MRS President’s Letter

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January 16, 2019

2019 MRS Fall Meeting Symposium Organizers,

Thank you so much for agreeing to serve as a symposium organizer for the 2019 MRS Fall Meeting. I have fond memories of the first symposium I organized. This first experience as a volunteer for the MRS kept me coming back for more! The MRS staff is the absolute best; they thrive on the opportunity to help the volunteers succeed. The partnership between our volunteers like you and the staff has been an enduring hallmark of MRS meetings.

The Spring and Fall Meetings are critically important to MRS®. They provide a dynamic interactive framework in which global materials disciplines can convene, collaborate, and integrate to advance technical interdisciplinary research. The high-quality and visionary symposia at these meetings are key contributions to the Society's mission and to our continued success. They are the main drivers for engaging members and volunteers, building our membership, and the principal forum to exchange research results.

Symposium organizers define the content, tone, and success of our meetings. Your creativity, technical judgment, and entrepreneurial spirit will ensure that your symposium contributes effectively to the mission of our Society—the dissemination of interdisciplinary materials research. New ideas and emerging concepts—fundamental and applied—in the field are central to MRS symposia. Our experience has been that the most successful symposia include a mix of presentations ranging from “basic” to “use-inspired” to “device- and application-focused” research.

To reach beyond the technical scope of your symposium, please consider opportunities for joint activities with exhibitors and to connect your symposium with public outreach and advocacy efforts. If interested in making new connections, please contact Mary Kaufold (kaufold@mrs.org) re Exhibits or Michele Feder (feder@mrs.org), who will can connect you to our volunteer committees in public outreach and advocacy.

There is still plenty of time to develop new approaches to promote and enhance the exchange of materials research—inclusion of spotlight talks is one example pioneered by previous symposium chairs. Our members rate the opportunities for networking and informal discussion offered by our meetings to be almost as important as symposium content.

MRS is proud to have a diverse and international membership that reflects global activity in materials research. Our Society is strongly committed to ensuring that all of its activities are inclusive and offer opportunities for everyone. As you reach out to leading materials scientists and engineers for your symposium, please consider opportunities to enhance diversity within your symposium. For example, inviting speakers from industry, from outside the U.S., especially from developing countries, and from under-represented segments of the community are some examples of effective means to engage a diverse audience.
The MRS staff and the 2019 MRS Fall Meeting Chairs—Bryan D. Huey, Stéphanie P. Lacour, Conal E. Murray, Jeffrey B. Neaton, Iris Visoly-Fisher—are excited to work with you to develop the best possible technical meeting.

Pat Hastings (hastings@mrs.org), Director of Meeting Activities; Diane Rosenbaum (rosenbaum@mrs.org), Meetings Manager; and MRS Headquarters staff are eager to assist you in preparing your symposium and integrating it with the myriad of Society events during the meeting. Please take advantage of the wealth of experience, help and advice the Meeting Chairs and the MRS staff offer. In addition to these valuable resources, I bring to your attention three important process issues:

(1) Topical Overlap: Often, topics covered by different symposia are related or similar in scope and would, therefore, attract the same audience. Excessive granularity is not helpful to authors or attendees. Please identify symposia that may have scopes similar to yours and discuss possibilities for joint sessions with organizers of other symposia.

(2) Invited Speakers: Sometimes a speaker gives more than one invited lecture at an MRS meeting. Meeting Chairs will be looking at the number of talks an invited speaker may be giving across all symposia and seek to ensure that the invited lectures will be on substantially different topics when duplication occurs. The invitations you extend to speakers are opportunities to enhance diversity of perspectives in your symposium and to avoid overlap with other symposia. Personally, I’ve found discovery of new talent (to invite) extremely rewarding—this does require effort in researching talent and some risk, however, the return on this investment can be great.

(3) Rejection Rate: MRS, in an effort to maintain the high quality of the meetings, each symposium should aim for a 15% rejection rate of submitted abstracts. Rote compliance is not the intention; however, I encourage you to ensure that all talks and posters presented in your symposium are relevant and of high quality.

Publishing with MRS and its partner, Cambridge University Press, ensures dissemination and discoverability of your symposium’s content well beyond the meeting. MRS and Cambridge have launched a new digital journal for rapid reports of work in progress entitled MRS Advances, focusing on key materials topics of current interest, as identified by MRS meeting programming. MRS Advances is indexed in the Web of Science, Emerging Sources Citation Index (ESCI), which heightens the profile of the work published in it. The MRS Advances editorial board works with symposium organizers to ensure high-quality content and rapid peer review and publication. MRS Advances is free to over 14,500 MRS members and beyond by subscription to institutional libraries around the world.

