

## **ECCE/ECAB Events: Vision Document**

### **1. Objectives**

The objectives of this joint conference, to be held every odd-year in an European city, are to bring experts from industry and academia from all over the world to present and discuss their latest research results, to provide students the opportunity to learn about the latest developments and to contribute to the discussion, to provide participants a forum for networking, to provide industry to exhibit their products, to provide job providers and job seekers an opportunity to meet, and many more. It should be able to attract participants from industry, academia, governmental institutions, regulation bodies, students from all over the world. Through this joint event the EFCE and EBES should demonstrate their considerable capabilities to organize an important global event on chemical and biochemical engineering. The joint conference should be established as the most important conference in Europe in Chemical and Biochemical engineering.

### **2. Scientific Program**

The ECCE/ECAB must have an established scientific format so that it is easily recognized, while at the same time, the format should be flexible to allow for changes with respect to time and current interests. The scientific program must be developed together with the working parties and sections of EFCE and ESBES. The scientific program should include the core topics of chemical and biochemical engineering as well as new and emerging topics. Through the scientific program, the event should highlight the current opportunities and future challenges for the chemical and biochemical engineering community. Use of a common abstract handling system by all future ECCE/ECAB organizers would be encouraged.

### **3. Organization**

The ECCE/ECAB is intended to be a 4-days event taking place during September-October period of every odd year in a European city, organized on behalf of the EFCE and ESBES by one or more of their member societies. The organization will have a steering (advisory) committee consisting of the presidents of EFCE and ESBES, the chair-persons of the organization and scientific committees plus 2-3 nominated representatives; an organization committee led by the chair-person (representing the host society), the EFCE/ESBES executive vice-presidents as co-chairs together with a reasonable number of members representing the host societies with well-defined duties as well as representatives from the EFCE/ESBES General Secretariats; a scientific committee consisting of a chair-person (representing the host society), the EFCE/ESBES scientific vice-presidents as co-chairs together with topic-theme coordinators selected in close collaboration with the working parties-sections of EFCE/ESBES.

### **4. Host Society**

Any member society who is a member of both EFCE and ESBES can in principle bid to host the joint event alone or in partnership with other member societies. There must be one host society responsible for the overall arrangement. The bid for organizing any ECCE/ECAB event must agree to follow the principles of the vision document and the items listed in the procedure document.

## **ECCE/ECAB Event: Procedure Document**

### **I. Organizational/management requirements**

- a. The organizers will obtain the EFCE Event number two years prior to the conference and the EFCE Event Number should be advertised on website, flyers, etc., the EFCE and ESBES logos will be used in accordance with the guidelines provided by EFCE/ESBES.
- b. Within the conference budget, provision must be made for the following, at no cost to EFCE or ESBES:
  - i. Meeting rooms and refreshments (tea/coffee, light lunch if appropriate) for meetings of the EFCE charity trustees and ESBES Executive Board and EFCE/ESBES General Assemblies, and of any Working Party and Section wishing to meet
  - ii. Promotional stand space for EFCE, ESBES and the organisers of the subsequent ECCE/ECAB conference
  - iii. Complimentary registration for EFCE/ESBES laureates/award winners (e.g. Jacques Villiermaux or Dieter Behrens Medal, EFCE Student Mobility Award, Excellence Awards, if any, and other prizes and awards, as required by EFCE and ESBES)
- c. The organiser is required to submit written reports on the planning status of the event to all meetings of the EFCE charity trustees preceding the congress. Status on at least the following items should be provided: Budget, Technical program plans-execution, Communication and Organizational details (conference venue, number of parallel sessions, plenary-keynote speakers, on-line submission, etc.). EFCE reserves the right to request a verbal report from a representative of the congress organisation team. If the EFCE/ESBES Management Boards are not satisfied with progress, they retain the right to withdraw support and use of logos/names up to 12 months before the event. The organiser will allocate speaker slots to the EFCE/ESBES Presidents during the opening formalities of the congress (for example, welcome address).
- d. The organiser will allocate a speaker slot to the organisers of the subsequent European congress within an appropriate plenary session.
- e. The organiser will allocate platform time within an appropriate plenary session for the presentation of EFCE medals, prizes and awards as required.
- f. The organiser will allocate a plenary speaker slot to the Danckwerts Lecture. The lecturer will be nominated by a committee comprising the Editor-in-Chief of Chemical Engineering Science, the Head of Department of Chemical Engineering at the University of Cambridge, and the Presidents of AIChE and EFCE or their nominees.
- g. The organiser will pass a delegate list, including contact details, to the organiser of the subsequent European congress at no cost and in full compliance with European data protection law.

### **II. Scientific/Technical program requirements**

- a. Chairs of all WPs and Sections should be invited to have sessions and/or symposia at the ECCE/ECAB-event. The discussion should be started very soon after a bid is accepted and not later than one year before the event, this plan should be ready.

- b. Adequate representation must be given to representatives of relevant EFCE and ESBES Working Parties and Sections on the congress scientific committee. EFCE charity trustees and members of the ESBES executive boards should be invited to serve on the committee.
- c. The EFCE vice presidents should be invited to join the management (organization) committees and the scientific committees.
- d. The EFCE and ESBES official journals must have first refusal on all publications arising from the Congress, with the exception of the Danckwerts lecture. A publication policy and the plan for special issues with journals should be ready one year before the ECCE-event. A special issue of the EFCE journal ChERD should normally be produced.
- e. Technical program, at least the plenary and keynote speakers and the overview of sessions, should be posted on the website at least six months prior to the Congress. Approximately 50% of the plenary and keynote speakers should be from industry.
- f. WPs and Sections agreeing to have their symposia as part of the ECCE/ECAB event, should be allowed to advertise their symposia under the umbrella of the event. Appropriate agreements should be made with each WP and Section.

### III. Host Society requirements

- a. Host society preparing a bid should include a plan showing how they plan to implement the EFCE/ESBES procedure for ECCE/ECAB events.
- b. Partnerships with other societies need to be clearly described with a discussion of responsibilities
- c. The financial responsibilities and budget need to be provided. Options for discounted fees for EFCE/ESBES members should be considered.
- d. Use or not of a PCO needs to be clearly stated. If the host society does not have professional conference organizing capability within its own staff, it should consider to partner with an EFCE or ESBES member society that does. External commercial PCOs may only be considered when no such member society is willing to partner (check also the services available at EFCE/ESBES).
- e. Which services available at EFCE would be used, should be highlighted (for example, abstract handling system, database, advertisement, etc.).
- f. A publication policy plan needs to be submitted, which should include the official journals of EFCE (ChERD and its sister journals), if appropriate. The EFCE Executive Board must approve this publication policy, one year before the conference.
- g. Conference organization and scientific committee chairs need to be defined

A list of services available from EFCE for use by the member societies will be made available to the host societies preparing a bid.