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## Guidelines for ESS Neutron Science Conference sponsoring

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## **ESS Neutron Science Conference Sponsoring – 2015 / 2016**

In recent years, ESS engaged with the neutron user community gathering valuable input via “*ESS Science Symposia*”, but also sponsored other workshops and conferences related to Neutron Science and Instrumentation. This document provides guidelines on the workshop and conference sponsoring by the Science Directorate.

### 1. General Considerations

Conference sponsoring is an on-going activity within the Science Directorate. On delegation of the Science Management Team, the Scientific Activities Division manages this task as part of ‘Scientific Coordination and User Office’ (SCUO). Requests for conference sponsoring arrive via members of the Science Directorate staff and are collected using the existing e-mail ‘[symposia@esss.se](mailto:symposia@esss.se)’. Sponsoring requests are evaluated ‘ad-hoc’ when needed but at least quarterly. SCUO involves the relevant Science Focus Teams as well as the ESS subject matter experts in the evaluation process. SCUO informs the ‘ESS sponsoring committee’ about the sponsorship commitments.

The amount of the financial contribution is to be evaluated considering the request and information provided by the workshop / conference organizers. If insufficient information is provided the level of ESS sponsorship will be considered in comparison to the financial contributions provided by other sources. If such comparisons are not available the financial contribution is capped to 3000€. The financial contribution will be budgeted to the SCUO budget (PCC 130302001) and paid on invoice provided by the conference organizers.

### 2. Evaluation Criteria

The following criteria are to be considered for the evaluation of sponsoring requests.

#### a. Workshops / Conferences with direct relevance for the ESS project

Conferences and workshops with direct implication to the ESS construction project will be considered evaluating the expected outcome for neutron technologies and instrumental methods. This requires that the corresponding ESS teams are interested and will participate in the workshop. The support will be justified *a-posteriori* by a written report provided by the ESS participants (not the organizers).

#### b. Workshops / Conferences with relevance for Neutron Science and Instrumentation

Conferences and Workshops on neutron science and instrumentation not directly related to the ESS construction project will be evaluated towards a long-term perspective for a specific user group and their instrumentation needs. Again at least ESS participation is required to justify the sponsoring *a-posteriori* by a written report provided by the ESS participants (not the organizers). Involving ESS in the organization team is a plus.

#### c. Workshops / Conferences with relevance in respect to scientific focus areas

Conferences and workshops in scientific focus areas with a specific strategic interest – both financially and scientifically – will be considered for sponsoring. In this case participating with a targeted scientific exhibition (booth) might be more adequate than sponsoring the workshop only. The cost and benefit of sponsoring or a scientific exhibition is to be compared to the benefit of an increased scientific participation of ESS Science Directorate staff establishing collaborations with the interested academic counter parts.

#### d. Workshops / Conferences with relevance for the regional scientific environment

Supporting the regional scientific environment towards neutron science is important for various reasons: strengthening and training the future user community, establishing collaborations of ESS scientists with regional research groups and the acceptance / visibility of the ESS project. In this case, participation with a targeted scientific exhibition (booth) might be more adequate than sponsoring the workshop only. The cost and benefit of sponsoring or a scientific exhibition is to be compared to the benefit of an increased scientific participation of ESS Science Directorate staff establishing collaborations with the interested academic counter parts.

e. Negative evaluation criteria

Conferences and workshops not matching the above criteria will not be supported. ESS will not support existing meetings of national neutron scattering associations nor regional training activities (such as university summer schools) but may consider events within a European or International setting supporting the first event of a potential series as well as those filling a regional void.

3. Information to be provided for evaluation

The following information has to be provided / collected for an ESS evaluation of the conference / workshop sponsoring request. ESS will actively request this information from the organizers prior to the quarterly evaluation deadline.

- General information: Title; topic; organiser; institutes; venue; dates; web site
- Sponsoring Information: financial conditions for sponsors, further sponsors
- ESS evaluation criteria: type of workshop/ conference; ESS contact / participants
- ESS comments by Science Focus Teams and experts as deemed necessary.

Changes:

V1.1 amended negative evaluation criteria.

V1.2 added information on evaluation and reimbursement procedure.