

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

Guidelines For Organization of PSSI Plasma Science & Technology Symposium

This document has been prepared with inputs obtained by PSSI over many years of organizing the annual Plasma conference. Since the PSSI executive committee changes every two years and so does the venue of the conference, this document will help bring about uniformity in the organizational structure of the annual “National Symposium on Plasma Science & Technology”

Once the venue has been finalized (normally the venue is decided 1-2 years in advance), the following guidelines can be used to efficiently organize and conduct the conference. These guidelines would help in a smother conducting of the conference and also provide easy interaction with IPR for organizing the conference.

The consent from the appropriate authority of the host institute expressing their consent to host and organize the National Symposium on Plasma Science & Technology (PLASMA-XXXX) has to be communicated in print to the Secretary, PSSI.

The logo of PSSI should appear on any conference related publication along with those of the host institutions. The PSSI logo would be provided on request.

The Convener of the conference is requested to keep PSSI in the loop regarding the organizational related matters so as to avoid any issues.

1. Constitution of the Local Organizing Committee (LOC)

The host institute/university has to set up a LOC to oversee the smooth conduct of the conference. It is appropriate that the LOC has various divisions to look after the various aspects of the conference organization. LOC should then decide the Focal Theme of the conference. Normally this is based on the expertise the host institute has in the field of plasma science & technology. The LOC can also come up with a completely new focal theme. The LOC will have the following general functions ;

1. All requisite pre-conference activities, including publicity, website, arrangement of venue, conference budgeting, boarding / lodging / local transportation for the participants etc.
2. Compiling and printing the abstract book (and publishing in a journal if they wish to do so).
3. Ensuring the smooth conduct of the conference, including all the oral and poster sessions.
4. Hosting the invited speakers and other special invitees / dignitaries.
5. Arranging Popular talks / Entertainment programmes / Tours (if any).
6. Arranging judges to assess the posters in all the poster sessions for the PSSI poster awards.

Note : It would be expected that members on the LOC would be/become life members of the PSSI before the conference.

2. Constitution of the National Advisory Committee (NAC)

The LOC may constitute the NAC and this may be ratified by the patron of PSSI (Director, Institute for Plasma Research). The NAC generally constitutes of eminent personalities in various fields of Plasma / Fusion Science & Technology in India. The LOC may refer to the list from earlier conferences while constituting this committee.

3. Constitution of the Scientific Programme Committee (SPC)

The “Scientific Programme Committee” or SPC would be constituted by the LOC and approved by PSSI. This committee would be responsible for the selection and correspondence with the invited speakers, screening of contributions and selection for oral/poster presentations, approval for travel allowance (TA) for the participants that LOC will pay for etc. This committee would essentially comprise of a senior PSSI member as the chairman, convener (or representative from the LOC of the current year’s symposium), some PSSI office bearers as well as a few experts in the fields of plasma & fusion S&T. Invitations to the invited speakers will be sent on behalf of the SPC by the Chairman SPC. Any modifications to the programme / speakers of the conference should also be approved by the SPC.

Duties of SPC

1. Deciding on Parallel Sessions for the conference
2. Choosing the invited speakers and the broad topics for the speakers
3. Corresponding with the invited speakers and getting their consent
4. Sending invitation letters to invited speakers
5. Change of Invited speakers / topics, modification of schedule
6. Screening of abstracts and accepting / rejecting them.
7. Selection of oral presentations
8. Finalization of selected contributed abstracts.
9. Sending of abstract acceptance letters to the participants.
10. Screening, selection and sending acceptance letters to Buti YS applicants.
11. Finalization of panel of judges for Buti YS presentations
12. Finalization of panel of judges for evaluating poster presentations
13. Finalization of winners of the poster/oral presentation awards.
14. Resolving any dispute related to any of the PSSI awards.

4. Fixing Tentative Dates and Deadlines

1. **Conference dates:** Normally to be conducted in the First or Second week of December. To have a fair representation of all these plasma related sub topics in the symposium it is necessary that the symposium activities extend at least for **4 days**. The LOC can finalize the dates in consultation with PSSI taking into consideration their own logistical convenience.