Depending on the stage of research and the scope of their presentations, authors are also invited to submit to the other journals in the MRS portfolio: MRS Communications, MRS Energy & Sustainability, and Journal of Materials Research (JMR). JMR invites nominations of outstanding papers from the meeting to be published as “Invited Feature Papers” if accepted. Please nominate top abstracts submitted to your symposium for consideration of this honor.

MRS highlights newsworthy presentations to the scientific and general press. Please help us identify presentations from your symposia. For further information, contact Eileen Kiley (kiley@mrs.org), Director of Communications, Anita Miller (amiller@mrs.org), Manager, Marketing and Communications, or Ellen Kracht (kracht@mrs.org), Publications Manager.
Related to nominations, the Meeting Chairs will ask each symposium to nominate one of their invited speakers for consideration as the Kavli speaker for the meeting.

The **Symposium Organizer Timeline** is an important tool for meeting chairs and symposium organizers. It helps MRS to optimize publicity for your symposium, enables timely input to programming, and ensures effective utilization of MRS resources. Meeting milestones set forth in the handbook are important to the success of the meeting.

Once again thank you for taking on this most important job for MRS. I am sure that you will find being a symposium organizer a rewarding and exciting experience, both professionally and personally. I hope that this activity will inspire you to consider volunteering your skills and expertise for other critical volunteer positions in MRS, including joining our committees and the Board of Directors. The new ideas and perspectives from volunteers like you keep the MRS a vibrant society. As this year’s leader of the volunteer side of the MRS, I encourage you to send feedback on your experiences and suggestions for improvements to me (mfitzsimmons44@gmail.com).

Best regards,

Michael R. Fitzsimmons
2019 MRS President
SECTION 1: MRS® MISSION

It is beneficial to understand the governing principals of the Society. These are outlined in the MRS statements below. Attention is drawn to the importance of Meeting Quality in these statements.

MRS MISSION STATEMENT

The Materials Research Society® (MRS) is an organization of materials researchers worldwide that promotes communication for the advancement of interdisciplinary materials research and technology to improve the quality of life.

MRS VISION STATEMENT

The Materials Research Society will build a dynamic, interactive, global community of materials researchers to advance technical excellence by providing a framework in which the materials disciplines can convene, collaborate, integrate and advocate.

DIVERSITY STATEMENT

The Materials Research Society recognizes that diversity drives innovation, excellence and new discoveries. We charge our membership and leadership to engage all demographic groups worldwide in advancing science and technology to improve the quality of life.

MRS VALUES

MRS Core Values

- Promoting technical excellence
- Being visionary and dynamic
- Being interdisciplinary
- Being broadly inclusive and egalitarian

MRS Derived Values

Membership

- Preserve equality of membership
- Maintain a diverse membership that encompasses students and professionals from all sectors of the materials community
- Encourage an active globally-diverse membership
- Offer programs, products and services that help our members build their professional identity worldwide
- Provide effective and rewarding member engagement and volunteering opportunities
Meetings
- Provide high-quality meetings that encourage networking and scientific exchange
- Facilitate meetings that are interdisciplinary and highlight cutting-edge topics in materials research and technology

Dissemination of Information
- Take a leadership role in dissemination of information on materials science and technology to the public and to governments
- Provide archival literature in the field of materials research and technology
- Advocate for materials sciences

Infrastructure
- Encourage a professional, cooperative and dedicated headquarters staff
- Be a preferred employer
- Support creative, active, responsible and dedicated volunteers
- Maintain a sound financial footing
- Lead through collaboration, including work with other societies and organizations
**SECTION 2: SYMPOSIUM ORGANIZER TIMELINE**

