

GUIDELINES for MSE-Symposium-Organizers

Registration and presence during the MSE2020

Please visit www.mse-congress.de and register for the event and your participation. The registration enables to evaluate the submitted contributions for your symposia.

The congress is financed through the congress fees. The scientific cooperation is on a fully unpaid and voluntary basis. Expenses are not refunded. The congress fee will only be waived for Plenary Speakers, Topic Coordinators, members of the MSE Scientific Committee and members of the International Advisory Board. Symposium Organizers, Session Chairs, Keynote Speakers have to pay the regular congress fee.

As representatives of the MSE we expect your participation.

Phases of MSE Organisation

The organisation of MSE congress is structured in different, consecutive phases:

1. Call for Symposium

The scientific committee and topic coordinators are asking for symposia suggestions.

2. Evaluation of Call for Symposium

After end of submission deadline, the scientific committee and topic coordinators evaluates the received suggestions and make a selection of symposia for the different topics. As result the topics will be divided into symposia which are announced in the Call for Abstracts (CfA).

3. Call for Abstract

Based on the selected symposia a Call for Abstracts was prepared and send out. Parallely the symposium organizer will receive access to the MSE online system and can already review the incoming abstracts. A registration for MSE 2020 is necessary (cf. instructions above). A detailed video instruction on how to submit an abstract is available at:

<https://www.mse-congress.de/registration/submit-your-abstract/>

4. Evaluation of Call for Abstract

After submission deadline, the scientific committee and topic coordinators will create a programme structure for MSE 2020. The number of sessions will be assigned based on the received abstracts, the available congress rooms and time schedule. A session comprises the contributions from one coffee break to another coffee break. There will be no change of topic or symposium within a session.

A functioning symposium must have at least two full sessions. This means that by the end of the deadline, there must be at least 15-20 oral presentations (without contributions that have been classified as poster) to meet the feasibility criteria. If the criteria for the sustainability of symposia are not fulfilled by the deadline of the CfA, they will be merged with other symposia or cancelled.

5. Assignment of abstracts into sessions

The symposium organiser will receive access to the session assignment centre within the MSE online system. In the centre, the organiser can assign the abstracts to the available sessions and change the type of presentations. It will be possible to change the type of presentation from lecture and poster to:

Keynote = invited speakers, 2 time units = 30 min, including discussion

Excellent scientists or representatives of industry will give a lecture with focus on the Topic of the Symposium. The Symposium Organiser will choose them. Depending on the length of a symposia 2-3 Keynote Speakers could be realized. Keynote speakers have to pay the congress fee and will not receive any travel support.

Highlight = 1 time unit = 15 min, including discussion

The Symposium Organiser can mark lectures that are above average as Highlight Lectures. Two Highlight Lectures per Symposium are possible, Highlight Speakers have to pay the congress fee and will not receive any travel support.

Lecture = 1 time unit = 15 min including discussion

Contributed lectures will be classified by the Symposium Organiser and put into the congress programme. It is anticipated that approximately 60 – 70% of the contributed lectures will be selected for oral presentation. The remaining lectures will be regarded as a reserve and they will initially be classified as oral poster or poster.

Oral Poster (in addition to the regular poster) = 3 min short lecture

The Symposium Organiser could select up to four Oral Poster per session. Authors of the Oral Poster need to prepare a short lecture (3 slides max) along with their posters.

Poster = Poster are on display during the congress in the foyer of the lecture halls. The presenting authors of the posters should be available for discussion during the poster show.

Sponsoring

On request symposia of the MSE receive a grant of 500 EUR, which has to be used to cover travel expenses or as a contribution to the congress fee of keynote speakers, highlight speakers or international scientists. Cash payment is not possible. Please feel free to organize your own symposium sponsoring. The projection of a company logo on the screen and/or the placement of a roll-up banner in the lecture hall are possible. Such arrangements have to be coordinated with the congress organizing team.

6. Confirmation of authors

After closing of a session by the symposium organiser the authors within the session will receive feedback about the acceptance of their abstracts automatically via system.

7. Finalising of symposia and sessions**7.1 Session Chairs**

Every session must be led by a session chair. The symposium organizers need to help to identify and organize the session chairs for their symposium until mid of July 2020. The organizers could chair a session as well.

7.2 Proceedings

There will be no complete set of congress proceedings. Symposium organisers can fix individual arrangements with publishers of books or journals. Such arrangements must be coordinated with the congress organizing team.

7.3 Providing of Documents

In addition to the abstracts, authors could upload documents as full papers or poster through the MSE website. During the upload, the authors could decide to make the document public for all visitors of MSE website or not. For further information please check our video instruction:

<https://mse-congress.de/registration/submit-your-abstract/>

Key dates MSE 2020

February 28 th , 2020	Deadline for abstracts
March 2020	Evaluation of the abstracts
May 2020	Confirmation to authors
June 2020	Preliminary programme to be published in the internet
May/June 2020	Nomination of the Session Chairs and Session titles
July/August 2020	Final programme for print
September 22 th – 25 th 2020	MSE-Congress

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