- 2. Expected number of participants:** Normally, the expected amount of abstracts would around 250-400 and the corresponding number of actual participants would be around 250-300. This number could vary depending on the popularity of city where the conference is being organized.
- Participants from IPR / FCIPT / ITER-India would range from 80-110. Please note that the registration fee for participants from IPR is normally sent as one payment (DD/ Bank transfer) and will be handed over at the registration desk by an IPR representative.
 - **NOTE :** Please note that these numbers are approximate and may vary from conference venue to venue.

5. Conference First Announcement

Once the conference dates are finalized, the LOC is expected to release the FIRST ANNOUNCEMENT by May-June. The announcement should clearly indicate that the conference is co-organized by the host institute and PSSI. Logo of PSSI can be obtained from PSSI.

The first announcement should contain the following information;

1. List of NAC and LOC
 2. Overview of the symposium, highlighting the “Focal Theme” (if any)
 3. Details of the organizers (host institute and PSSI)
 4. Details of the venue
 5. Technical program with list of areas covered in the symposium
 6. Details of abstract submission.
 7. Details of the PSSI awards.
 8. Details of tutorials (if the LOC wishes to conduct them before the conference)
 9. Details of financial assistance offered (travel/registration fee waiver) and eligibility.
 10. Details of Registration fees.
 11. Details of accommodation (price range) being offered.
 12. Address for communication with e-mail / web site.
 13. Registration form (detachable)
 14. Listing of important dates
- The first announcement has to be placed on the conference website as well as e-mailed to all the PSSI members (address list will be provided by PSSI) at least 2 months before the deadline of the abstract submission.
 - **NOTE :** It is also preferred that the First announcement is also mailed to the various Physics departments of major Institutes / Universities/ IITs / NITs etc, so that non-PSSI members also get to know about the conference and participate if they wish to do so.

6. Conference Website

It is preferred that the LOC host the details of the conference on the host institute's official website for easy web access and for informing the participants of latest news regarding the conference. In the event that the host institute cannot host the conference website, PSSI can help by hosting it on the PSSI website (www.plasma-xxxx.pssi.in). However, the responsibility of content and its timely update would rest entirely on the LOC.

Website should contain all the information listed under Section 5.

Appropriate pages are required for abstract management and travel assistance. Abstract templates will be only in MS WORD.

- Template for abstract (will be provided by PSSI)
- Template for full paper (if the LOC plans to publish it)
- On-line pre-registration
- Indico web link for abstract submission (will be provided by PSSI)
- Template for hotel accommodation (if LOC plans to book accommodation on behalf of participants)
- Web link for Travel Assistance (Will be provided by PSSI).

7. Conference Contact Details

Details of contact person (preferably Convener) should be provided on the website, along with landline, email as well as mobile number. It is expected that the person whose contact number is provided will be available during office hours.

8. Abstract Submission / Management

Abstracts for the Plasma conference will be managed by the online Indico based portal maintained at IPR. The LOC has to get in touch with IPR and IPR will setup the portal for abstract management and provide the LOC with a weblink which they can publish on the conference website. Participants can log into that portal and submit their abstracts. A one-time registration will be needed for first-time abstract submitters.

a. Abstract Approval

Abstract approval is done by the SPC. All the members of the SPC will be given admin rights to the abstract portal and they can log in and approve/reject abstracts in the area assigned to them. Once all the abstracts are processed (accepted/rejected), the list of Oral / Poster presentations are finalized by the SPC and the Chairman gives the final approval. This triggers the Indico abstract portal to automatically send the acceptance letters as email to the primary and secondary authors.

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

The LOC does not have to issue any acceptance letter to participants

b. Oral / Poster Presentations

Both the Oral and Poster presenters will be intimated automatically by the Indico portal. The LOC need not provide them with travel/accommodation and they may be treated at par with the poster presentations.

c. Abstract submission deadline

This date is normally by around middle of August. A one-time postponement of the dates by 15 days could be announced later, if needed. The SPC committee will need 2-3 weeks to scrutinize the list of abstracts generate the list of accepted papers for the conference. The LOC should take into consideration the time required to compile and print the abstract book before fixing the deadline for abstract submission.

d. Abstract Compilation & Printing

The accepted abstracts can be downloaded by the LOC and then compiled to generate the abstract book. This has to be issued to the participants during their registration at the conference. The SPC can compile the abstracts for LOC if requested to do so by the Convener.

e. Publishing of conference papers

This is not a mandatory activity. However, if the LOC plans to get selected papers of the conference published after peer reviewing, it has to be done with the consent and in conjunction with PSSI.