2019 MRS Fall Meeting ● December 1-6, 2019 ● Boston, Massachusetts

<table>
<thead>
<tr>
<th><strong>Deadline Date</strong></th>
<th><strong>Topic</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 2018</td>
<td>Program</td>
<td>Symposium organizers confirmed; topics and scope of symposia defined.</td>
</tr>
<tr>
<td>November 27, 2018</td>
<td>Meeting</td>
<td>PDSC Final Review for 2019 MRS Fall Meeting.</td>
</tr>
<tr>
<td>November 28, 2018</td>
<td>Meeting</td>
<td>2019 MRS Fall Preliminary Planning Meeting.</td>
</tr>
<tr>
<td>January, 2019</td>
<td>Funding</td>
<td>Begin soliciting corporate and government support (Refer to Section 7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact Mallory Starr (<a href="mailto:starr@mrs.org">starr@mrs.org</a>) for historical funding information and to obtain sample funding request letters.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact Donna Gillespie (<a href="mailto:gillespie@mrs.org">gillespie@mrs.org</a>) for sample government grant proposals.</td>
</tr>
<tr>
<td>January 4, 2019</td>
<td>Call for Papers</td>
<td>Call for Papers finalized. Edits must be completed by the lead organizer or submitter of the proposal in the MRS online system – <a href="https://callforproposals.mrs.org">https://callforproposals.mrs.org</a>. Do not email edits to MRS – (Refer to Section 6).</td>
</tr>
<tr>
<td>January 4, 2019</td>
<td>Tutorials</td>
<td>Indicate tutorial intentions by checking box in the MRS online system.</td>
</tr>
<tr>
<td>February 4, 2019</td>
<td>Call for Papers</td>
<td>Call for Papers posted on the MRS website.</td>
</tr>
<tr>
<td>February 12, 2019</td>
<td>Mailing List</td>
<td>Mailing List submittal to Robin Nazaruk (<a href="mailto:symporg@mrs.org">symporg@mrs.org</a>) (Refer to Section 6).</td>
</tr>
<tr>
<td>February 22, 2019</td>
<td>Tutorials</td>
<td>Tutorial Proposals due to Erin Moore (<a href="mailto:moore@mrs.org">moore@mrs.org</a>) (Refer to Section 10).</td>
</tr>
<tr>
<td>March-April, 2019</td>
<td>Call for Papers</td>
<td>Symposium organizers are encouraged to promote their individual symposium with Call for Papers. (Refer to Section 6 for Call for Papers, Individual Symposium Marketing options).</td>
</tr>
<tr>
<td>March 15, 2019</td>
<td>Finance</td>
<td>Responsibility Chart due to Mallory Starr (<a href="mailto:starr@mrs.org">starr@mrs.org</a>) (Refer to Section 7).</td>
</tr>
</tbody>
</table>
March 29, 2019  Tutorials  Notify Symposium Organizers of proposal status.

Mid-to-Late April  Call for Papers  Call for Papers general announcements (list of all symposia and abstract deadline) to be sent by MRS HQ via postcard and e-mail (Refer to Section 5).

May 13, 2019  Program  **Abstract Submission Opens:** All abstracts must be submitted via the MRS website; fax or e-mail submissions will not be accepted.

June 3, 2019  Exhibit  Potential Exhibitors to Mary Kaufold (kaufold@mrs.org) (Refer to Section 11E).

June 3, 2019  Program  MRS HQ sends a detailed list of important programming reminders to symposium organizers.

June 4-14, 2019  Program  All abstracts received by MRS HQ viewable online for convenient review and downloading by the symposium organizers.

June 10, 2019  Call for Papers  Abstract deadline reminder (e-mail) sent by MRS HQ, Marketing.

June 13, 2019  Program  **Abstract Submission Deadline (11:59 pm ET):** All abstracts must be submitted via the MRS website; fax or e-mail submissions will not be accepted.

June 14-July 12  Program  Symposium organizers create programs in the MRS online Review/Session Center (Refer to Section 5).

June 18, 2019  *MRS Advances*  Editor Confirmations for *MRS Advances*, as indicated in the Responsibility Charts

July 8, 2019  *Journal of Materials Research*  *JMR* Invited Feature Paper nominations, with contact author name and paper number, due to Leslie Truver (truver@mrs.org) (Refer to Section 13).

July 12, 2019  Program  All symposium programs due to MRS Programming Staff:

**Karen Bartling, bartling@mrs.org**
Fabrication of Functional Materials and Nanomaterials (FF01-FF06)
Materials for Quantum Technology (MQ01-MQ03)
Materials Theory, Computation and Characterization (MT01-MT07)

