

Guidelines for a bid to host an edition of the ISOEN Conference

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1 CONFERENCE DESCRIPTION

1.1 Commitment

From its Constitution, the International Society for Olfaction and Chemical Sensing (ISOCS) holds all the rights related to the International Symposium on Olfaction and Electronic Nose (ISOEN), and is solely responsible for deciding on the country, the city and the organizer of each edition of this conference. These guidelines are binding to all future editions of ISOEN, from the date stated above.

This implies that all ISOEN organizers should accept these guidelines in bidding for a specific edition.

1.2 Conference aims and specificity

The aim of the ISOEN conferences series is to combine industrial and academic research, fundamentals and applications. A special emphasis should be played on applications and industrial needs. In doing so, ISOEN should promote the exchange of commercial and academic viewpoints with experts the world over, and foster tomorrow's innovations in E-senses. The Conference partners and sponsors are helping maintain a high scientific standard and attract renowned speakers to the conference.

1.3 Conference history and periodicity

The first ISOEN symposium was held in 1994 in Toulouse (France). The reasons for the creation of this symposium were to strengthen information exchange by with the objective to present high-quality research, promote interactions of professionals for the advancement of odor characterization, and analyze complex product variation. With a growing number of participants at the 1994 and 1995 meetings held in Europe, and based on the international attendance of the symposium, it was decided in 1996 to organize the symposium in Miami, USA. Since then, due to the success of the symposium on both continents, the location was alternated from Europe in Nice in 1997 to Baltimore in the USA in 1998.

In 1999, for the first time, the symposium organization included a scientific committee to manage the assessment of papers submitted and organize keynote addresses on various technological advances in the area of sensor array instruments. Since 2007, the ISOEN conferences have been managed by the International Society for Olfaction & Chemical Sensing (ISOCS) and have been held every two years.

1.4 Conference topics

ISOEN emphasizes interdisciplinary approaches addressing all aspects of odor and taste measurement, from basic theory to applications. Topics of interest include but are not limited to:

- Odor sampling: headspace analysis, dynamic sampling, pre-concentration and storage
- Chemical sensors: gas, biosensors, ion-selective, optical
- Sensor systems and instruments: electronic noses, electronic tongues, micro-spectrometers, distributed and networked sensing, Internet of Things
- Data analysis: signal processing, experimental design, calibration, databases transfer, pattern recognition, chemometrics, AI, deep learning,
- Industrial applications: quality control, food safety, medical diagnostics, environmental monitoring, automotive, online measurements, process control
- Robotic systems: robots with chemical senses, drone

- Scent presentation: olfactometry, olfactory displays and aroma shooters, human interface, virtual reality
- Odor/gustatory perception: evaluation of odor intensity/impression, cross-modal effect, sensory test
- Bio-engineering: cell-based olfactory sensors, receptor-based sensors, bio-inspired sensing and algorithms

This list may be modified by the current organizer, after acceptance by the ISOCS Steering Committee.

2 REQUIREMENTS FOR THE HOST ORGANIZATION

2.1 Local organizing committee

The local organizing committee must be backed by a public body (such as a University, Institution or Research Organization). An industrial organization or company is very welcomed to be part of the conference and support the host organization. However, they cannot have direct responsibility for the host organization or the conference. For the avoidance of doubt, no single person or group is allowed to take any decision regarding the conference outside this organizational structure.

2.2 Applicants

Applicants and organization are requested to send a description of the bidding organization and brief CV (no more than 2 pages) of the proposed Conference chair, presenting the experience in the ISOCS fields, and experience in organizing international conferences.

2.3 Delegation

The conference organization can be delegated to a specialized non-profit association, approved by ISOCS. For instance, the IEEE Sensors Council, together with Conference Catalysts, has been very helpful in the past editions and can interact with the local committee with their experience and suggesting appropriate services to handle papers and registrations to help with the organisation of the ISOEN Conference. Anyway, the high cost of an external management should be considered.

