

Memorandum of understanding

March 30, 2019

I.

1. Elsevier B.V. plans to maintain in the future its financial support in form of the IUVSTA Elsevier Student Awards. IUVSTA is highly appreciative of this valuable contribution to its activities. The Award is intended to give financial support to research students to attend scientific conferences organised by IUVSTA. Eligible conferences series are: IVC, EVC, ICTF, ECOSS and VASSCAA.

2. In the IUVSTA triennium 2019-2022, Elsevier will support up to six conferences with a total amount of up to 12,000 €.

II.

3. In order to ensure the necessary publicity for the sponsor, the IUVSTA Elsevier Student Award shall be mentioned in appropriate form in all information material about the conference, starting from the very first announcements. In order to enable the conference organisers to realise this, a binding assignment of the support shall be made in good time. For this purpose, every three years well before the International Vacuum Congress, an agreement shall be made between Elsevier B.V. and IUVSTA fixing the financial support in the next triennium. As far as possible, the allocation to particular conferences shall also be determined at this stage.

4. Where a given conference is very early in the triennium, a special preliminary decision shall be made if necessary in order to ensure that the conference organisers obtain a binding decision about the support early enough. In contrast, for those years where not all necessary details about the planned conferences are available when the agreement according to no. III is made, the selection of the conferences to be supported shall be made as soon as possible during the triennium. Is an award allocation not used by a supported conference, then the money could be transferred within the same Elsevier budget year to an IUVSTA school in agreement with Elsevier.

III.

5. For the triennium 2019-2022, the following allocation is determined:

2020: ICTF-18 Budapest (Hungary) and VASSCAA-10 (China), 2000 € each,

2021: EVC-16 (Marseille (France) or Dresden (Germany)) and ECOSS-36, 2000 € each,

2022: IVC-22 Sapporo (Japan), €4000.

Anouk Galtayries (on behalf of IUVSTA)



Carina Arasa Cid (on behalf of Elsevier BV)



IUVSTA procedures manual (to be updated)

IUVSTA Elsevier Student Awards

Aims

The scheme is designed to give partial financial support to postgraduate research students within seven years of obtaining their first degree at the start of the conference to help them to attend IUVSTA meetings and conferences at which they are presenting a paper.

Preferably, the students should have limited support to attend the meeting. The leading motive should be supporting students who do not have sufficient means to attend the meeting. Given all things equal (e.g. abstract rating), the conference organizers should strive for gender balance.

The precise means of allocation of the support money is determined by the conference organizing committee. However, the conference committee is expected to at least waive registration fees for the selected students. Any other help the organizing committee can offer to the student (for example free meals) is appreciated.

Procedure

1. Elsevier will agree to provide a certain amount of funding for each triennium. In consultation with the Chair of the Awards and Scholarship committee, the supported conferences in the upcoming three years will be chosen. The funding can be divided between more than one conference.

2. The Chair of the Awards and Scholarship committee will contact the organizers of the selected conferences to inform them. He will also inform them on conditions and procedures as they are described here.

The Conference Chair will contact Elsevier with details of the conference bank account so that the money allocated can be transferred well before the meeting time. In his letter of request the Conference Chair declares the binding obligation that the money will be used only for financial support of postgraduate research students within the IUVSTA Elsevier Student Award scheme.

3. Conference committees will post a description of the award, conditions for applications and the application form (see below) on the conference website. Depending on the amount of money allocated to a given conference, a certain number of awards shall be announced in the following manner: "Financial support for one award is up to 500 €. In very exceptional cases, more than 500 € can be awarded on an individual basis".

4. Applicants must complete these forms, countersigned by a member of the higher education establishment (who will confirm that the student is enrolled in a research degree course) and submit it by the abstract submission deadline together with

- The abstract of their planned contribution to the Conference
- Indication of requested financial support and description how it will be spend.

Although the normal value of the award will be 500 € in most cases, the conference organisers have the freedom to deviate in both directions from the 500 € standard amount.

5. The Conference Chair will take care that the scientific quality of the submitted abstract is reviewed following the procedure of the conference in order to make sure that only applications which are eligible for acceptance are considered for the award. This makes it possible for the

successful applicants to be informed at the same time about both the award and the acceptance of their submissions. Not more than one student may come from any single laboratory.

6. Successful applicants must confirm their attendance within 2 weeks. When attendance is not confirmed, the award will be re-allocated.

7. All awards will be handed out as cash or by bank transfers at the time the awardee presents himself/herself in person at the conference venue registration desk in a convenient (normally local) currency. A form of photographic identity such as a passport will require to be produced. The recipient will sign for the funds provided.

The IUVESTA Elsevier Student Awards will be announced on the conference website. Details of the selected students will also be announced on the website.

The IUVESTA Elsevier Student Awards will be acknowledged during the opening ceremony of the selected conference and in the program book

Elsevier will announce the Award and winners on its websites.

The organizers of the conference will submit a short report about how they used the travel support, including contact details of the selected students.

IUVSTA Elsevier Student Awards: Application Form

FULL NAME OF APPLICANT (Block CAPITALS):

Signature

DATE OF AWARD OF FIRST DEGREE (NOTE: WITHIN SEVEN YEARS OF THE START DATE OF CONFERENCE):

Please submit copy of the degree certificate:

FULL ADDRESS OF RESEARCH LABORATORY (give fax and email if possible as well):

TITLE OF PAPER SUBMITTED TO THE CONFERENCE:

NAME, DATES AND LOCATION OF CONFERENCE TO BE ATTENDED:

THIS FORM MUST BE ACCOMPANIED BY A (SCANNED) LETTER ON OFFICIAL HEADED NOTEPAPER COMPLETED BY MEMBER OF STAFF OF YOUR RESEARCH LABORATORY AND GIVING THE FOLLOWING SIGNED STATEMENT

Name of Applicant (CAPITALS)

Name of Staff Member (CAPITALS)

I confirm that the above named person is enrolled on a research course at this Institution, will be submitting a paper and plans to attend the above conference (Note that only ONE student will be supported from your laboratory).

Signature of Staff Member

SEND THIS FORM AND SUPPORT DOCUMENT together with the abstract of the planned conference contribution TO THE CHAIR OF THE CONFERENCE TO ARRIVE BEFORE THE IUVSTA Elsevier Student Award submission deadline given at the conference website.

IUVSTA Elsevier Student Awards: Offer Letter

I am pleased to advise you that, provided you send the confirmation as instructed below, you will be awarded a student grant to assist with costs of attendance at the following conference:

The amount of the award is: [add amount granted]

YOU MUST NOW SEND A MESSAGE IMMEDIATELY TO CONFIRM THAT YOU WILL ATTEND THE CONFERENCE AND WISH TO ACCEPT THIS OFFER. IF WE DO NOT HEAR FROM YOU BY [add date!] THE OFFER IS WITHDRAWN.

SEND CONFIRMATION TO: [add e-mail address!]

The award can be collected at the registration desk when you arrive where you will be asked to sign and prove identity. This award cannot be transferred to another person. IUVSTA wishes to acknowledge the support of Elsevier Science Limited who have made this award available.

