

The International Conference on Secondary Ion Mass Spectrometry, SIMS

SIMS HANDBOOK For Conference Chairs and Prospective Conference Chairs 25 May 2009

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1. THE SPIRIT OF SIMS

Alfred Benninghoven founded the SIMS conference series in 1977 in Münster. At that time he invited Drew Evans, Helmut Werner, Georges Slodzian, Vladimir Cherepin, Kurt Heinrich and Jun Okano to help guide the series. After Jun Okano's death Yoshimasa Nihei joined the group and in the late 80s Kurt Heinrich stepped down and was replaced by Peter Williams. There was no formal structure, but the International Committee invited proposals for the locations of the meetings and they have continued successfully every 2 years. The International Committee ensured that the Proceedings were published in an accessible form, first by Springer, then by Wiley and most recently by Elsevier in Applied Surface Science.

In 2005, at SIMS XV, a new International Committee (IC) was appointed. At a special business meeting held at SIMS XV the new IC was charged with the responsibility to the SIMS Community for its decisions and actions and that the purpose of the IC is to support and encourage the understanding, development and application of SIMS and related topics. In particular it is charged with the oversight of the biennial International Conferences and ensuring that the Proceedings of these Conferences are available to all scientists in the refereed literature. The new IC was asked to set up a formal structure for the Conference organization and to construct an acceptable procedure for continuing renewal of the IC membership. The following

points summarise the spirit of the SIMS conference series and this handbook provides a structure to support the transparent operation of the conference series and to support the prosperity of the SIMS conference series.

Philosophy and Practicality

- (1) The Conferences are aimed at, and intended for, those using and studying secondary ion mass spectrometry and related techniques. The conference covers work from fundamentals to applications. Whatever the subject of a paper, scientific knowledge must be advanced.
- (2) The conference will be held every other year in odd years. The venue is expected to rotate around the three principal regions for SIMS activity; Asia-Pacific, North America and Europe. The venue will be decided by the IC, based on written proposals submitted by a date set by that committee.
- (3) Because instruments are essential for analysis, each Conference will have an associated instrument exhibition.
- (4) To ensure that the product of the Conferences is available to all scientists, the Proceedings will be published and an appropriately bound copy will be offered, included in the conference fee. The journal *Surface and Interface Analysis* (Wiley) is currently being used for this purpose. The choice of journal is the responsibility of the IC. All papers must be robustly refereed according to the Journal requirements. Invited papers will be allowed up to 6 pages and contributions 4 pages. The proceedings should contain a table of contents, a subject index and an author index. The conference chair and their appointed editors will be Guest Editors.
- (5) The Conference shall be organised so that the oral and poster presentations, the Conference exhibition are, as far as possible, all under one roof. The accommodation should be near by.
- (6) The Conference facilities shall be so structured that parallel oral sessions are possible and that adequate area is available for poster displays.
- (7) The Conference language for oral and poster presentations, for written manuscripts and both publicity and material from the Local Organising Committee shall be English.
- (8) The Conference shall last for a period of four days (usually three whole days and two half days).
- (9) The Conference will include a "Conference General Meeting" usually on one of the evenings. This meeting is an opportunity for the community and the IC to raise and discuss issues and for the election of new members to the IC. Note, this is sometimes called a "Business Meeting" or "Annual General Meeting" at other conferences.
- (10) Each Conference shall be a completely separate financial account apart from the contribution to the SIMS fund. Profits or losses for each Conference, except as below, accrue to the guaranteeing organisation selected by the chair of the Local Organising

Committee as laid out in his/her proposal. The budget should contain a contingency. It is hoped that a contribution from the profit of the conference would be provided to the IC. This will be held in a separate account to establish a SIMS fund. The SIMS fund will primarily be used as **refundable** seed money for the startup of the next conference. It will also be used to support the SIMS website <http://www.simssociety.org>. A financial statement for the Conference showing costs, profit or loss should be provided to the IC within 6 months of the end of the Conference.

2. INTERNATIONAL COMMITTEE – MODUS OPERANDI

The International Committee (IC) comprises of 3 elected members from each of the 3 regions where SIMS is heavily practiced, Asia-Pacific, North America and Europe. Members of the IC and contact details are listed in Annex A.

