

Minutes of the IUVSTA Education Committee Meeting  
ECM 121  
Morgan Hill, USA  
Saturday 24<sup>th</sup> October 2015

Agenda:

1. Opening
2. Attendance
3. Adoption of Agenda
4. Confirmation of minutes
5. Guidelines for Short Courses
6. Technical Training Courses
7. Review paper
8. Any Other Business
9. Closing Remarks
10. Adjourn

1. Opening

The chairman of the Education Committee, Miran Mozetič, opened the meeting at 9:50.

2. Attendance

Members: Jean Jacques Pireaux, Mariano Anderle, Lars Montelius, Francois Reniers, Andrej Vincze, Christoph Eisenmenger-Sittner, David Ruzic, Joe Greene, Nikola Radic, Martin Wuest, Maria Carmen Asensio.

Observers: Anouk Galtayries, David Sykes, Reinhard Schwarz, Leszek Markowski, Paolo Manini, Geun Young Yeom, Katsuyuki Fukutani, Gao-Yu Hsiung, Stanislav Novak, Ulf Helmersson, Giacomo Ceccone, Pedro Nascente, Ute Bergner, Jay Hendricks.

3. The agenda was adopted as proposed.

4. Confirmation of minutes

The Minutes from the Education committee meeting in Graz, Austria, April 2015, have been confirmed. All members were in favour.

5. Guidelines for short courses

The final version of the Guidelines for IUVSTA Short Courses was presented. The Guidelines were adopted by the members in the form as in appendix to these minutes.

6. Technical Training Courses

Pedro Nascente presented the report of the IUVSTA Short Course organized by Brazil Vacuum Society in Vitoria, Esporito Santo, Brazil, 5-6 September 2015. The title of the IUVSTA Short Course was Plasma assisted surface modification treatments. The Course was well-attended and successful and the IUVSTA financial contribution was spent according to the rules. Andrej Vincze presented the report of the IUVSTA Technical Training Course of Vacuum technologies organized by Slovak Vacuum Society at Štrbske Pleso, Slovakia, 8-11 October 2015. The technical training course was well-attended and organized according to the IUVSTA rules.

A couple of new proposals were presented at the meeting. A proposal for organization of an IUVSTA Technical Training Course was presented by a representative of Czech Vacuum Society, Stanislav Novak. The scope of the proposed course is Low-pressure Plasma Processes and Technology and the venue Hotel Kravi Hora, Boretice, Czech Republic. The requested IUVSTA contribution of 2500 Euro is proposed to be spent for covering accommodation costs for lecturers and subsidize the costs of other participants. After thorough discussion the members of Education

committee supported the organization of the event with one vote abstention. Another proposal was submitted by Pakistani Vacuum Society for supporting organization of an IUVSTA Short Course entitled “Vacuum, Coating & Nanotechnology”. The Course should last 3 days and cover various aspects. It has been designed to assist researchers, engineers, scientists, system designers, university professors, industry people, plant operators and technicians utilizing vacuum systems, coating and nanotechnology techniques at various levels. This IUVSTA Short Course would focus mainly on the type of vacuum being used and its applications mainly in surface analysis, nanotechnology and coating systems. It would provide an excellent opportunity to the participants to exchange views and to adapt appropriate methodologies to cope with the latest trends, applications and future role of the vacuum, coating and nanotechnology in the latest research and industrial applications. The members of the Education committee found the proposal did not comply with IUVSTA requirements and decided unanimously not to support it.

#### 7. Review paper

The members agreed to submit another review paper based on presentation of scientific divisions’ representatives in October 2015 in San Jose within IUVSTA Highlight Seminar. There were several proposals for the journal and the majority of Education committee members voted for Thin Solid Films. The Editor-in-Chief, Joe Greene, agreed for open access without charges. The following authors have been asked to confirm willingness to participate sections of the review paper: Bonnie Tyler, Giacomo Ceccone, Anouk Galtayries, Reinhard Horst Schwarz, Christian Teichert, Timo Gans, Ivan Petrov, Maria C. Asensio, Christoph Eisenmenger-Sittner and Jay Hendricks. They were also asked to prepare slides to appear at IUVSTA home page. The decision about participation from all presenters is expected by 3<sup>rd</sup> November 2015. The presenters will first contribute 2-3 sentences for the abstract that will be submitted to the Editor-in-Chief. Once the written agreement from Thin Solid Films is obtained, the presenters will each prepare about 5 journal pages of selected recent achievements. The presenters were recommended to avoid copyright matter or obtain agreement in advance, keep the number of co-authors and references reasonable and act quickly. The paper will be published by summer 2016.

