7.5%) of the income in the aforementioned events might be part of the commission to FEMS is established in the contract.

Administrative Organisation. A Management Committee (MC) will be nominated by the Managing Society to supervise the organisation and administration of the conference. The Management Committee will work in close cooperation with FEMS and the Scientific Committee, and would be responsible for preparing a final business plan including a conference budget.

Promotion. FEMS will facilitate advertising of the 2025 FEMS EUROMAT Conference on its website and through flyers at different occasions including previous 2023 FEMS EUROMAT and 2024 FEMS JUNIOR EUROMAT conferences. The flyers should be prepared by the Managing Society and delivered to the FEMS Executive Secretary. It is the task of the Managing Society to set up a website (i.e. www.EUROMAT20XX.fems.eu or any other agreed with FEMS) to advertise 2025 FEMS EUROMAT (deadlines as agreed in the contract). FEMS will supply a mailshot database containing contact information for prospective 2025 FEMS EUROMAT delegates (from previous conferences). This should be updated at each of the conferences in a well-defined format containing the following information: First and Last name of the delegate, Organisation and address, e-mail, membership information (of FEMS Member Society) and if possible the interest in a special topic of the conference (through the abstract application).

The Managing Society is fully responsible for being in full compliance with the European General Data Protection Regulation (GDPR), not only in using the FEMS mailshot database, yet in handling all the information that is acquired from FEMS, participants to 2025 FEMS EUROMAT, partners, subcontractors etc. This equally applies to the management of all information on social media, in the front- and back office of the 2025 FEMS website, etc.

ANNEXES

I.- Proforma for bidding organizations: 2025 FEMS EUROMAT

II.- Guidelines for Symposium organizers: 2025 FEMS EUROMAT

III.- Guide for Tutorials

ANNEX I: PRO FORMA FOR BIDDING ORGANISATIONS: 2025 FEMS EUROMAT

In total the tender document should be no more than 18 pages plus copies of accounts. No brochures of the venue or area are required.

1. Details for the planned FEMS EUROMAT²

Please provide detailed information on the requirements listed below (including a map of the venue).

a. Conference/ Meeting venue

- Well located in or nearby the city and easily accessed by public transportation and an international airport.
- Provide for a combination of large conference halls with proper audio visual infrastructure (for > 250 people for plenary lectures), medium-size meeting rooms (3 to 5 rooms each for at least 60 people), event hall(s) for expositions, poster sessions (> 150 Posters), coffee breaks and lunches (optional).
- Have technical and presentation facilities and information on free wireless internet access.
- Offer a conference 'app'.
- Offer special 'seminar packages' to include rates for room rental, meals and accommodation (if required).
- The estimation of rooms and room capacity are made on the basis of a conference structure with 7 thematic areas plus a transversal one, with 4 to 5 Symposia each, most of them running along half the conference to allow attendance for either half of the conference.
- A map of the venue with the indication of the capacity of the different rooms/ spaces available for the conference must be included.
- Details on the transportation networks from the suggested accommodation places to the venue should be included.

b. Accommodation

Please provide details of hotels, youth hostels, etc.

c. Dates / Duration

The duration of the Conference is 5 days from Sunday to Thursday unless otherwise agreed with FEMS. Please provide a list of other events which would overlap. It is important to academic participants that the conference takes place the first two weeks in September.

The conference will be scheduled in two halves with the first half from Sunday to Wednesday and the second from Tuesday to Thursday so that delegates can opt from either half or the full conference. The same format should also apply to the Symposia schedule.