Depending on the time required by the LOC to get the abstract book printed well within time, the LOC can fix a **FINAL** deadline for receipt of abstracts.

LOC should not accept any abstract of contributed papers directly. Any query regarding abstract submission should be forwarded to < plasma-abstracts@ipr.res.in >

LOC can accept abstracts from Invited speakers.

The areas of topics for the conference will be as follows. This needs to be published on the conference website.

No.	Classification		Abbreviation
1	Basic Plasma Physics	Theory	BPT
		Experimental	BPE
2	Computer Modelling for Plasma	Theory	CMP
3	Exotic Plasma (Including Dusty Plasma)	Theory	EPT
		Experimental	EPE
4	Industrial Plasma Applications	Theory	IPT
		Experimental	IPE
5	Laser Plasma	Theory	LPT
		Experimental	LPE

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

6	Nuclear Fusion & Technology	Theory	NFT
		Experimental	NFE
7	Plasma Diagnostics	Theory	PDT
		Experimental	PDE
8	Plasma Processing	Theory	PPT
		Experimental	PPE
9	Pulsed Power	Theory	PUT
		Experimental	PUE
10	Space & Astrophysical Plasma	Theory	SAT
		Experimental	SAE
11	Other areas	Theory	OAT
		Experimental	OAE

New listing based on the focal theme of the conference can also be added (in place of “Other Areas”, in consultation with the SPC).

9. Other Deadlines :

- a. Registration** : Registration is normally along with abstract submission. However, please note that most participants would prefer paying the registration fees at the counter during registration, so a confirmation of participation can be requested from the participants.
- b. Accommodation** : this deadline can be as late as end of October, depending on the location and season and logistics. The LOC has to take into consideration these factors before setting a deadline. This date could be ~ 15 days from the date of receipt of the acceptance letter.

10. Conference Registration

Based on the pre-registration via the conference website, the LOC will have an idea as to the number of people planning to participate in the conference.

Registration at the conference would be mandatory for all participants, including invited speakers. However, it is left to the discretion of the LOC as to whether Invited speakers need to pay the registration fee or not.

The LOC can, at its discretion, fix an amount (in consultation with PSSI) as the registration fees for the participants. The three tiers of registration fee would be (1) For PSSI members (2) For non-members of PSSI (3) Participants from the industry. If the participant from the industry is a life member of PSSI, the registration fee for life members would apply.

Convener should provide details of the Conference Bank Account so that participants can pay the registration fee by electronic bank transfer.

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

It is advisable that a separate counter is provided at the registration for participants from IPR. PSSI can help in managing the IPR participants' registration.

11. Tutorials

Depending on the availability of experts in a specific area of Plasma Science & technology at the host institute, the LOC may conduct pre-conference tutorial sessions on dates just preceding the conference. This would be mainly aimed at students, research scholars and junior faculty. PSSI can help in finding speakers for this tutorial. The LOC may, if they want, charge separate fees for participants wishing to attend the tutorials. A copy of the tutorial material, may however, be submitted to PSSI in due course. The dates of the tutorials/workshop, if any, **SHOULD NOT** clash with the dates of the Plasma conference.

IPR / PSSI can help the LOC to find appropriate tutors to give lectures at the tutorial.

12. Parallel Sessions

PSSI conferences usually does not encourage parallel sessions. However, if the LOC decides to have parallel sessions, then explicit approval of the SPC needs to be obtained for the same. No other conference/meeting/workshop should be scheduled at the same time as that of the Plasma conference by the same convener under the PSSI banner.

13. Invited Speakers

The list of tentative invited speakers for the conference will be prepared by the Scientific Programme Committee (SPC) and forwarded to the Convener, who must then contact the probable invited speakers informally for their consent. Once all the consents are received, the Convener may inform the Chairman SPC who will then send official invitation letters for the invited speakers on behalf of the SPC. Template for the letter will be given by PSSI

The general rule is that those who have given invited talk in the last two plasma conferences will not be considered in the first list of invited speakers for the upcoming conference. Any deviation from this rule will be only with the consent of the SPC.

