

Guidelines for VASSCAA

(Vacuum and Surface Sciences Conference of Asia and Australia is a IUVSTA specific conference as explained in item 2 below)

The first requirement for VASSCAA is to offer a fascinating forum for young researchers in Asia and Australia. For this purpose, it is effective to accept young excellent researchers as invited speakers. This was proved by the history of VASSCAA posted in the website of the Vacuum Society of Japan, <<http://wwwsoc.nii.ac.jp/vsj/index-e.html>>. The second requirement is for the international steering committee (ISC) of VASSCAA, whose members and aim are given in the Statutes (Appendix 1) of Surface Science Division of IUVSTA (International Union for Vacuum Science, Technique and Applications). The committee is asked to nominate the organizer or organizers (in the following, stated as organizers) of each VASSCAA. As far as these basic requirements are fulfilled, the organizers have freedom to arrange the VASSCAA. The followings are of reference to the organizers and the ISC.

1. So far, VASSCAA has been held once for each three years, that is, VASSCAA-1 in 1999 in Tokyo, VASSCAA-2 in 2002 in Hong Kong and VASSCAA-3 in 2005 in Singapore. But this term is not “must”. It would be ideal to hold VASSCAA every year, except the year when IVC and/or ICSS are held.
2. VASSCAA is one of IUVSTA Specific Conferences as well as ECOSS, ICTF and EVC as is posted in the IUVSTA website <<http://www.iuvsta.org/whatisIU2.html>>. As one of the Specific Conferences, money for the Elsevier student award is allocated to VASSCAA organizers from the fund given by Elsevier to IUVSTA. In order to get the fund, the organizers should contact with the secretary general of IUVSTA whose contact address in the IUVSTA website<<http://www.iuvsta.org/>>. The detailed process required is given in Appendix 2.
3. The organizers can decide whether proceedings will be published or not, including choice of publisher, though many participants want to publish their paper in the proceedings. Proceedings of VASSCAA-1 was published as a special issue of Applied Surface Science and that of VASSCAA-2 and -3 was or will be published as a special issue of Surface Review and Letters.
4. Registration fee (with or without conference coffee and/or lunch, with or without proceedings) and conference period are decided by the organizers. Conference

period was for three days from September 8 to 10, 1999 for VASSCAA-1, for five days from August 26 to 30, 2002 for VASSCAA-2 and for six days from July 3 to 8, 2005 for VASSCAA-3.

5. Accommodation were provided by travel agencies in the case of VASSCAA-1 and -3. They were kindly provided by the organizing committee for VASSCAA-2.
6. All three VASSCAA meetings had their own website.
7. Abstract book was given to participants in all three VASSCAA meetings. Abstracts submission, registration and other transactions were done electronically through the internet for all three VASSCAA meetings.

(Written in August, 2005 by A. Yoshimori, the first chair of ISC of VASSCAA, and revised by M. Ono, the second chair in January, 2006)

Appendices are in following pages.

Appendix 1. VASSCAA related part from Statutes of the Surface Science Division of IUVSTA

Article 9 - Specified Activities

A. Triennial Congress

B. Other Conferences

The Surface Science Division shares responsibility for the site selection and continuity of the European Conference on Surface Science (ECOSS) with the Surfaces and Interfaces Section of the Condensed Matter Division of the European Physical Society (EPS).

An ECOSS Board is set up to guarantee continuity and uniformity in the series. The ECOSS Board comprises the Chairperson of the Surfaces and Interfaces Section of the European Physical Society (SIS-EPS) as Chairperson, the members of SIS-EPS, the Chairperson of the IUVSTA Surface Science Division (SSD-IUVSTA), the European members of the SSD-IUVSTA and the Chairpersons of the last five and future ECOSS conferences. A meeting of the ECOSS Board is called by its Chairperson at least once a year.