This is in review – an interim process will be used at SIMS XVII

The process for electing members is as follows:

- The IC will provide a slate of nominations from each of the three regions including a short biography. In addition, nominations (including a short biography) are gratefully received from those who have been a registered participant at any one of the last three International SIMS conferences. Nominations should be sent to Secretary at least 3 months prior to the SIMS conference.
- Voting will be by region using a paper ballot at the International SIMS conference. The slate of nominations will be available on the SIMS website www.simssociety.org 1 month before the conference. A voting slip will be included in the conference bag. Only registered participants at the SIMS conference are eligible to vote. Results will be announced at the Conference General Meeting. The elected members term of office will commence at the following International SIMS conference. In the unlikely event of a tied vote, the IC chairman will have an additional casting vote.
- The IC member term of office will be a period of 6 years and must have a 2 year

Note 1 A slate is a list of candidates who will be on the ballot

Note 2 The IC will provide guidance on the role requirements for an IC member to inform nominees and voters.

The principle of rotation of members of the IC has been adopted so that members will normally serve for a period of six years. In addition, the IC will include the CCs of the present and future conferences serving a term of 2 years prior and 2 years subsequent to their respective conferences as *ex officio* members of the IC. Consequently, in the steady state, the IC is comprised of 11 members.

3. GUIDELINES AND REQUIREMENTS FOR CONFERENCES

(a) **Bids for Conferences** shall be notified to the IC Secretary as early as possible and at least three weeks before the start of the SIMS Conference four years prior to the year of the SIMS bid. If more than one bid is available, Secretary will circulate the bids to the IC electronically. The full proposal shall be made at the IC meeting held at the relevant SIMS conference. Exceptionally, bidders may be notified of an alternative venue and date for the presentation. The bids shall be made by an oral presentation by the designated Conference Chair (CC), or his/her deputy, with the support of an IC member for the relevant region. These two activities may be covered by the same individual. The bid should provide information and documentation on:

- The CC and the Institute/organisation providing guaranteeing funds.
- The venue options for the conference with floor areas and seating capacities for plenary lectures, parallel sessions and the exhibition (see item 4 for typical values).
- Typical hotel and accommodation costs, rooms and walking distances (metres) from the hotels to the conference venue (see item 4 for further details of requirements).
- Travel details (e.g. flight frequency and typical costs) from main airports to the conference venue/hotels and from major centres to the host country airport.
- Budget with details as per "Summary of Financial Estimates" form in \$US and local currencies (an example breakdown, which should be used for guidance, is given in Annex B).

(b) **The selection of venue** will be made as soon as possible by the IC members (see <http://www.simssociety.org>). Normally two bids are expected for each event. The selection will be made by a ballot on paper or email by the IC members present. The ballot will be counted by the IC Chair. In the event of a tied vote, the IC Chair will have an additional casting vote. The IC Chair will announce the result to the IC in the absence of the proposers who will be informed of the winning bid but not the distribution of the votes (the numbers of votes do not appear in the minutes). In the event that no suitable bid is available, the IC Chair will seek to find a suitable bid by the earliest date. Information will be circulated for comment or, in the event that there is a choice, for a vote by e-mail.

The IC shall consider the following issues in making their vote:

- Resource of people with sufficient expertise in SIMS and understanding the current needs and future requirements.
- Enough resource to financially support the conference.

(c) **The Conference Chair** (CC) has full executive responsibility for the success and budget of the conference. He/she will set up a Local Organising Committee (LOC) and an International Scientific Committee (ISC). CC will be chair of both LOC and ISC. Additionally, he/she may need to set up an Exhibition Committee (EC). No ancillary or other events may use the relevant SIMS XX mark without the clear approval of the IC. It is traditional for the conference to use an emblem of the local region as an identifying logo. The logo is then used on the front cover of the proceedings and advertising material. The IC will provide the CC with mailing lists and typical conference budgets. The CC is responsible for the timely (within 1 year of the conference) publication of the proceedings as described in item (4) in "Philosophy and practicality". This includes

establishing a website for electronic submission of manuscripts and a robust reviewing procedure that meets the journal requirements.

- (d) **The LOC** is the executive arm of the Conference Chair. The LOC arranges all local events for the efficient functioning of the conference within the budget defined by CC. The guidelines for the conference are "all under one roof"; Sunday afternoon/evening reception, Monday morning to Friday lunchtime with Wednesday afternoon as a mixer excursion. Typically there are two and sometimes three parallel sessions. Organisers should be aware that a large range of small ill-defined services need to be considered in the budget, ranging from committee facilities and assistance to ill delegates, to the location of missing possessions and email and printing facilities. A companions' programme should be organised.
- (e) The role of the **International Scientific Committee (ISC)** is to draw up an acceptable list of around 20 invited speakers, taking into account a balance between scientific topics and geographical distribution. Generally invited speakers are provided free registration and may be offered a contribution to travel. It is preferable if invited speakers are not re-invited to the following conference unless there is a sound scientific reason. A list of previous invited speakers may be found at www.simssociety.org. The IC should be consulted to discuss such cases. It is good to include some invited speakers from outside of the SIMS field to give new perspectives and fresh ideas. The ISC reviews abstracts for inclusion as an oral or poster presentation or for rejection. Additionally, this committee may initiate events such as workshops, discussion groups, etc in an *ad-hoc* way.
- (f) The scientific programme should be developed as follows:

Scientific balance: The LOC shall ensure that the scientific programme is balanced using guidance from the ISC.