**Marla Boots, boots@mrs.org**
Mechanical Behavior and Structural Materials (MS01-MS04)
Soft Materials and Biomaterials (SB01-SB11)
Symposium X
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12, 2019</td>
<td>Student Opportunity</td>
<td>MRS sends student application review instructions to symposium organizers to begin to evaluate for selection of finalists (Refer to Section 12).</td>
</tr>
<tr>
<td>July 29, 2019</td>
<td>Meeting</td>
<td>Program Planning Meeting in Boston</td>
</tr>
<tr>
<td>August 1, 2019</td>
<td>Student Opportunity</td>
<td>Graduate Student Award Applications, including Advisor Letters of Evaluation, due to MRS HQ (Refer to Section 12)</td>
</tr>
<tr>
<td>August 2, 2019</td>
<td>Program</td>
<td>Final Symposium program changes due to MRS Programming Staff (See Programming Staff on Page 4)</td>
</tr>
<tr>
<td>August 12, 2019</td>
<td>Student Opportunity</td>
<td>Symposium Assistant recommendations from symposium organizers due to Amanda Edmiston (<a href="mailto:edmiston@mrs.org">edmiston@mrs.org</a>) (Refer to Section 12).</td>
</tr>
<tr>
<td>Mid-August, 2019</td>
<td>Program</td>
<td>MRS HQ sends Confirmation Status via email to authors advising the status of their abstract along with their scheduled date and time for their presentation. At this time, authors will ACCEPT or DECLINE their presentation.</td>
</tr>
<tr>
<td>August 23, 2019</td>
<td>Student Opportunity</td>
<td>Graduate Student Award initial evaluations due online by symposium organizers (Refer to Section 12).</td>
</tr>
<tr>
<td>August 26, 2019</td>
<td>MRS Advances</td>
<td>Pre-meeting referee assignment deadline (optional).</td>
</tr>
<tr>
<td>August 30, 2019</td>
<td>Student Opportunity</td>
<td>Graduate Student Award final evaluations due online by symposium organizers (Refer to Section 12).</td>
</tr>
<tr>
<td>Early September, 2019</td>
<td>MRS Advances</td>
<td>MRS Advances prepublication pricing established.</td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>MRS Advances</td>
<td>Contact authors notified that the electronic submission site for MRS Advances is open.</td>
</tr>
<tr>
<td>September 3 - November 21, 2019</td>
<td>MRS Advances</td>
<td>Electronic paper submissions.</td>
</tr>
<tr>
<td>September 4, 2019</td>
<td>Program</td>
<td>LATE NEWS – HOT TOPIC Abstract Submission Opens: All abstracts must be submitted via the MRS website; fax or e-mail submissions will not be accepted.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------</td>
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<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 9, 2019</td>
<td>Student Opportunity Symposium Assistant</td>
<td>General Application is posted to website.</td>
</tr>
<tr>
<td></td>
<td>Program</td>
<td>Program posted on the MRS website.</td>
</tr>
<tr>
<td>Mid-September, 2019</td>
<td><em>MRS Journals</em> Program publishing</td>
<td>Opportunities information is sent by MRS HQ to Contact authors.</td>
</tr>
<tr>
<td>September 18, 2019</td>
<td>Program</td>
<td><strong>LATE NEWS – HOT TOPIC Abstracts Submission Deadline:</strong> <em>(11:59 pm ET)</em>: All abstracts must be submitted via the MRS website; fax or e-mail submissions will not be accepted.</td>
</tr>
<tr>
<td>September 27, 2019</td>
<td>Program</td>
<td>Late NEWS – HOT TOPIC abstracts, reviewed and placement into program are due to MRS Programming Staff (See Programming Staff on Page 4)</td>
</tr>
<tr>
<td>End-September, 2019</td>
<td>Program</td>
<td>Late NEWS – HOT TOPIC: MRS HQ sends Confirmation Status via email to authors advising the status of their abstract along with their scheduled date and time for their presentation. At this time, authors will ACCEPT or DECLINE their presentation.</td>
</tr>
<tr>
<td>October 7, 2019</td>
<td>Science as Art Submission Site</td>
<td>Submission Site Opens.</td>
</tr>
<tr>
<td>October 7, 2019</td>
<td>Publicity/Press Questionnaire</td>
<td>Symposium Highlights Questionnaire due to Jenny MacBeth (<a href="mailto:macbeth@mrs.org">macbeth@mrs.org</a>) (Refer to <strong>Section 6</strong>).</td>
</tr>
<tr>
<td>October 18, 2019</td>
<td>Funding</td>
<td>List of Symposium Support companies due to Mallory Starr (<a href="mailto:starr@mrs.org">starr@mrs.org</a>) for inclusion in the <em>Meeting &amp; Exhibit Guide</em> and on-site signage.</td>
</tr>
<tr>
<td>October 18, 2019</td>
<td>Finance</td>
<td>Requests for special AV and food &amp; beverage due to Mallory Starr (<a href="mailto:starr@mrs.org">starr@mrs.org</a>).</td>
</tr>
<tr>
<td>October 25, 2019</td>
<td>Science as Art Submission Site</td>
<td>Submission Site Closes.</td>
</tr>
<tr>
<td>November 1, 2019</td>
<td>Science as Art</td>
<td>MRS to notify top “50” Finalists.</td>
</tr>
<tr>
<td>November 4, 2019</td>
<td>Tutorials</td>
<td>Tutorial Notes due to Erin Moore (<a href="mailto:moore@mrs.org">moore@mrs.org</a>).</td>
</tr>
<tr>
<td>November 6, 2019</td>
<td>Final Budget</td>
<td>Preregistration and travel reimbursement list due to Mallory Starr (<a href="mailto:starr@mrs.org">starr@mrs.org</a>) (Refer to <strong>Section 7</strong>).</td>
</tr>
<tr>
<td>November 8, 2019</td>
<td>Funding</td>
<td>Final List of Symposium Support companies for inclusion in PDF program posted to MRS website due to Mallory Starr (<a href="mailto:starr@mrs.org">starr@mrs.org</a>).</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
</tr>
<tr>
<td>-------------------</td>
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<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>December 1–6, 2019</td>
<td>Meeting</td>
<td>2019 MRS Fall Meeting, Boston, MA</td>
</tr>
<tr>
<td>December 1, 2019</td>
<td>Meeting</td>
<td>Symposium Organizer Tie-Down (final details) Meeting.</td>
</tr>
<tr>
<td>December 1, 2019</td>
<td>MRS Advances</td>
<td>Editor demonstration of <em>MRS Advances</em> submission website on Sunday afternoon.</td>
</tr>
<tr>
<td>December 2, 2019</td>
<td>Meeting</td>
<td>President’s Reception.</td>
</tr>
<tr>
<td>December 5, 2019</td>
<td>Meeting</td>
<td>Symposium Organizer Thank You Reception (tentative time 5:15 pm – 6:15 pm - please plan your departure to allow for this important feedback mechanism).</td>
</tr>
<tr>
<td>February 10, 2020</td>
<td>MRS Advances</td>
<td>Editorial work on <em>MRS Advances</em> completed.</td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>MRS Advances</td>
<td><em>MRS Advances</em> issues begin to go to press.</td>
</tr>
<tr>
<td>April 30, 2020</td>
<td>Finance</td>
<td>Final requests for disbursement of symposium funds due to Mallory Starr (<a href="mailto:starr@mrs.org">starr@mrs.org</a>).</td>
</tr>
<tr>
<td>April 30, 2020</td>
<td>Finance</td>
<td>Symposium accounts closed</td>
</tr>
</tbody>
</table>