Please note that commitments *w.r.t.* TA and other conveniences being offered to Invited speakers are the sole responsibility of the LOC. PSSI generally does not offer any kind of financial assistance to Invited speakers.

LOC generally does not need not provide any travel or accommodation to Invited Speakers from IPR or any other DAE institution.

14. Abstract book and publication of full papers

The LOC can download all the approved abstracts from the Indico Portal and begin the work of compiling the abstract book. The abstract book should contain the following

1. Invited talk abstracts
2. Poster presentation abstracts
3. Oral presentation abstracts
4. Buti Young Scientist Award full papers
5. PSSI audited account documents (Required for applying for funds) will be provided to you by PSSI. You can also download them from the PSSI website.

The LOC will **HAVE TO** provide the participants with a printed book of abstracts (this can be a part of the conference souvenir) at the time of registration.

If the LOC wishes so (it is not mandatory), it can ask the participants to submit a full paper version before a particular date so that the papers can be compiled and provided to the participants in electronic (on a CD) and/or in print formats. The LOC can also look into the possibility of getting the full papers peer reviewed and published in a special issue of an Indian journal (like *Pramana* or *Indian Journal of Pure & Applied Physics*) or as a book. PSSI can help in pre-reviewing the papers prior to submission to the journal, but the onus of the publication of a proceeding will be with the LOC. PSSI will not take any responsibility regarding the publishing of the Proceedings.

15. Programme Schedule

The scientific programme details should be intimated on the website well in advance, at least 2 weeks before the conference. Last minute changes in the scientific programme should be discouraged. If it is inevitable, then altered programme schedule should be announced at least a day in advance. Any delay in technical sessions should be avoided to the best extent possible. Also, care should be taken not to shorten the lecture/poster duration to accommodate any last moment changes.

16. Financial Assistances to the LOC

From Governmental Funding agencies

In order to have a satisfactory Plasma conference, the typical budget would be at least a minimum of 14-16 Lakhs (by 2015 estimates). The LOC must take this number into consideration while budgeting for the Plasma conference.

Governmental funding agencies are to be approached for obtaining financial assistance. These options should be explored by the LOC well in advance.

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

1. Board Of Research In Nuclear Sciences (BRNS) or IPR Gandhinagar (not from both)
2. Department of Space, GOI
3. State Department of Science & Technology (S-DST)
4. Department of Science & Technology (DST) GOI
5. DRDO, GOI
6. CSIR, GOI
7. AICTE, GOI
8. UGC, GOI
9. Ministry Of New And Renewable Energy (MNRE), GOI
10. Institute of Advanced Study in Science and Technology (IASST), Guwahati

- LOC may look up the websites of the above agencies for appropriate procedures.
- Organization of an exhibition for vendors at the conference venue is also another option to generate funds for the conference.
- Some funding agencies may ask for the last Plasma conference's audited accounts. The Convener may contact the previous conference's LOC / Convener for this document.
- Since PSSI has an income tax certificate and donors to PSSI can avail of a 50% tax rebate on the donated amount. Keeping this in mind, **all contributions to the conference in the form of sponsorships, donations and for exhibition can be made in the name of PSSI**, which will then issue a receipt and the income tax certificate to the donor. The LOC will be paid that amount by PSSI. **Any surplus fund generated by donations/ sponsorships for the conference should be transferred to the PSSI corpus fund after the auditing of the accounts.**
- The LOC is advised to look at various other options to generate funds for organizing the conference such as advertisements, sponsorships, exhibitions etc. The LOC will be solely responsible to generate these additional revenues. However, PSSI can help by providing the LOC with contacts of prospective advertisers/sponsors for the conference.

1. From Institute for Plasma Research

Institute for Plasma Research will provide approximately Rs. 4,00,000/- (Rs. Four lakhs) towards conducting the conference. In the event of IPR granting this amount, no other funding will be obtained from the DAE funding agency, *viz.* BRNS. The LOC has to approach the Director, IPR with this request.

Normally, a request for half the amount is sent during the months preceding the conference and the remaining amount can be claimed a month or two before the conference. It is advisable that the LOC also looks into the prospect of finding other sources of funding in addition to this.

- LOC should coordinate with PSSI to ensure that the funds from IPR are released without delay.