Oral sessions: Authors should not normally be given more than one oral contribution unless there are strong scientific grounds. The regular oral presentations should have an obligatory discussion period of no less than 3 minutes for contributed papers and 5 minutes for invited papers. Speakers should be reminded that the SIMS conference has an international audience and so material needs to be clear and carefully communicated. Discussions sessions are likely to be quite different.

Poster sessions: These are a very important part of the conference and shall be given a prominent position in the programme. Authors shall be allowed to leave posters up for **two days**. No other events shall be arranged conflicting with the poster session (for example user's meetings). It is encouraged that poster sessions should be earlier in the day.

4. SUMMARY OF TYPICAL VENUE REQUIREMENTS FOR A SIMS CONFERENCE

(a) **Suggested Conference facilities**

- One Plenary Lecture Theatre seating 500 persons.
- Two or Three Parallel Session Lecture Theatres seating 200 persons.
- Exhibition Area with power, water, furniture, carpets, facilities, 400 m².
- Poster Area, 400 m².
- More than four refreshment points in Exhibition Area.

(b) **Suggested Hotel facilities** (mainly single rooms, rate per night)

- Good, three to four star accommodation for 350 persons, typically 130 Euro.
- Student accommodation for 50 persons, often at 60 Euro.

5. GUIDELINES AND REQUIREMENTS FOR EXHIBITION AND SPONSORSHIP

The exhibition and sponsorship provides critical income to the conference budget (typically 25% - see Annex B). It is essential to give this a high priority. A list of previous exhibitors is available on the SIMS website www.simssociety.org. The following provides some helpful advice and experience from previous conferences.

- (a) The exhibition is an integral and vital part of SIMS. Therefore, coffee breaks and/or poster sessions should be within, or very close to, the exhibition area. Lecture halls should be also very close to the exhibition area.
- (b) Typically around 400 m² is required for the exhibition.
- (c) It is normal to offer two types of exhibitor space; a booth and a table top. Exhibitors will want to know the price per m², the minimum area to be rented, equipment of booths, facilities like power (voltage: one, three phase, etc), water, compressed air, security, insurance (yes/no) together with the opening and closing times of the exhibition. Ensure that it is clear where exhibitors ship to and from.
- (d) **Opening hours.** The exhibition should open on Monday afternoon, be closed during the excursion and should close on Thursday evening. This would enable exhibitors to arrive as late as Monday morning. Access of trucks should be assured. Depending on the country, opening hours of customs and local forwarding agents should be available.
- (e) Previous conferences have found sponsorship of scientific sessions attractive to instrument manufacturers. Sponsorship may also include conference dinner, conference bag, reception, drinks at poster sessions, items for the conference bag (pens, paper, umbrellas!).

6. CHECK LIST FOR BID SUBMISSION

- IC member defined and discussions established
- Chair defined
- Venue options defined and facilities compliant with requirements for conference and exhibition
- Typical hotels defined with a range of costs and within walking distance of conference
- Dates options defined and not conflicting with other meetings
- Budget defined (Annex B) and guaranteeing body established
- Identify travel options to the conference venue.
- IC Secretary informed at least 3 weeks before the IC meeting at SIMS 4 years prior to the bid conference.