Last updated: 4/9/19
SECTION 3: MRS CONTACTS

A. MRS MEETING CHAIRS

Bryan D. Huey  
University of Connecticut  
bdhuey@uconn.edu

Stéphanie P. Lacour  
École Polytechnique Fédérale de Lausanne  
f19mrs.lsbi@epfl.ch

Conal E. Murray  
IBM T.J. Watson Research Center  
conal@us.ibm.com

Jeffrey B. Neaton  
University of California, and  
Berkeley Lawrence Berkeley National Laboratory  
jbneaton@lbl.gov

Iris Visoly- Fisher  
Ben-Gurion University of the Negev  
irisvf@bgu.ac.il

B. MRS STAFF (PRINCIPAL HQ CONTACTS)

Patricia (Pat) A. Hastings, Director of Meeting Activities  
hastings@mrs.org; 724-779-2721  
Oversees policies and procedures for the technical meeting, tutorials, and special meeting activities.

Diane Rosenbaum, Meetings Manager  
rosenbaum@mrs.org; 724-779-2720  
Serves as principal headquarters contact and as the general source of information and communication for meeting chairs and symposium organizers. Manages the preparation of the symposium organizer and meeting chair handbooks, Call for Papers, Program and Exhibit Guide. Can provide information on ways to develop and promote your symposium and how MRS can support you in those efforts. Also manages the MRS Symposium Tutorial and “Science as Art” programs.

Karen Bartling, Program Development Coordinator  
bartling@mrs.org; 724-779-2730  
Oversees Symposium FF01-FF06, MQ01-MQ03 and MT01-MT08 procedures for receiving abstracts via the website, entering information into the abstract database, and using the
database to produce author correspondence (such as acknowledgement, acceptance and rejection letters) and the program pages for the *Program and Exhibit Guide*.

**Marla Boots, Senior Technical Program Administrator**
boots@mrs.org; 724-779-2726  
Oversees Symposium MS01-MS04, SB01-SB11 and Symposium X procedures for receiving abstracts via the website, entering information into the abstract database, and using the database to produce author correspondence (such as acknowledgement, acceptance and rejection letters) and the program pages for the *Program and Exhibit Guide*.

**Amanda Edmiston, Meetings Administrative Coordinator**
edmiston@mrs.org; 724-779-2729  
Oversees and coordinates the production of the *Call for Papers*. Oversees and coordinates the meeting endorsement/co-sponsorship program. Updates and posts the Symposium Organizer and Meeting Chair Handbooks. Assists the Meetings Manager in coordinating RSVP rosters for planning meeting announcements to symposium organizers and meeting chairs. Coordinates the Symposium Assistant program.

