

ICFA Endorsement of Workshops and Conferences

Rules and procedures

April 2021, SH+TS

Endorsement request

- On request, ICFA can endorse workshops and conferences. The request can be brought forward by any of the ICFA members or any of the ICFA panels (via its chairperson).
- The request is to be addressed to the ICFA chair and to the ICFA secretary.
- The chair, if necessary after consultation with other ICFA members, will take a formal decision on the requested endorsement.

Requirements and criteria for endorsed workshops and conferences

Endorsed workshops or conferences must adhere to the following rules and procedures:

- The IUPAP guidelines¹ for conferences and workshops need to be implemented and shall be linked on the event's web page. In particular, the following must be ensured:
 - Significant scientific value of the workshop or conference.
 - Implementation of the IUPAP policy on the free circulation of scientists.
 - Limited conference fee according to the currently valid IUPAP measures.
 - Adequate participation of female scientists.
 - Publication of the following statement on the event web page and in all publications related to the conference:
"It is the policy of the International Union of Pure and Applied Physics (IUPAP) that all participants in Union activities will enjoy an environment which encourages the free expression and exchange of scientific ideas, and is free from all forms of discrimination, harassment, and retaliation. The conference organisers will name an advisor who will consult with those who have suffered from harassment and who will suggest ways of redressing their problems, and an advisor who will counsel those accused of harassment. The conference organisers may, after due consideration, take such action they deem appropriate, including warning or expulsion from the conference without refund."
- In addition to meeting the requirements specified by IUPAP, ICFA sponsored conferences and workshops shall:
 - Serve to promote international collaboration in all phases of the design, construction and exploitation of high energy accelerators
 - Be highly relevant and supportive of ICFA's goals to advance progress in research related to high-energy accelerators and their exploitation by further developing the relevant technologies through international collaboration.
 - Be of high scientific merit and quality, as evidenced by the programme and the composition of Advisory and Program Committee.
 - ICFA must be mentioned on the conference web pages as an endorsing body for the event.
 - The ICFA logo must be displayed on the workshop / conference web page.

Conferences and Workshops may additionally apply for IUPAP C11 endorsement, which does not bring financial support but can be requested at any time².

¹ See <https://iupap.org/sponsored-conferences/conference-policies> and <https://iupap.org/sponsored-conferences/conference-policies/documents-giving-detailed-policies/>

² See <https://iupap.org/application-for-conference-endorsement/> for details.