



HOLDING A MEETING WITHIN VACUUM SYMPOSIUM UK

Got an idea for a meeting with Vacuum Symposium UK?

What we expect from a Meeting Organiser

- Submit Application Form with details of proposed meeting. Do not make any commitments on behalf of Vacuum Symposium UK until this is approved.
- Adhere to the Timeline. Any problems contact your VS Coordinator immediately.
- Deliverables (refer to Timeline for Due By dates):-
 - Provisional Programme
 - Final Programme with timings
 - Abstracts
 - Presentations (PDF copy) for on-line publication
- Provide any publicity material as soon as available. This can include Keynote Speakers, interesting topics, details of target audience etc.
- Number and duration of talks to allow plenty of time for networking and visiting the Exhibition / Posters. Session times to be agreed with VS Coordinator with a 2 hour lunch break included. [Shorter compressed meetings work well. Allow delegates travelling time and don't start too early – certainly not before 9:30am]
- Budget costs to be submitted if any Speaker / Organiser subsistence expenses are required.
- Good communication, preferably by email. Keep your VS Coordinator informed throughout the process.

Items & Services provided by Vacuum Symposium

- Meeting Manager: a person appointed as VS Coordinator to provide a single point-of-contact with VS committee
- Meeting Registration
- Venue
- Meeting Room
- Audio/Visual (with the exception of Laptop PC)
- Advertising & Promotion of the Meeting
- Abstract Book
- Delegates Bag
- Tea & Coffee
- Food (to be purchased)