**Erin Moore, Technical Program Assistant**
moore@mrs.org; 724-779-2731  
Oversees Symposium BI01, EL01-EL05 and EN01-EN17 procedures for receiving abstracts via the website, entering information into the abstract database, and using the database to produce author correspondence (such as acknowledgement, acceptance and rejection letters) and the program pages for the *Program and Exhibit Guide*. Oversees the *Science as Art* program. Assists the Meetings Manager with tutorial program projects.

**Mary E. Kaufold, Manager, Advertising and Exhibits**
kaufold@mrs.org; 724-779-2755  
Responsible for promotion and operation of the meeting exhibit and advertising in *MRS Bulletin* and *Program and Exhibit Guide*, and coordinates literature displays at the Meetings. Manages the production of organizer-requested mailing labels (for individual-symposium call for papers announcements).

**Robin Nazaruk, Sales/Customer Service Assistant**
nazaruk@mrs.org; 724-779-2756  
Responsible for symposium organizers mailing list submittals and sending out cluster email to promote the MRS Spring and Fall Meetings.

**Brooke Baker, Meetings Project Manager**
bbaker@mrs.org; 724-779-2723  
Responsible for coordinating the production of the *Program and Exhibit Guide* for Spring and Fall meetings. Responsible for physical arrangements and on-site management at select MRS meetings. Also assists with meeting chair and symposium organizer guidance, and technical program development for select MRS Meetings.
Debbie Kriss, Meetings Project Manager
kriss@mrs.org; 724-779-2725
Responsible for all physical arrangements and on-site management of operations at MRS Spring and Fall Meetings.

Nicolle Reichel, Meetings Project Manager
reichel@mrs.org; 724-779-2741
Responsible for all physical arrangements and on-site management of operations at MRS Spring and Fall Meetings.

Eileen Kiley, Director of Communications
kiley@mrs.org; 724-779-2742
Responsible for MRS publications, membership, marketing, public relations, website, and digital media activities. Oversees the content and production of MRS’s scientific journals including MRS Bulletin, MRS Advances, Journal of Materials Research, MRS Communications and MRS Energy & Sustainability.

Ellen Kracht, Publications Manager
kracht@mrs.org; 724-779-2766

Susan Dittrich, Journals Editorial Assistant, MRS Advances
dittrich@mrs.org; 724-779-2753
Assists editors and authors with submissions, peer review, and publication concerns for MRS Advances, Journal of Materials Research, and MRS Energy & Sustainability.

Gopal Rao, Editor, MRS Bulletin
rao@mrs.org; 724-779-2750

Lori Wilson, Managing Editor, MRS Bulletin
lwilson@mrs.org; 724-779-2749
Assists the Editor of MRS Bulletin and works with the MRS News Editor for scheduling pre- and post-meeting publicity and coverage in MRS Bulletin.

Judy Meiksin, News Editor
meiksin@mrs.org; 724-779-2747
Responsible for news content on the MRS website. Manages Meeting Scene coverage at MRS meetings. Serves as the meeting’s website reporter, adding information as it occurs for real-time meeting updates.
Anita Miller, Manager of Marketing and Communications
amiller@mrs.org; 724-779-2754
Responsible for promotion and marketing of MRS meetings and meeting activities including calls for papers, registration, publications, special events, press relations, signage, and design/layout of the Program and Exhibit Guide. On-site activities include management of Publications Sales area and press relations.

Bob Braughler, Virtual Engagement Manager
braughler@mrs.org: 724-779-2752
Responsible for planning, execution, delivery, and hosting of online virtual events.

Erin Hasinger, Web Communications Manager
hasinger@mrs.org; 724-779-2739
Responsible for management of the MRS website-posting, marketing, and communication of meeting-related content and activities on the website and via social media.

J. Ardie (Butch) Dillen, Director of Finance and Administration
dillen@mrs.org; 724-779-2711
Responsible for overseeing all MRS financial operations. Works with the meeting chairs to set the policies and procedures for symposium funding and is the headquarters staff person for ensuring that symposium funds are expended and accounted for properly.

Mallory Starr, Accounting Manager
starr@mrs.org; 724-779-2713
Oversees accounting records, supervises day-to-day accounting and on-site meeting accounting operations, is responsible for financial report preparation, and coordinates research and preparation of project reports. Principal contact person at MRS Headquarters for symposium organizers on symposium funding and budget issues. Contact person for preparing the symposium budgets, obtaining the most current status of symposium funding, and ordering special audio-visual equipment and/or food & beverage functions on site.