The Surface Science Division is also responsible for the scientific program for the International Conference on Solid Surfaces which runs jointly with the IVC and is, in effect, the Surface Science Division's component of the IVC.

The Surface Science Division shares also responsibility for the site selection and continuity of the Vacuum and Surface Sciences Conference of Asia and Australia (VASSCAA) with the International Steering Committee (ISC) of VASSCAA, which consists of Presidents or representatives nominated by Presidents of IUVSTA member societies in Asia and Australia. The members from Asia and Australia and Chairperson of SSD-IUVSTA are also members of the ISC of VASSCAA. The Chairperson of the ISC of three year term is elected by its members. Since majority of presentations in VASSCAA are from surface science, the responsibility is shared by IUVSTA-SSD. However VASSCAA covers contributions from all other Divisions and the Chairperson of SSD should distribute information on VASSCAA to Chairpersons of other Divisional

Committee particularly to him/her of Vacuum Science Division.

(Amendment approved by SSD College on 15 February 2002 and by 90th ECM on 10 March 2002)

Appendix 2. **IUVSTA-ELSEVIER STUDENT AWARDS**

AIMS

The scheme is designed to give partial financial support to younger research students (age less than 30 at the end of the year of the conference) to help them to attend IUVSTA meetings and conferences at which they are presenting a paper.

PROCEDURE

- 1 Elsevier will agree to provide a certain amount of funding in any current year. Once the system is established this agreement will be made by 1st December of the previous year.
- 2 IUVSTA will nominate the conferences to be supported in the year, indicating how much should go to each, and will provide the names and addresses of the conference chairpersons to Elsevier.
- 3 Each conference chairperson will contact Elsevier with details of the conference bank account so that the money allocated can be transferred well before the meeting time.
- 4 Conference committees will issue standard application forms (provided by IUVSTA) on request and these must be completed, countersigned by a member of the higher education establishment (who will confirm that the student is enrolled in a research degree course) and submitted to the conference chairperson in time for the paper selection meeting.
- 5 The Conference chairperson will arrange for the selection of successful applicants from those with papers accepted and will notify the students. The successful applicants will come from a wide range of international research laboratories and no more than one will be from any single laboratory.
- 6 Successful applicants must send a letter within 2 weeks, countersigned by a member of their establishment, confirming that they will attend and will accept the offer. Any awards not confirmed will be re-allocated.
- 7 A list of successful applicants will be displayed at the conference registration desk with acknowledgment to Elsevier.
- 8 All awards will be handed out as cash at the time of registration in a convenient (normally local) currency. The recipient will sign for the funds provided.
- 9 Any cash not claimed will be passed on to the next IUVSTA conference chairperson to supplement the awards for that meeting.

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Application Form

1. FULL NAME OF APPLICANT (Block CAPITALS)
2. Signature
3. DATE OF BIRTH (NOTE: APPLICANT MUST BE LESS THAN 30 YR OLD AT START DATE OF CONFERENCE):
Please submit copy of your passport or some other document with birth date shown
4. FULL ADDRESS OF RESEARCH LABORATORY (give fax and email if possible as well)
5. CURRENT POSTGRADUATE RESEARCH FIELD
6. TITLE OF PAPER SUBMITTED TO THE CONFERENCE
7. NAME OF CONFERENCE TO BE ATTENDED
8. DATES OF CONFERENCE AND LOCATION

THIS FORM MUST BE ACCOMPANIED BY A 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 TO THE CHAIR OF THE CONFERENCE TO ARRIVE BEFORE THE ABSTRACT SELECTION MEETING

Offer Letter

I am pleased to advise you that, provided you send the confirmation fax 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

YOU MUST NOW FAX A LETTER IMMEDIATELY TO CONFIRM THAT YOU WILL ATTEND THE CONFERENCE AND WISH TO ACCEPT THIS OFFER. IF WE DO NOT HEAR FROM YOU BY THE OFFER IS WITHDRAWN.

FAX YOUR REPLY TO:

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.