

## ESS Science Symposia Policy



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## **ESS Science Symposia Policy**

The European Spallation Source (ESS) is a joint European project and will be a world-leading centre for research using neutrons. In recent years, ESS engaged with the neutron user community and gathered valuable input via “*ESS Science Symposia*”. Pursuing these activities and interactions allows ESS to develop and update its scientific strategy constantly in parallel to the instrumental developments during the construction phase.

ESS invites the European Neutron User Community to organise and host a series of specific meetings under the series title “*ESS Science Symposia*” that focus on the scientific opportunities and challenges for research with neutrons at ESS. The “*ESS Science Symposia*” should focus on the science that will be enabled by ESS’s superior neutron brilliance and novel time structure. The “*ESS Science Symposia*” should also discuss a specific community’s requirements for neutron scattering instrumentation as well as supporting facilities, such as scientific laboratories, computational support and sample environments. It is encouraged that “*ESS Science Symposia*” focus around scientific themes or areas as opposed to types of instrumentation or particular techniques.

The “*ESS Science Symposia*” present an important opportunity to have a direct say into the planning and construction of ESS and its science policy. The outcome of the Symposia in the form of a report will be presented directly to the Science Advisory Council of ESS, made available to the general neutron scattering community, and will have influence on the ESS Science Strategy.

The ESS will contribute to the cost of the Symposia with a fixed sum of max. 12.5k Euro per workshop as well as assist with logistics where possible. The contribution will be paid upon detailed invoice and delivery of the Symposia’s report. It is relevant that all documents regarding the Symposia show the ESS and the Symposia logo. We invite applications to organize and host an ESS Science Symposium in an area of science relevant to ESS.

Applications are accepted via email to ‘[symposia@esss.se](mailto:symposia@esss.se)’.

More information, forms and guidelines for proposals can be found on our website under: **<http://www.europeanspallationsource.se/ess-science-symposia>** or on enquiry by email to ‘[symposia@esss.se](mailto:symposia@esss.se)’.

We look forward to many exciting proposals.

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## **1. GENERAL CONDITIONS AND GUIDELINES**

### **1.1 General Conditions**

The Symposium must be coordinated with ESS and should last between one to three days, preferably not hosted at existing facilities in order to attract non-neutron users.

The ESS Science Symposium must not represent existing conference or workshop series, and the conference must have 'ESS Science Symposium ..' clearly stated in the title.

ESS must be represented in the Symposia in order to provide an update on the current status of the project and up-to-date information on the development of the scientific program.

Sufficient time for discussion during the Symposia should be allowed so that participants can state their opinions and requests. We suggest that minutes of the discussions are taken in order to facilitate a final report.

The Symposia organizers are responsible for producing a final workshop report that must make science-driven recommendations to the ESS for its instrument suite, scientific infrastructure (environment and support labs) and highlight challenges.

The final Symposia report must be submitted together with expenses forms no later than **TWO MONTHS AFTER THE SYMPOSIA** to allow for dissemination.

### **1.2 Guidelines for applications**

Please complete the one-page form overleaf stating the aim and scientific goal of the Symposia. Additionally, please provide in separate documents, the following;

- Provisional budget.
- Tentative list of invited speakers and agenda.
- Expected number of contributed speakers or posters.
- Additional funding that you may be able to raise to support the Symposia.

### **1.3 Expenses and reimbursements**

Funding from the ESS will provide funding up to 12.5k EURO for;

- Reasonable travel costs for speaker (Flight/Train/Taxi/Boat)
- Cost of renting Symposium venue and supporting services
- General Catering (buffet lunches, tea & coffee)
- One evening/conference dinner

All expenses receipts must be kept and presented with the final workshop report.

Reimbursement for expenses will be done by the presentation of an invoice to ESS. Very

important: The invoice should state 'PCC 670300001' and should be sent to Arno Hiess or Bea Linnenberg.

## **1.4 Symposia report**

The symposia report is to be provided not later than two months after the symposia. The report will be used to develop and update the ESS scientific strategy constantly in parallel to the instrumental developments during the construction phase. For maximum impact the symposia report should address the following topics:

- Where is the science going and what are the experimental challenges?
- Which instruments and instrumental options are required?
- Which scientific environment and infrastructure is required such as support labs, sample environment, data handling, beam time access?

Details on the symposia such as its scientific programme and a list of participants will also be provided.

## **1.5 How to Apply**

Application forms are accepted only via email sent to the address [symposia@esss.se](mailto:symposia@esss.se).

## **2. PROPOSAL TEMPLATE**

Proposed title of Symposium:	ESS Science Symposium on ...
Principal Organiser: (Name and contact details)	
Host Institution	
Envisaged venue	
Envisaged dates and duration of Symposium	
Envisaged number of participants:	
<b>Aim of the Symposium and anticipated outcome:</b>	

**ESS Science Symposia Policy**

Date 22/10/2013

**DOCUMENT REVISION HISTORY**

<b>Version</b>	<b>Reason for revision</b>	<b>Date</b>
1.0	New Document based on previous Policy document 2012	22/10/2013