2. From PSSI

PSSI does not offer any financial assistance to organize the conference. PSSI only offers travel assistance (to and fro AC 3T fare) to deserving participants who are life members of PSSI. It is proposed that this will be available only to students, research scholars and junior faculty (under the age of 35) who wish to attend the conference. PSSI will disburse this fund directly (at the time of the conference) to the qualifying participants who apply for financial assistance to the LOC. This assistance will be provided on a first-come-first-serve basis.

PSSI will collect this information. The weblink for the TA application will be provided by PSSI. Any request for Travel assistance should be redirected to this weblink.

17. Venue

It is preferred that the conference venue has the poster sessions, exhibition and food areas in the vicinity of the auditorium where the oral sessions will take place. This will make it easy for the participants to move around and also ensure that they are present for the sessions.

1. Auditorium Details

It should be ensured by the local organizers that the auditorium in which lectures are held can seat at least 300 people and has the basic facilities for presentation (Computers with Microsoft PowerPoint, overhead projectors and audio system).

The updated current day's detailed program should be prominently displayed at various places at the venue.

It is desirable that high speed broadband internet is provided to the participants at the conference venue via WiFi.

2. Poster area

Poster sessions will have more than 300 posters being presented, and hence this should be given the maximum priority. Typically, there will be FOUR poster sessions spread over three days. The last day will not have any poster session.

A minimum of 2.5 to 3 hours should be assigned to each poster session. If parallel sessions are being planned, then the poster sessions can be increased in number. The poster area should be spacious. It should not be squeezed on stair case or small passages. A firm surface has to be provided for the participant to place their poster. The poster area is a place where participants should get a chance to interact with each other and have in depth discussions with experts. Hence, arrangements for the participants to sit and discuss their work should be provided.

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

Preferably one or at most two (morning/afternoon) poster session a day can be planned. The posters should be made available for the entire day (if there is only one poster session a day) or for the entire duration of pre/post lunch timings of the day (if there are two sessions a day). Tea should preferably be served near the poster area ensuring that the tea breaks gets utilized by the participants for looking at the posters.

Poster session should NOT be scheduled on the last day of the conference.

Typically, the LOC would have to make arrangements to display at least 80-100 posters of A0 size (portrait) per session.

18.PSSI Desk at the conference

The LOC is required to provide at the conference venue, the following items for the PSSI desk. This desk will function throughout the duration of the conference.

1. Two tables (with lockable draws) and 5 chairs
2. One Notice Board for posting important information related to PSSI
3. One computer having Microsoft Office along with an A4 size printer and internet facility.
4. Basic office stationery (Files, A4 size paper, stapler, gum etc)
5. Lockable facility (cupboard / box) to store the PSSI files and other items at night during the course of the conference.
6. At least 2 volunteers from the LOC to help the PSSI office bearers at the PSSI desk

19.Local Transportation

The LOC is expected to provide participants with local transportation to and from their accommodation to the conference venue during the course of the conference. However, pickup from railway station / airport is not mandatory and is left to the discretion of the LOC and its logistics in arranging it.

Details of timings of the transportation from the hotels need to be informed a few days before the conference (on the website) and at the hotel front desk.

20.Accommodation

Since majority of the participants would be entitled only to Government allowed DA, it is advisable to offer accommodation rates in the prescribed range which can be indicated in the registration form. If host Institute guest house facility is available, preference should be given to senior faculty, invited speakers and the members of the PSSI Executive Council.

It is advisable that the LOC does not get into making reservations for the participants. The LOC can provide details of hotels and discounted rates and the participant will book their accommodation themselves and notify the LOC. The list and details of the preferred hotels and their rates should be published on the website by the end of October at least.

NOTE : It is preferred that students and research scholars be offered comparatively low-cost accommodation like hostels.

21. Conference Awards

During the course of the Plasma Conference, various awards for Oral and Poster presentations would be given. These awards are usually presented to the winners during the Concluding session of the conference. PSSI will take care of all the details regarding the awards and certificates for the awards.

1. Parvez Guzdar Young Scientist award

The Institute for Plasma Research operates this Award from a corpus fund contributed by family and friends of Dr. Parvez Guzdar, whose research contributions spanned a broad spectrum of topics in plasma physics ranging from fundamental studies of plasma instabilities to novel applications and interpretation of experimental phenomena in magnetic fusion devices, laser fusion, space and astrophysical plasmas and various nonlinear systems.