2.4 Conference format

Standard ISOEN conference format is 2.5 days, from Monday morning to Wednesday beginning/mid-afternoon, depending on international flights departures. A free get-together party should be offered on Sunday afternoon/evening. Coffee breaks are included in the registration fees. Lunch catering may or may not be included, depending on the decision made by the host organizers. The Gala dinner may or may not be included depending on the decision of the host organizers. If not at walking distance from the conference venue, a coach service should be provided at no extra cost.

2.5 Pre-conference tutorial

A tutorial should be provided on the Sunday before the start on the conference. This is an all-day event with a separate registration fees. Coffee breaks and lunch catering are to be included within this extra registration fee.

2.6 Conference proceedings

The Conference proceedings should be included in the registration fees, in printed, electronic format or both.

2.7 ISOCS General Assembly

The ISOCS General Assembly will be held at the end of one of conferences days. The host organization should provide a room of sufficient capacity for the General Assembly and for ISOCS/ISOEN committee meetings.

3 FINANCIAL REQUIREMENTS

3.1 Budget and accounting

It is mandatory that a full and transparent accounting of the income and expenditure of the conference be provided to ISOCS. A preliminary budget should be submitted to ISOCS at last 15 month before the conference. All numbers -if presented in local currency- should also be presented in Euros or US dollars. All the expenses will be monitored by the ISOCS treasurer.

3.2 Conference treasurer

In the case ISOCS is financing in full the conference, and thus taking all the risks, the ISOCS treasurer will become the conference treasurer. In this case all the financial benefits will return to ISOCS. In the case of a partial financing, the risks and benefits will be shared as a function of the percentage of financial participation. A memorandum of understanding (MoU) will be signed defining the role of each body. On all the printed, web content, and emailed materials, both ISOCS and financial partner(s) logos should be shown at the same size and location.

3.3 Conference fees

The ISOCS membership fee must be included in the conference fee (for non ISOCS members). Attendees who are not ISOCS members will thus have the option to activate their ISOCS membership at no extra cost. The membership will cover 2 years and expire before the following ISOEN conference. The membership fees will be transferred to ISOCS after the conference.

3.4 Disclaimer

In the event the ISOEN edition is prevented from carrying out its obligations as a result of any cause beyond its control, such as -but not limited to- acts of war, acts of terrorism, airline flight cancellations, strikes, lock-outs, flood, commercially unfeasible or failure of third parties to deliver goods or services, ISOEN shall be relieved of its obligations and liabilities for as long as fulfilment is prevented.

4 ORGANIZATIONAL REQUIREMENTS

4.1 Committees

The Local Committee, International Steering Committee and ISOCS Executives should be involved in the planning of the conference, including in the planning stages.

4.2 Technical Program Chair

The Technical Program Chair should be a member of the ISOCS Steering Committee. He/she is appointed by the ISOCS executives.

4.3 Dissemination and promotion

The Local Organizers will do their best to maximize the visibility of the conference in their region and at the international level. They will commit themselves to the maximum efficiency in the dissemination of the conference by the proper usual channels (website, fliers, conference announcement in professional magazines, social media, etc.) with sufficient time to reach the interested community.

5 BIDDING REQUIREMENTS

5.1 Initiating the bid

To initiate the bid, a letter of intention, signed by the proposed Conference chair and a senior member of the supporting university, institution or organisation should be sent to the President of ISOCS, at least one month in advance of the current ISOEN conference dates. This letter should state their expertise in research related to ISOCS aims and ISOEN topics (see below), together with the host organization experience of international conferences.

5.2 Conference city and venue

Bidders should propose the location of the Conference, describe the Conference Facilities, indicate the nearest international airport, local public transportation and potential accommodation and logistics for travel.

5.3 Conference dates

Proposed dates for the conference (this is typically May or June, on the odd numbered years).

5.4 Registration fees

The organizer should keep the registration fees as low as possible. So the breakeven point should be around that defined at the preliminary budget costing at 130 registrations for Europe (but 100 registrations for America and Asia).