Michele Feder, Manager, Volunteer Affairs
feder@mrs.org; 724-779-2738
Manages volunteerism within MRS, including recruitment, retention and recognition programs. Promotes volunteerism, engagement and inclusion within MRS, assessing needs and developing programs to meet those needs through the recruitment, placement, and retention of volunteers. Serves as a central point person for volunteer opportunities. Develops and manages professional development, career resources, iMatSci, MRS Foundation and volunteer benefit and recognition programs including oversight of MRS Awards and University Chapters.

Lorri Smiley, Professional Services and Awards Coordinator
smiley@mrs.org; 724-779-2733
Manages all University Chapter and Awards programs, including Graduate Student Awards.

**Donna Gillespie, Government Affairs Coordinator**
gillespie@mrs.org; 724-779-2732  
Contact person for preparing government grant proposals. Backup responsibility for symposium funding and grant administration.

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### 2019 MRS BOARD OF DIRECTORS
(Date following name indicates end of term on the Board)

#### OFFICERS

**President**  
Michael R. Fitzsimmons (20)  
Oak Ridge National Laboratory and University of Tennessee  
1265 Bishops View Lane  
Knoxville, TN 37932-2673  
Email: mfitzsimmons44@gmail.com

** Immediate Past President**  
Sean J. Hearne (19)  
Center for Integrated Nanotechnologies  
Sandia National Laboratories  
PO Box 5800, MS-1315  
Albuquerque, NM 87185-1315  
Telephone: 505-845-0804  
Email: sjhearn@sandia.gov

**Vice President**  
Matt Copel (21)  
IBM T.J. Watson Research Center  
PO Box 218, RTE. 134  
Yorktown Heights, NY 10598  
Telephone: 914-945-2907  
Email: mcopel@us.ibm.com

**Secretary**  
Eric A. Stach (19)  
University of Pennsylvania  
Department of Materials Science and Engineering  
Laboratory for Research on the Structure of Matter  
Singh Center for Nanotechnology  
3231 Walnut Street, Philadelphia, PA 19104  
Telephone: 765-346-3460  
Email: stach@seas.upenn.edu

**Treasurer**  
David J. Parrillo (19)  
The Dow Chemical Company  
2553 N Thunderbird Drive  
Midland, MI 48642-2020  
Dow Center, Midland, MI 48674  
Telephone: 989-636-4741  
Email: djparrillo@dow.com

**Executive Director**  
Todd M. Osman  
Materials Research Society  
506 Keystone Drive  
Warrendale, PA 15086-7573  
Telephone: 724-779-2701  
Email: osman@mrs.org  
Website: http://www.mrs.org
DIRECTORS

Griselda Bonilla (20)
IBM T.J. Watson Research Center
1101 Kitchawan Road
Yorktown Heights, NY 10598
Telephone: 914-945-2692
Email: gbonilla@us.ibm.com

Li-Chyong Chen (19)
National Taiwan University
Center For Condensed Matter Sciences
1 Roosevelt Rd Sec 4
Taipei, 106
Taiwan
Telephone: +886-2-33665200
Email: chenlc@ntu.edu.tw

Dawnielle Farrar-Gaines (19)
Johns Hopkins University
Applied Physics Lab
11100 Johns Hopkins Rd
Laurel, MD 20723-6005
Telephone: (240) 228-7384
Email: dawnielle.farrar-gaines@jhuapl.edu

Sharon C. Glotzer (21)
University of Michigan
Ncrc B-10/A177
2800 Plymouth Rd
Ann Arbor, MI 48109-2800
Email: glotzerchair@umich.edu

Claudia Gutiérrez-Wing (19)
ININ
Dept, Tec. de Materiales
Carr Mexico-Toluca s/n La Marquesa
52750 Ocoyoacac
Mexico
Telephone: +52-55-53297200 ext. 12560
Email: claudia.gutierrez@inin.gob.mx

Sarah Heilshorn (21)
Stanford University
Materials Science and Engineering
McCullough Building, Room 246
476 Lomita Mall
Stanford, CA 94305-4045
Email: heilshorn@stanford.edu

Frances A. Houle (21)
Lawrence Berkeley National Laboratory
Mail Stop: 30R0205
One Cyclotron Road
Berkeley, CA 94720
Telephone: 510-495-8135
Email: FAHoule@lbl.gov

Monica Jung de Andrade (21)
The University of Texas at Dallas
Alan G. MacDiarmid Nano Tech Institute
Mailstop – BE26
800 W. Campbell Road
Richardson, TX 75080
Telephone: 972-883-6460
Email: mja0612@gmail.com;
monical.jung@utdallas.edu