The applications for this award will be collected and processed by IPR. The selected scientist will be awarded cash prize of Rs.50,000/- and citation during the Plasma Science Society of India (PSSI) symposium.

LOC should allot a 10-15 minute slot during the conference for presentation of this award and a 20+5 minute slot for the award winner to make a technical presentation of his/her work.

This award will be pre-decided by a selection committee.

This award will be funded by IPR & Parvez Guzdar Memorial fund.

2. The Buti Young Scientist Award

The Buti Foundation offers two awards for young scientists during the conference. The award consists of a cash award of Rs.10,000/- (Rs. Ten Thousand only) each and a certificate of excellence. One of these two awards is limited to students'/research scholars from Universities and other is open to all. The applications for these awards must be received and processed by the LOC and then the list of accepted applicants and their topic of presentation/paper intimated to PSSI. A special session has to be organized for the oral presentations by the approved applicants for the awards and the appointed panel of judges will decide the awardees of the two Buti Foundation awards. Mode of presentation is **ORAL** and the presentations (20 mins +10 min) will be assessed by a panel of experts.

The constitution of the judges and the management of this session will be done by PSSI.

This will be funded by PSSI

3. **Z H Sholapurwala awards for Fusion Engineering**

Two awards for engineering in fusion science & technology instituted by Mr. Z H Sholapurwala or M.s Zeonics D&A Ltd, Bangalore. These awards carry a citation and a cash award of Rs. 5000/- and Rs. 2500/- for the first and second places respectively. Mode of presentation is **POSTER**. This is open to all participants (Technical/ Engineering topics).

This will be funded by PSSI

4. **Z H Sholapurwala award for Emerging RF, Electronics & High voltage technologies for Fusion**

This award is planned to be instituted from 2018 and will have a cash component of Rs.10,000 and a citation and will be given to a person/R&D Group selected for their contribution towards technological advances in the areas of RF, High voltage and electronics engineering for fusion applications.

This award will be pre-decided by a selection committee.

This will be funded by PSSI

5. **PSSI Poster / Oral awards**

Typically, a total of 5-15 awards consisting of a citation and Rs.5000/- each will be awarded in general category, depending on the number of sponsorships available for that year. The LOC can also find sponsors for these awards and can be given with the name of the sponsor along with PSSI. This is open to all participants in all topics.

- PSSI will assure funding of a minimum of 2 poster and 2 oral awards of Rs.5000/- each. LOC may, if it feels necessary, obtain sponsorships for additional poster awards.
- Information regarding the awards SHOULD be given in the first announcement of the conference.
- The LOC has to assist PSSI to constitute appropriate panel of judges to evaluate the entries for the various awards. It is preferable that posters of a category are all judged by the same panel.
- **IMPORTANT** : It is essential that the recipients of ANY the financial assistance/awards under the auspicious of PSSI should be/become life members of the PSSI.
- ANY dispute arising regarding any of the awards will be dealt with by the SPC.

22. Participation Certificates

The LOC / Convener can issue participation certificate to registered participants on the last day of the conference. However, the following norms should be strictly followed to avoid misuse of the certificate;

1. The participant should have registered for the conference (should have a conference ID Tag)
2. The certificate will be given **ONLY** in person after verification of his ID. Will not be issued to a proxy.
3. Co-authors in a paper, who have not attended the conference will not be issued participation certificates.
4. The LOC should maintain a written record of all the issued certificates. The recipient should sign with their name and mobile number while receiving the certificate.

LOC is requested to please take a serious note of this.

23. PSSI General Body meeting (GBM)

The GBM of the PSSI is usually held during the course of the annual Plasma conference. The LOC has to make arrangements for conducting the annual general body meeting of PSSI at the conference venue. This should be announced on the first day of the conference so that members have enough time to make themselves available for the meeting. Normally, 1-2 hours before the dinner on the 2nd day of the conference would be ideal. The LOC has to provide a notice board to display the audited accounts, minutes of meeting of the previous GBM as well as the agenda of the upcoming GBM. If there is an election to the PSSI Executive Council scheduled for a particular year, LOC should ensure that adequate time is allotted for it during the GBM.

24. Post conference report

The Convener is expected to send the following documents to PSSI within a few months of the conference.

