

GUIDELINES FOR THE ORGANISATION OF JEMS

Approved by the IAC - April 2023

The Joint European Magnetic Symposia (JEMS) aims at being a central and comprehensive conference on magnetism in Europe. Overseeing the organisation of JEMS is one of the key actions of the European Magnetism Association (EMA). JEMS covers a broad range of topics embracing all fundamental and application related aspects of magnetism, as well as novel magnetic materials and phenomena. The Conference is held in a hybrid format (detailed below) every year, except during years when ICM or INTERMAG take place in Europe.

DURATION OF THE CONFERENCE

Registration opens on the Sunday afternoon and the scientific sessions run from Monday morning through Friday lunchtime.

CONFERENCE PROGRAMME

The core of the scientific programme consists of plenary talks (1 per day), semi-plenary talks (2 per day), and symposia (in the range 15-20). The symposia consist of oral sessions with both invited and contributed talks and poster sessions. No more than 5 oral sessions should run in parallel, while poster sessions should have a dedicated slot, not overlapping with any other items in the programme. An EMA session is held in plenary format on the Wednesday afternoon, with an annual report on EMA activities, and an Awards session with talks from award recipients. Other special topical sessions can also be organised during the conference.

All oral sessions are live-streamed (not pre-recorded). Plenary, semi-plenary and invited speakers should attend the conference in person, while contributed orals may be presented remotely. Plenary and semi-plenary talks will be recorded and available for viewing after the conference has ended. Posters presented by on-site participants will be shown live in a traditional printed poster session, to maximise exchange with other on-site participants. An electronic version of these posters (e-posters) shall be up-loaded to the conference website prior to the start of the conference, as will e-posters from remote participants. Questions and answers for e-posters should be dealt with on-line, either during the conference or in the week that follows it.

COMMITTEES AND SCIENTIFIC ORGANISATION

The **Organising Committee**, chaired by the **General Chair(s)**, is in charge of the overall organisation of the conference. The **Organising Committee** includes a **Treasurer**, responsible for the financial management of the conference. The Organising Committee may choose to engage a **Professional Conference Organiser**.

The Programme Committee is responsible for the scientific programme. It is headed by 3 Programme Co-Chairs, proposed by the General Chair(s) at the time of the bid to the International Advisory Committee (IAC) of JEMS. The General Chair(s) propose(s) a tentative list of Symposia topics at the time of the bid. Once the definitive list of Symposia topics is established closer to the conference, the

Programme Co-Chairs will select Symposia Organisers (minimum two per symposium, with big symposia having more) to serve on the Programme Committee.

An Open Call is made to nominate plenary, semi-plenary and invited speakers. Nominations may be made by anybody in the community, including members of the Organizing and Programme Committees. All Programme Committee members provide evaluation scores on the plenary and semi-plenary nominations while the symposia organisers provide these for invited talks in their own symposia. All final decisions concerning plenary, semi-plenary and invited speakers are made by the Programme Co-Chairs. When all abstracts have been submitted, the Symposia Organisers can recommend outstanding contributed talks to be upgraded to invited talks, aiming at reaching a reasonable balance with the number of previously invited talks based on nominations.

The governing body of EMA is currently discussing the future status of conference proceedings associated with JEMS. If applicable, a **Publications Committee** will be established, headed by **Publications Co-Chairs** proposed by the General Chair(s) at the time of the bid.

BUDGET

The initial conference budget, submitted in the bid, has to be approved by the IAC. The President of the IAC should be consulted about any significant subsequent changes in the budget. EMA can provide an advance loan to the institutions organising JEMS, upon approval by the General Council. After the JEMS conference, the loan is returned to EMA, together with 50% of any budget surplus (the organizers may decide to return a larger share to EMA, for the benefit of the community). In case of deficit, EMA covers 50% of it (EMA may decide to cover more, after examination of the circumstances having led to the deficit).

REGISTRATION FEES

The registration fees should be in agreement with the policy of EMA of offering relatively modest rates (taking into consideration variations in costs across Europe). Discount rates are available for students and retirees.

CONFERENCE DATES

The dates of other magnetism meetings organised around the same period as JEMS (summer / autumn time in Europe) should be considered in order to avoid a clash of dates.

PROPOSED CONFERENCE VENUE

The conference venue should have:

- 1 room with 500-800 seats for plenary sessions (including the opening and EMA sessions)
- 2 rooms with at least 400 seats for hosting semi-plenary sessions (one of the semi-plenary talks in a given session may be hosted in the afore-mentioned largest room)
- 5 rooms with at least 200 seats each for oral sessions of symposia (the afore-mentioned larger rooms may be used, so the maximum number of rooms needed for use in parallel is 5).

The plenary sessions can be live-streamed in a 2nd room if dictated by seat limitations in the largest room. All rooms must have facilities for live streaming, while the larger rooms also need facilities for recording the plenary and semi-plenary sessions.

- Location for poster sessions: space for at least 100 posters for a given time slot; the location may be split in different rooms, but they have to be nearby.
- Exhibition hall (booths for exhibitors, announcements), ideally close to the poster sessions.
- A number of small meeting rooms.
- Lunch: preferably organised on-site to facilitate networking, otherwise easy access to near-by restaurants with variable price ranges.
- Speaker practice room.
- Free Wi-Fi.
- Good on-site public transport connections.
- Ideally, the venue should offer child care services (on-site or nearby) to facilitate the participation of scientists with young children and have an on-site nursing / lactation room.

In line with EMA's Carbon Footprint ambitions, the host city should be relatively easily accessible by train, bus or plane (major airport with many direct international links).

ACCOMMODATION

A list of reasonably priced hotels with easy access to the venue by foot or public transport has to be provided to attendees. Cheap rates for students, possibly in student residences, are desirable.

WELCOME RECEPTION

A welcome reception, paid for by the conference, will take place on the Sunday evening.

CONFERENCE DINNER

The conference dinner is organised at a reasonable cost to the attendees, to allow high attendance. A convenient way to reach the dinner venue is requested.

TRANSFER OF INFORMATION ABOUT THE CONFERENCE ORGANIZATION

The General Chair(s) periodically inform the President of the IAC about progress in the organization of the Conference, and provide(s) information upon request.

BID SUBMISSION TO HOST JEMS

Bids to organise JEMS are welcome from scientists working in the field of magnetism in Europe. Those interested in submitting a bid are referred to the present document and to the EMA guidelines concerning [Gender and Diversity](#) and [Sustainable Events](#). A representative (preferably one of the General Chair(s)) should present the bid at the IAC meeting during the JEMS conference taking place at least 2 years before the targeted year of the conference (in case the bids are due in a year that JEMS does not take place in Europe, the bids will be presented during a virtual meeting of the IAC). The bids should be sent to the President of the IAC no later than 1 month before the presentation of the bid. A detailed timeline and additional guidelines for conference management will be provided to the General Chair(s) upon validation of the bid by the JEMS IAC. Any queries concerning bid preparation should be sent to the President of the IAC.