5.5 Cost breakdown

The Conference cost should be braked down as follow:

- Conference facilities – lecture and posters rooms
- Meeting rooms, B2b offices, exhibition booth
- Sound, projection and media facilities, Wifi
- Registration desks
- Catering costs, breaks, conference social dinner & transportation, welcome party, entertainment
- Tutorial room, together with catering and breaks
- Technical and security staff at the venue, hostess
- Communication, goodies, book of abstracts, USB sticks, conference bags
- Administrative, postal and banking fees
- Printed material, flyers, proceedings...
- Temporary staff
- Any other expenses
- Proposed rates for sponsors/patrons
- Proposed registration fee for participants -this can be broken down into:
 - *Full cost – ISOCS non-member (academic)*
 - *Full cost – ISOCS non-member (industry)*
 - *Reduced cost – ISOCS member – standard*
 - *Reduced cost – ISOCS member – student*

Based on previous conferences, costing calculations should be made on the above defined breakeven point.

5.6 Accommodation costs

The range of accommodation available nearby the Conference venue should be considered (from low, mid-range to high). A minimum number of rooms should be pre-booked by the organizer, at least 6 months in advance, without any extra cost. Any room not used within 6 weeks before the conference can be released.

5.7 Conference financing

Details/estimations of how the conference will be financed before the event should be provided to ISOCS. It is expected that there would be local sponsors/patrons/industries that will be approached to provide support for the conference.

5.8 Additional financing

An exhibition space should be provided and billed to allow industries/companies to exhibit their products if they so wish to. This is separate to any financial support provided to the local organisers.

5.9 Planning timetable

A detailed timetable for planning should be provided, including, but not limited to:

- Reservation of conference venue / conference room
- Agreements and contracts with ISOCS (and partners if applicable)
- Communication, call for papers
- Call for proposals for symposia
- Invited speakers
- Agreements and contracts with the conference venue, booking of conference facilities
- Hotels pre-booking (at no charge)
- Website for the conference
- Abstract submission
- Reviewing process
- Early and late registration dates
- Any other stages

5.10 Bid presentation

Potential host organizations should prepare two PowerPoint presentations. One should cover a budget proposal for the ISOCS steering committee (~ 10-12 slides) and a second to be presented at the current ISOEN conference to conference delegates (without budget), should this bid be chosen.

5.11 Bid acceptance

The ISOCS steering committee will have a close look to all the bids, and select one which will be accepted and presented at the end of the current ISOEN conference. If no bid meets the requirements indicated in these Guidelines, the bidding will stay open and the ISOCS steering committee will postpone its selection.

6 SUBMISSIONS REQUIREMENTS

6.1 Submissions

The scientific quality of the conference is paramount and ISOCS will support only original work to be submitted to the conference. Papers will be subject to double-blind peer review. The process submission and review process is described in the file: *Guidelines for paper submission and peer-review at ISOEN*, available for download.

6.2 Policy in plagiarism

The conference policy in plagiarism (or self-plagiarism) will be clearly described in the conference webpage, in reference to the Section 3 of: *Guidelines for paper submission and peer-review at ISOEN*, available for download.

6.3 Submissions classification

Submitted papers will be classified by meta-reviewers in the categories: Strong Accept, Accept, Weakly Accept, Neutral, Weakly Reject, Reject and Strong Reject. Papers classified as Reject and Strong Reject will be automatically rejected. Papers categorized as Weakly Reject will be rejected as well unless financial constraints advise the contrary. The Technical Program Committee (TPC) should take into account an equilibrated balance between basic theory and applications. The final acceptance ratio and total paper number will be proposed by the TPC and discussed and deliberated by the ISOCS Executives before authors notification of the final decision

6.4 Special sessions

Special thematic sessions may be organized during the conference. A call for special sessions proposals can be issued. Contributions to the special sessions will follow a regular review process. In case the quality of the contributions is not enough, the special session will be cancelled.