² Maximum of 11 pages (4 pages for venue, 1 page for dates/calendar, 1 page for maps/ locations, 2 pages for participants' details, social events & the proposed charge rates for these, 3 pages for preliminary budget & marketing/communications plan

d. Calendar of key dates & deadlines

Conference date: September 2025

First announcement: September 2023

Call for Symposia: January 2024 – 1 April 2024

Conference structure uploaded to the website: Autumn 2024

Call for papers: October 2024- End January 2025

e. Expected number of participants, delegates and exhibitors

f. Participant profile (%)

| Academics (Senior) | Academics (Students) | Industry |
|--------------------|----------------------|----------|
|--------------------|----------------------|----------|

g. Registration fees

| | Early Registration | | Late Registration | |
|-----------------------|--------------------|-------------|-------------------|-------------|
| | FEMS members | Non-members | FEMS members | Non-members |
| Academic (full conf.) | | | | |
| Academic (half conf.) | | | | |
| Student | | | | |
| Industry (full conf.) | | | | |
| Industry (half conf.) | | | | |

Please note that the FEMS member fee should be 20% lower than the Non-member fee.

h. Budget

Please include a preliminary budget according to the expected number of delegates.

i. Social events

Please provide details of social events to be held during the conference.

2. Scientific programme³

Please provide detailed information on the requirements listed below

a. Title

Suggest a short title for the conference.

b. Student events

Information of special events for students.

c. Tutorials

Information on the planned Tutorials (i.e. time, venue, etc.).

3. Information on the Organising FEMS Member Society⁴

Please provide detailed information on the requirements listed below

a. Member Society

President's name, Member Society (postal address, telephone number and address), Management (information on board members), total membership, annual budget.

b. Member Society contacts

Information on those in charge of negotiating with FEMS.

c. PCO

Information on the PCO. Please note that this will subject to the pending changes in the FEMS Core Structure.

c. Member Society previous events

Information on previous events organised by the Member Society.

| Event | Date | Number of participants ⁵ |
|-------|------|-------------------------------------|
| | | |

Please note that the bid document should not exceed 18 pages, including copies of the Member Society accounts.

No brochures of the venue are necessary.

³ Maximum of 11 pages (4 pages for venue, 1 page for dates/calendar, 1 page for maps/ locations, 2 pages for participants' details, social events & the proposed charge rates for these, 3 pages for preliminary budget & marketing/communications plan

⁴ Maximum of 3 pages

⁵ More field can be added if necessary

MAIN SELECTION CRITERIA

- **Budget**

The preliminary budget should be realistic and take into consideration different options (i.e. different numbers of participants, sponsors, venue, etc.).

- **Programme**

Structured ideas for the scientific programme and plenary sessions, sponsorship, exhibition and tutorials.

- **Venue**

The venue should be attractive and original. It should be described in comprehensive detail; room capacity and availability, location (facility to jump between symposia), facilities for FEMS meetings, discussion groups or informal meetings and posters.

- **Accommodation**

Accommodation details: sufficient number of hotels at a reasonable price within a walking distance or well connected to the venue by public transport.

- **Experience and reputation in organising similar events.**

- **Marketing plan.**

ANNEX II: GUIDELINES FOR SYMPOSIUM ORGANIZERS: 2025 FEMS EUROMAT

EUROMAT CONFERENCES

Guidelines for Area Co-ordinators & Symposia Organises

The present document provides guidelines to Area Co-ordinators & Symposia Organisers regarding the required level of involvement and their duties, while in parallel a fee waivers policy is described, aiming at achieving the viability of topics/symposia, as well as the widest possible participation in 2025 FEMS EUROMAT. The document is divided in two parts:

Guidelines for Area Co-ordinators, Topics/Symposia Organisers

Area Co-ordinators

- Define the Topics to be included in the Area. The suggested number of Symposia to be included in each Area is 5, but the Scientific Committee (SC) has the last word.
- Co-ordinate the structure of the topics (e.g. Symposia break-down, progress of abstract collection, corrective actions, etc.).
- liaise with Management Committee (MC), FEMS and SC in order to propose potential plenary speakers.
- Initiate and supervise 'Call for Symposia' to define Symposia within their Topic (3 to 5 Symposia per area).
- Select Symposia Organisers.
- Monitor the progress of each symposium.
- Liaise with Symposia Organisers to ensure the viability of the topic, hence the viability of the Symposia, and propose corrective actions if necessary (i.e. merging of Symposia, replacement of a Symposium with a new one, etc.). In rough numbers, for Symposia to be considered as viable, should attract at least 40-45 abstracts and each area should include at least 130 abstracts.
- Oversee the review process within the topic (in collaboration with the Symposium organisers).