7. DATA ON PREVIOUS SIMS CONFERENCES

SIMS	Year	Venue, Country	Chair, (Co-chair)	Attend -ees	Publication reference (see notes for abbreviations)
SIMS I	1977	Muenster, Germany	Alfred Benninghoven	155	
SIMS II	1979	Stanford, USA	Charles A. Evans, Jr	200	SV-CP 9 ISBN 0-387-09843-7 (1979)
SIMS III	1981	Budapest, Hungary	J. Giber M. Riedel	250	SV-CP 19 ISBN 0-387-11372-X (1982)
SIMS IV	1983	Osaka, Japan	Jun Okano	250	SV-CP 36 ISBN 0-387-13316-X (1984)
SIMS V	1985	Washington, USA	Richard Colton	300	SV-CP 44 ISBN 0-387-16263-1 (1986)
SIMS VI	1987	Paris, France	Georges Slodzian	330	Wiley ISBN 0-471-91832-6 (1988)
SIMS VII	1989	Monterey, USA	Charles A. Evans, Jr	350	Wiley ISBN 0-471-92738-4 (1990)
SIMS VIII	1991	Amsterdam, Netherlands	Helmut Werner K Janssen	380	Wiley ISBN 0-471-93064-4 (1992)
SIMS IX	1993	Yokohama, Japan	Yoshimasa Nihei	350	Wiley ISBN 0-471-94218-9 (1994)
SIMS X	1995	Muenster, Germany	Alfred Benninghoven	400	Wiley ISBN 0-471-95897-2 (1997)
SIMS XI	1997	Orlando, USA	Greg Gillen Richard Lareau	430	Wiley ISBN 0-471-97826-4 (1998)
SIMS XII	1999	Brussels, Belgium	Patrick Bertrand Henri-Noel Migeon	400	Elsevier ISBN 0-444-50323-4 (2000)
SIMS XIII	2001	Nara, Japan	Yoshimasa Nihei	320	ASS Vol. 203-204 (2003)
SIMS XIV	2003	San Diego, USA	Jerry Hunter Bruno Schueler Fred Stevie	265	ASS Vol. 231-232 (2004)
SIMS XV	2005	Manchester, UK	John Vickerman (Ian Gilmore)	398	ASS Vol. 252 (2006)
SIMS XVI	2007	Kanazawa Japan	Masahiro Kudo		ASS Vol. 255 (2008)
SIMS XVII	2009	Toronto, Canada	Joe Gardella		
SIMS XVIII	2011	Europe			
SIMS XIX	2012	Asia-Pacific			

Notes:

ASS=Applied Surface Science

SV-CP=Springer Verlag Series in Chemical Physics

Additional data that may be helpful in conference organisation and planning is given in the table below.

Conference	Number abstracts	Number papers
SIMS XI	350	252
SIMS XII	342	242
SIMS XIII	265	191
SIMS XIV	262	195
SIMS XV	335	215
SIMS XVI	310	208

8. DIARY

Date	Event	Location
September 14-18, 2009	SIMS XVII	Toronto, Canada
October 18-23, 2009	ECASIA 09	Antalya, Turkey
November 7-13, 2009	AVS 2009	San Jose, USA
TBA	SIMS XVIII	TBA
September 5-9, 2011	ECASIA 11	Cardiff, UK
October 30 – November 4, 2011	AVS 2011	Nashville, USA
2013	ECASIA 13	TBA
2013	AVS 2013	TBA
2013	IVC 19	Paris

9. ACKNOWLEDGEMENTS

This handbook has been developed from the ECASIA Handbook. The SIMS IC is grateful to the ECASIA International Steering Committee for their help.

ANNEX A. MEMBERS OF THE INTERNATIONAL COMMITTEE

Name	Region representing	Contact details Email	IC Term started	IC Term ends
Nick Winograd (chair)	North America	Pennsylvania State University, USA nxw@psu.edu	Sep 05	< Sep 13
Greg Gillen	North America	NIST, USA greg.gillen@nist.gov	Sep 05	< Sep 13
Fred Stevie	North America	North Carolina State University, USA fastevie@unity.ncsu.edu	Sep 05	< Sep 13
Dae Won Moon	Asia Pacific	KRISS, Korea dwmoon@kriss.re.kr	Sep 05	< Sep 13
Masahiro Kudo	Asia Pacific	Seikei University, Japan Kudo@apm.seikei.ac.jp	Sep 05	< Sep 13
Liangzhen Cha	Asia Pacific	China University of Mining & Technology, China chalz@mail.tsinghua.edu.cn	Sep 05	< Sep 13
Ian Gilmore (secretary)	Europe	NPL, UK Ian.Gilmore@npl.co.uk	Sep 05	< Sep 13
Birgit Hagenhoff	Europe	Tascon GmbH, Germany birgit.hagenhoff@tascon-gmbh.de	Sep 05	< Sep 13
Wilfried Vandervorst	Europe	IMEC, Belgium vdvorst@imec.be	Sep 05	< Sep 13
Joseph Gardella	<i>Ex officio</i> member	State University New York, USA gardella@buffalo.edu	Sep 07	Sep 11
SIMS XVIII Chair	<i>Ex officio</i> member	TBA	Sep 09	Sep 13

ANNEX B. SUMMARY OF TYPICAL FINANCIAL ESTIMATES FOR THE BID/REPORT FOR A SIMS CONFERENCE

Note to user: this completed form is a guide to the typical values for the minimum information to those submitting bids for new SIMS conferences or reporting on a past conference. For a particular conference it may be necessary to change some of the items and the distribution of resources. This illustration is not to be used as a straitjacket. Allow for inflation from 2007 when the estimates given below were valid. Note that the number of attendees at the different conference examples varies.

Budget Removed