6.5 Parallel sessions policy

Parallel sessions should be limited to two and in any case to the minimum (not for every session).

6.6 Papers publication

Publication of full papers in a special issue in a well reputed journal is highly encouraged, but not a requirement of the host organisation

7 CONFERENCE ORGANIZATION

7.1 Conference chair

After the bid is accepted by the ISOCS Steering Committee, the President of ISOCS will send a letter of appointment to the designed Conference chair, stating all the details about the respective tasks and responsibilities of the Parties related to upcoming edition of the ISOEN conference.

7.2 Scientific Committee

The composition of the Scientific Committee of the upcoming ISOEN edition is proposed by the Conference Chair and discussed and deliberated with ISOCS Executives, which will appoint the Scientific Committee. The Scientific Committee has no direct control over payments.

7.3 Contract for the venue

The host organizers should include details of the proposed contract between the local organisers and the conference venue owners. In particular, an article of the contract -should- be included on venue cancelation policies providing for termination without financial compensation in the event of an unforeseen natural event or international crisis that may prevent or lead to restrictions on the transportation or movement of delegates.

7.4 Material and databases

ISOCS will make available to the local organising committee all the materials and information necessary to organize the conference. This includes mailing lists and previous budgets. Databases from previous ISOEN conferences with delegate lists and industrial sponsorship lists will be available to the host/local conference organizers. The TPC members list will also be passed too.

7.5 Communication

The ISOCS Executive board will help to facilitate any difficulties encountered in planning the conference. This will involve frequent communication between the ISOCS Executive board and different scientific and organizational bodies.

7.6 Meetings

Monthly meetings (or voice communication) should be organised between the local organization committee, the Scientific Committee and the ISOCS executives. From the deadline of the initial call for submissions, the meetings will held twice a month.

8 CONFERENCE POLICIES

8.1 Invited speakers policy

Invited persons will be fees-waived for the registration and for the gala dinner: Registration costs for the symposium (day 1-3), including lunches, dinners and the gala dinner. The symposium organisers will provide an invitation letter for visa applications upon request, as well for the Tutorial speakers.

8.2 Authors policy

In order to finalize the scientific program in due time, at least one Regular Registration by any one of the authors, denoted as Covering Author, is required to cover the presentation and publication of any accepted paper. Each Regular Registration fee can cover up to two papers, which must be indicated in the registration form.

8.3 Grants

ISOCS does not provide grants. Other parties may be contacted to partially support some delegates.

8.4 Conference website

A website with online registration must be created with detailed information about the conference (program, author information, venue ...). The domain name ISOEN.org is owned by ISOCS and can be used for the website. Website hosting costs must be included in the budget. After the event the website shall be archived and the archive transferred to ISOCS. The website shall link to the ISOCS website in a prominent place.

8.5 Social media

The ISOEN editions should be promoted on social media. A Community manager should also be nominated. A detailed promotional strategy should be created by the local organisers and provided to ISOCS.

9 AWARDS

All awards are announced during the closing ceremony.

Nominated papers are proposed by the Technical Program Committee.

9.1 Wolfgang Göpel award

The Best Presentation at ISOEN is rewarded with the Wolfgang Göpel Memorial Award (University of Tübingen): From the award donation perspective we have the following regulation: The total price money fixed is 1,500 EURO. 50 % is covered by the Göpel Foundation and 50 % by the corresponding organizer of the ISOEN Conference. Thus the cost to the host organizers of the ISOEN Conference is 750 EURO.

9.2 Industrial award

The Best Industrial Presentation on the best application of an Electronic Nose or Electronic Tongue might be rewarded by Alpha-MOS (for local organising committee to investigate).

9.3 Best Paper award

The Best Paper award is independent of the other awards. ISOEN will follow a standard process for selecting Best Paper Awards (BPA). This process is indicated in Section 5 of the file: *Guidelines for paper submission and peer-review at ISOEN*, available for download.