Symposium Organisers:

- Compose the Symposium Text for the 'Call for Papers'.
- Select or invite oral lectures and highlight lectures.
- Co-ordinate the review of abstracts of the incoming papers and classify them into rejected, accepted Talks and accepted Posters. Symposium Organisers may involve Session Chairs on the abstract review process.
- Structure the Symposium Sessions and nominate Session Chairs.

- Organise (optionally) the publication of selected papers to a journal (e.g. Special Issue). The FEMS recommended publisher is Taylor & Francis.

Fee Waivers Policy

The following beneficiaries will be considered as Conference fee waivers:

- Conference Chairs
- Plenary Speakers
- FEMS EC members
- Scientific Committee members / Area Co-ordinators
- FEMS Management Committee members

In addition to the above, the following policy is desirable, and would be agreed with FEMS:

Symposium Organisers

- If a Symposium attracts 50-60 abstracts, the Symposium Organiser will be provided with one (1) extra free registration.
- If a Symposium attracts 60-80 abstracts, the Symposium Organiser will be provided with two (2) extra free registrations.
- If a Symposium attracts >80 abstracts, the Symposium Organiser will be provided with three (3) extra free registrations.

ANNEX III: GUIDE FOR TUTORIALS

EUROMAT CONFERENCES

Guide for Tutorials

Tutorials are expected to be organised in both EUROMAT and Junior EUROMAT conferences.

The preferred date for the Tutorials is the day of the start of the Conference. The Fee Policy for the Tutorials must be agreed with FEMS.

The tutorial sessions aim to provide delegates with an opportunity to appreciate the recent issues in Materials Science and Engineering and to deepen the knowledge in certain topics and discuss such topics of interest with leading experts on an educational basis in line with the themes of the conference. The Tutorials will either be half, or one day educational courses, which will be given on the first day of the Conference at the same venue. The tutorial sessions will be related to ERASUMS MUNDUS Programme. Conference Organisers and FEMS will undertake the contacts to ensure this.

Organisation

Each tutorial session will be chaired and organised by an expert in an individual way, although more experts could participate. This decision is up to the expert who will lead the Tutorial (Tutorial Chair).

The topics should be in line with the topics of the Conference, or related to requests from students (e.g. start-ups, how to write publications, etc.).

When applying for organising a tutorial, the following information is required:

- Title of Tutorial
- Organisers' names and affiliations
- Preferred duration (half or one day)
- Targeted theme of the conference and aim
- Projected audience; for instance, categories of individuals, or groups who are likely to join in
- Brief description of presentations (one or more lecturers, in which case their names)
- Expected outcomes; what will participants learn?, please describe the outcomes in terms of expected knowledge and/or skills attained
- Any expected background or software knowledge of the participants.

Tutorial Chairs should be responsible for presenting high valuable contents. Hand out material (in pdf format) should be prepared and provided to the Conference Organisers at least a week in advance, so that they can be made available to the participants either by email, or by a participants' conference portal.

Tutorial Chairs will also disseminate the information about their tutorials in their network/community and provide a short evaluation sheet after the Tutorial.

The Managing Committee will provide the means to properly announce the Tutorials via the Conference website. Information on the registration for the Tutorial will be included. The Management Committee will provide the Tutorial Chairs with regular updates regarding the registrations so that additional advertisement can also be arranged by the Tutorial Chairs.

Tutorial Fees

The Tutorial fees will cover all expenses for the venue, catering, and hand out material (if required).

The fee must be in the 150.00€ to 250.00€ range with a 30% discount for those registered to the Conference.

Depending on the number of attendees, each Tutorial Chair would be eligible for an honorarium and/or complimentary registration for 2025 FEMS EUROMAT.

The minimum estimated amount for honorarium will be 250.00€ and 500.00€ for half and one day Tutorials respectively. This amount is per Tutorial and not per organiser.

The minimum number of attendees for a tutorial session has been set to twenty (20).

Pre-registrations for Tutorial participants with a deadline six (6) weeks prior to the start of the conference is necessary for the Management Committee to reserve the right to identify and cancel unsubscribed tutorials in advance.