1. 6 copies of the abstract book
2. Copy of audited conference accounts (This is required for the next host to apply for funds to government funding agencies)
3. Receipts for amounts claimed from IPR towards conference expenses
4. Photographs/videos related to the conference
5. A brief report of the conference.

Also, the LoC is expected to donate any surplus amount arising from the conference to the corpus of PSSI. Due receipt for which will be provided by PSSI to the LOC.

25. Duties of PSSI

1. Provide LOC with list of PSSI members with email ID
2. Help LOC form the NAC and SPC
3. Provide weblink for abstract submission
4. Provide weblink for TA application
5. Provide abstract template
6. Evaluation of the posters (with help from LOC)
7. Holding the PSSI GBM
8. Arranging for the sponsors for the PSSI awards
9. Printing of all the PSSI AWARD certificates (please note, this is NOT the participation certificate, which is the LOC's responsibility).
10. The award money and certificates for the following awards ;
 - a. BUTI Young Scientist Award
 - b. Z H Sholapurwala awards for Fusion Engineering
 - c. The Parvez Guzdar Young Scientist Award
 - d. Z H Sholapurwala award for Emerging RF, Electronics & High voltage technologies for Fusion Research.
11. Collect and compile the TA applications from participants and disburse the travel assistance to participants.
12. To ensure more participants of the conference become members of PSSI.
13. Provide all possible help to LOC for the smooth conduct of the conference.
14. Will provide LOC with the PSSI audited account documents and minutes of last PSSI-GBM for publishing in the Abstract Book
15. Will provide LOC with templates for Conference scheduling, poster scheduling and for invitation letter to Invited Speakers.

26. Duties of LOC

1. Providing an appropriate atmosphere for the running of the conference
2. Ensuring a sufficiently large auditorium with A/V facilities
3. Ensuring that the venues for oral / poster presentations as well as the lunch/dinner venues are reasonably close by.
4. Ensuring timely conduct of all sessions
5. Distributing participation certificates.

27. Membership drive

It is also expected that apart from the members of the LOC, the host institute will also try and get more local students/faculty to become members of the society so that in future, they can also participate in the various activities of the society.

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

28. Some desirable organizational issues

1. The first announcement should be sent to all PSSI members as well as the Physics Departments of major Indian Universities where research is being undertaken.
2. It is generally noted that participants would begin sending in the abstracts only towards the approach of the deadline. A one-time extension of the abstract deadline might be usually required. After that, the final deadline should be strictly followed. LOC should not accept any abstracts.
3. Most participants would prefer to have hotel rates in the ranges of 800, 1000, 1500, 3500 and 4500 (depending on the current Central Government rates) per day on a single/twin sharing basis. LOC should locate accommodation ensuring that it is safe, reasonably priced, comfortable and clean. The current entitlements of the central government services may be kept in mind when deciding accommodation options.
4. A large percentage of participants would prefer to pay the registration fee at the counter during the time of registration. On-line bank transfer details should be provided.
5. It is usually appreciated if the participants are received and dropped at the airport/railway station upon their arrival and departure to the extent logistically feasible by the LOC.
6. The local hospitality for research scholars'/ college teachers and junior faculty should be provided by the local organizers to the extent possible.
7. Not all participants will have web access or e-mail. Hence, print versions of both the first and second announcements have to be mailed to all PSSI members.
8. It is essential that the recipients of ANY the financial assistance/awards under the auspicious of PSSI should be/become life members of the PSSI.
9. It would be greatly appreciated if the LOC can arrange lab visits, entertainment programs with a local flavour and time permitting, possibly arrange local tours for the participants and their accompanying members.
10. Location of talks, posters, exhibition and food should be in the same vicinity.

For any assistance please contact PSSI at the following address

Website : www.pssi.in

E-mail : india.pssi@gmail.com

E-mail : pssi@ipr.res.in

Ms. Chhaya Chavda (Secretary, PSSI) Tel : 079-2396 2086 ; E-mail : <chhaya@ipr.res.in>

Ms. Supriya Nair (Treasurer, PSSI) Tel : 079-2396 2163 ; E-mail : <supriyar@ipr.res.in>

Plasma Science Society Of India

Reg No. F-828, Ahmedabad

Flow Chart for organization of the Plasma Conference

