

ECT Conferences Condensed To-Do List (useful hints to ECT Chairs)

The following provides guidelines and summarizes key items to be considered by potential future ECT organizers. This list was compiled based on past organizers input and is periodically updated to reflect ETS guidelines and expectations changes.

Note: the items are not necessarily listed in the order of priority neither in a chronological order.

Website:

- Set up a website for the conference.
- Assistance is available on a fee basis from the ETS webmaster (currently Angelika Veziridis: webmaster@thermoelectricity.eu). This should be as informative as possible. The ETS webmaster can also send email reminders.
- Define all key deadlines.

Key Logistics items

- Determine a conference site (meeting rooms and hotels) and dates.
- Conference meeting site:
Typically, you need to plan on running parallel sessions – if needed - and they should be well synchronized with exactly parallel timetables. Adequate space for the display of posters should also be provided.
- Audiovisual Equipment has to be available.
- Computer Facilities and Internet Access (for conference attendees at the conference site) is a key question.
- Meals & Coffee Breaks (determined by that year's ECT Organizing Committee).
- Banquet (various awards are typically given at the banquet).
- Favors and memorabilia (e.g., Briefcase, Notebook, Shirts, etc.).
- Conference Workers & Administrative Assistance should be available in sufficient amount.
- Develop Accompanying Person Program if appropriate.

Budget Costs and Responsibilities

- Determine conference fees for regular participants, students, and accompanying persons
- The ECT Chairman is responsible for all aspects of the conference including financial matters. The ETS collects dues from the Conference Organizers that amount to 20 Euro for each participating member and 10 Euro for each participating student. Within a 3-months period after the conference, the organizers will provide the ETS with a statement indicating the number of registered participants and registered students and the total amount of funds to be transferred to the ETS account. The actual dues should be transferred to the Treasurer of ETS no later than 6 months after the conference.
- The ETS and the ETS Board do not provide any assistance with the costs of the conference. The ETS is not responsible for covering any deficit from the conference.

Abstracts

- Provide an abstract template.

- Have abstracts due \approx 4-5 months prior to conference. This will give an indication of potential attendance.
- Abstract acceptance within 1-2 weeks.
- Once the Abstracts are in, prepare a Book of Abstracts in printed or/and electronic form for the conference in which you also might like to include all necessary and useful information and advice for the conference participants.

Awards:

- The awards **are not** the financial responsibility of the Conference organizers.
- The awarding procedures are coordinated by the ETS Board.
- The award certificates should be designed and printed onsite.

Invitation Letter for Visa:

- Some participants will need letters of invitation in order to obtain visa (only original letters accepted, no FAX, no scans). Some embassies may even require date of birth and passport number of the invited person cited in the letter. This procedure may be lengthy, thus try to get the letters out well in advance of the conference. Be careful what you are promising to do for a conference participant so that no subsequent misunderstandings arise. Send the letters by registered mail.

ETS Board Member Election:

- Any vacant seat on the ETS Board is filled during the ECT Conference by conducting an election. The ETS Election Committee will work with the ECT Organizing Committee to schedule and conduct the election at an appropriate time during the Conference. The ECT Organizing Committee is expected to provide logistic support such as ballot papers, ballot boxes, etc. Details are to be worked out with the ETS Board.

ETS Board Meetings:

- The ECT Organizing Committee is expected to provide a suitable meeting room (about 20 person seating capacity equipped with a projector) for two ETS Board Meeting. The time and the schedule of the meeting should be arranged with the ETS Board.

Other considerations:

- Consider giving early registration discount. This will enable you to have some working capital before the conference. Make the late or on-site registration about 25% higher than the early registration. Set the early registration deadline about two weeks after the abstract acceptance.
- Setting up a bank account and a contract with major credit card companies may be useful to receive credit card and bank transfer payments.
- The most important thing to run a successful ECT Conference is to find a good Administrative Assistant or a company who should be involved early on in the planning stages.
- Keep a database with contact information for attendees; this will be transferred to ETS to update its membership database after the conference