8. Any other business – there was no discussion.

9. Closing Remarks & Adjournment

M. Mozetič adjourned the meeting at 10:50.

Minutes prepared by Miran Mozetic on 31<sup>st</sup> October 2015.

Appendix: Adopted Guidelines for Proposers of IUVSTA Short Courses

## **Guidelines for IUVSTA Short Courses (IUVSTA SC)**

### **Purpose and Format**

The program of IUVSTA Short Courses (IUVSTA SC) is intended to teach the current state of the art of a technique or scientific field within the fields covered by IUVSTA. Such courses are held in conjunction with a major scientific meeting. A typical IUVSTA Short Course lasts 1 - 2 days and attracts all groups of specialists like students, technicians and full academics. Top notch experts of the field intensively teach the current state of the art of a technique or scientific field. An IUVSTA SC is typically organized by a National Vacuum Society in association with a major scientific meeting in a field covered by IUVSTA divisions.

In general, IUVSTA will not financially support a series of IUVSTA SC's taking place in the same country in consecutive years. A second IUVSTA SC organized by a National Vacuum Society may be financially supported by IUVSTA if the previous IUVSTA SC had a

completely different topic. However, first time applicants have priority for support if otherwise all requirements for organizing a successful IUVSTA SC are satisfied.

### **Financial arrangements**

IUVSTA financial support for such courses is intended to reduce the costs for the participants. The sponsorship should be advertised in the scientific meeting web page and any other scientific meeting documents.

Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level. The sponsorship is limited to 2000 Euro per IUVSTA SC. IUVSTA will support up to 5 IUVSTA SCs per triennium.

If there is a financial loss, this is the responsibility of the organizers, and for this reason, it will normally be appropriate to run the IUVSTA Short Course with the support of the National Vacuum Society who will have agreed to underwrite the IUVSTA SC.

Details of the bank account of the National Vacuum Society should be supplied to the Treasurer of IUVSTA who will transfer the agreed funds by electronic bank transfer.

After the IUVSTA Short Course a summary financial account of the course should be sent to the Scientific Secretary together with a scientific report.

### **Approval and Organization**

The normal procedure for organizing an IUVSTA SC will be:

The basic topic, venue, budget and draft program for a course is developed by a member Vacuum Society (National Vacuum Society). Any member Vacuum Society is eligible to apply but preference will be given to Societies of developing countries.

A proposal must be submitted to the Scientific Secretary no later than one calendar month before the date of a meeting of the Executive Council if it is to be considered at that meeting.

The proposal will be considered by the Education Committee and if accepted will be submitted to the IUVSTA Scientific and Technical Directorate (STD). If the proposal is then accepted by the STD, it will be presented to the Executive Council with a request for a maximum level of sponsorship funding. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer of IUVSTA.

The organizers will provide progress reports to the Education Committee if required and present the final report at the next Education Committee Meeting which will typically take place a day prior to the Executive Council Meeting.

The course should be referred to in all publicity as an IUVSTA Short Course. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain additional funding.

In the beginning of the Short Course a brief presentation on the purpose and structure of IUVSTA has to be given by the organizers.

After the IUVSTA Short Course, a report and a financial statement will be presented to the Education Committee. The report will be sent in electronic form to the IUVSTA Web editor for inclusion in the web page. The IUVSTA Short Course web page will be terminated.

### **Non-compliance or Cancellation**

Should the IUVSTA Short Course be cancelled for any reason, any unexpended part of the IUVSTA financial contribution should be returned to IUVSTA.

Should the Executive Council determine that any cancellation was not for good reason, it may require the return of the entire financial contribution, whether or not it had already been spent.

Should the Executive Council determine that the guidelines for IUVSTA Short Courses had been deviated from in a significant way, then it may demand the return of its entire financial contribution.