



Guidelines for Annual European Rheology Conferences

The following guidelines and recommendations are intended to help the local organizer to set-up a successful AERC. The ESR franchises AERC to the local organizers under a mutual agreement made after a successful bid. The set-up of the conference should follow the guidelines given; however ESR encourages the organizers also to add local flavour to the event.

1. The Annual European Rheology Conference (AERC) is held annually in spring (preferably the week starting with Easter Monday), except for years of the International Congress on Rheology. Decision on the location of the AERC shall be reached at least 2 years in advance by the ESR Committee.
2. The AERC is typically planned for a duration of 3 days and 4 to 5 parallel sessions. Sufficiently sized lecturing halls for the plenary lectures (450 persons), the parallel sessions (around 100 persons each but not less than 70-80), poster exhibition, exhibition, and the coffee area must be guaranteed by the organizer. Information on the conference venue must be provided to ESR when placing the bid.
3. The AERC shall be broad in scope, majoring on recent developments, with ample time for general discussions.
4. A Chairperson, who is wholly responsible for the planning and running of the event, is appointed. A Co-Chairperson from a different country can share the responsibility for the AERC. The Chairperson is requested to cooperate with and to inform periodically the ESR Executive Council (ESR EC) by E-mail before important decisions are made or changes introduced, and to ask them for support or advice when necessary.
5. The Chairperson is responsible to set-up the local organizing committee, the international scientific committee as well as to appoint the session chairs for the individual session (typically 2 for each session). The names of the members of the international scientific committee and the session chairs should be communicated to the ESR (EC and Committee) at least one year ahead (normally during the meetings held at AERC the preceding year).
6. The AERC consist of invited plenary lectures, invited keynote lectures (embedded in the individual sessions), oral sessions, poster sessions, short courses, exhibition as well as social activities. The names of the invited plenary lecturers as well as planned short courses or workshops should be communicated to the ESR (EC and Committee) at least one year ahead (normally during the meetings held at AERC the preceding year). The session organization including the selection of the keynote lecturers is in the hand of the chairperson and/or the session chairs and should be communicated to ESR EC as soon as available. Different setup of the AERC organization can be proposed to ESR EC and need written approval. In case unforeseen difficulties arise, the organizers should inform ESR immediately.
7. The selection of papers is based on abstracts submitted electronically on the ESR website at <http://www.rheology-esr.org> three to five month before the conference. Abstracts of accepted papers are published in the conference program. Means of publication are Abstract Book (printed and/or pdf version), Web-sites, Applets, or other appropriated media. No proceedings are published. Special issues of journal publication can be initiated by the organizer, being also responsible for paper selection and reviewing (no involvement by ESR).
8. Short courses and/or workshops should be reviewed by the "Meetings and Workshop" Subcommittee of the ESR Committee. The proposal should provide a clear scope, detailed outline of the content, and the names of the lecturers. All lecturers are specialists in the area and, after approval of the course, responsible for the scientific content. The local organization and administration of the course is in the hands of the chairperson.
9. It is the responsibility of the chairperson to cover all expense of the conference including the participant fees to the ESR (40 Euro per full participant and 20 Euro per student participant). Costs for participants should be kept low and the attendance of young scientists should be promoted. Conference facilities are

selected by capacity and financial. External funding via sponsoring and governmental agencies aims for low registration fees for the participants. Communication is based on the ESR website at <http://www.rheology-esr.org> to avoid mailing costs. Plenary lecturers are normally waived the registration fee and, if possible lodging and travel costs. Keynote lecturers and session chairs have to register as regular participants. Lecturers of the short courses are support for lodging (during the duration of the short course) and travel otherwise they have to register as regular participants.

10. The Chairperson will send in due time all requested information and documents to the ESR EC for crosschecking and approval (see time line in Appendix A).
11. The Chairperson as well as the ESR will actively promote the AERC. Means of promoting are ESR's web-site, ESR newsletters, flyers, advertisements in scientific journals (e.g. Applied Rheology), or other publications.
12. The Chairperson is asked to quote the name "Annual European Rheology Conference (year)" on all documents, book of abstracts, announcements, etc. All documents should carry the name "ESR" at their top left corner, followed by "European Society of Rheology" and the logo of the ESR at their top right corner (see ESR letter head). When it is printed, the margin of documents should carry "ESR" at their top and the ESR logo at their basis. The name "Annual European Rheology Conference (year)" should be printed centred on a line below the top line devoted to ESR identification. The address of the ESR website should be given on the first page of the cover of every document.
13. The Chairperson provides ESR within one month after the AERC is finished, a brief report including scientific information, the number of participants from different countries, the program, the final financial statement, list of participants, and any opinion or suggestion. The Chairperson should also include the results of an evaluation of participants' impression of the AERC, e.g. collected through a questionnaire. The Chairperson is responsible that the complete address information of all participants including their email addresses are incorporated into the ESR database.
14. The chairperson is solely responsible for the monetary issues and risks connected to organizing the AERC. ESR cannot provide financial backup or insurance. In foreseen critical situations, ESR recommends to obtain an insurance coverage for force majeure.
15. The Chairperson will pay 40 Euro per full participant and 20 Euro per student participant to the ESR Treasurer within two month after the AERC has finished.

Appendix A: Time line to organize an Annual European Rheology Conferences

2.5 years ahead:	ESR will call for bids
2.2 years ahead:	Bids are submitted to ESR
2 years ahead:	ESR Committee will decide on the basis of the bids (Committee meeting during AERC 20XX-2)
1.5 years ahead:	Chairperson informs ESR on the names of the invited plenary lecturers, number and topics of the sessions, names of the session chairs, and planned short courses and/or workshops.
1.2 years ahead:	Material to promote the AERC 20XX is available and uploaded to the ESR web-site (location, important dates, fees, sessions, plenary lecturers, workshops, ...).
1 year ahead:	Progress report (Committee meeting during AERC 20XX-1)
11 months ahead:	Web-site for AERC 20XX goes online (containing basic information such as location, important dates, fees, sessions, plenary lecturers, workshops, ...)
5 months ahead:	Deadline to submit abstracts
3 months ahead:	Authors are informed on decisions
2 months ahead:	Early bird registration ends, missing payments are requested from presenting authors
6 weeks ahead:	Contributions without registered presenter will be removed from the program. Program is published.
Day 0:	AERC 20XX
1 month after:	Report including scientific information, the number of participants from different countries, the program, the final financial statement, list of participants, and any opinion or suggestion is submitted to ESR.
2 months after:	Payment to ESR is done