Sergei V. Kalinin (21)
Oak Ridge National Laboratory
Center for Nanophase Materials Science
1 Bethel Valley Road
Oak Ridge, TN 37831
Telephone: 865.241.0236
Email: sergei2@ornl.gov

Kisuk Kang (21)
Seoul National University
Department of Materials Science and Engineering
1 Gwanak-Ro Gwanak-Gu
Seoul, 151-742
Republic of Korea
Email: matlgen1@snu.ac.kr

Lincoln J. Lauhon (19)
Northwestern University
2220 Campus Dr
Evanston, IL 60208-0893
Telephone: 847-491-2232
Email: lauhon@northwestern.edu

Paul C. McIntyre (20)
Stanford University
Materials Science and Engineering
476 Lomita Mall
Stanford, CA 94305-4008
Telephone: 650-725-9806
Email: pcm1@stanford.edu
D. MRS COMMITTEES OF SPECIAL INTEREST TO SYMPOSIUM ORGANIZERS

Graduate Student Awards Subcommittee of the Awards Committee
One of the functions of this committee is to solicit and coordinate symposium organizer rankings of Graduate Student Award applications (refer to Section 12). These rankings help determine the finalists who will compete for the Gold and Silver Awards, and special GSA awards such as the Arthur Nowick Graduate Student Award at the MRS Spring and Fall Meetings. The participation of symposium organizers in the ranking is a critical and important part of their responsibilities. (Refer to Section 7H, Responsibility Chart. The “Graduate Student Awards - Evaluation of Applications” section must be completed for all symposia.) The Awards Committee also provides the financial support for the Gold and Silver Awards. (Refer to: http://www.mrs.org/awards-committee/)

Meetings Committee (MTGC)
The Meetings Committee is responsible for planning, executing, and evaluating program content of all Meetings in which the Society participates. This includes technical symposia and broader impact content, tutorials, workshops, experiments in new meetings, as well as co-sponsored, co-located or other partnered programming. Meetings Committee subcommittees are Meetings Assessment, New Meetings and Program Development. MTGC recommends candidates for future Meeting Chairs and solicits and develops suggestions for new symposia, evaluates current and previous symposia for timeliness and relevance, and assesses meeting quality. (Refer to: http://www.mrs.org/committees)
**Program Development Subcommittee (PDSC)**
The Program Development Subcommittee assists the Meetings Committee in developing a balanced program by planning and overseeing the major multi-symposium Society meeting programs—Fall, Spring, and IMRC. PDSC works with the Meeting Chairs and suggests new symposium topics and organizers, so that the diverse interdisciplinary environment of symposium-based meetings continues to be preserved and enhanced. This Subcommittee is also responsible for overseeing the tutorial program, in coordination with the Meeting Chairs and the Tutorial Review Group, to enhance the meetings. Symposium organizers are asked to submit proposals for tutorials to this Subcommittee via Diane Rosenbaum (rosenbaum@mrs.org) at MRS HQ. Refer to Section 10 for more details about planning and submitting your tutorial proposal. (Refer to: [http://www.mrs.org/meetings-committee/](http://www.mrs.org/meetings-committee/))

PDSC oversees broader impact programming through proposals submitted to the Broader Impact Program Development Working Group (BIPDWG). BIPDWG oversees Fall and Spring Meeting programming outside of the technical content of the meeting with a view to optimizing non-technical or broader impact activities as an integral part of the meetings; it reviews and approves scheduling of non-symposium events and broader-impact events, and serves as the point of contact for non-technical meetings to be held outside of the Spring and Fall meetings as well. (Refer to: [www.mrs.org/broader-impact-programming/](http://www.mrs.org/broader-impact-programming/))

**Meetings Assessment Subcommittee (MASC)**
The Meetings Assessment Subcommittee reviews all major MRS meeting activities (Spring/Fall Meetings, co-sponsored events, workshops, and non-technical activity integration) to ensure quality is maintained across the MRS meeting event spectrum. MASC will actively participate in the Symposium Organizer Thank You Reception/Meeting Wrap-up Discussion and Meeting Chair debriefing sessions for the Spring, Fall, IMRC and other regular MRS meeting activities as they develop. In addition, the Subcommittee shall survey meeting attendees, evaluate meeting success including broader-impact peripheral meeting enhancements, and provide benchmarking. MASC will develop a set of general metrics and an archive to serve as a Society resource in this area. (Refer to: [http://www.mrs.org/meetings-committee/](http://www.mrs.org/meetings-committee/))

**New Meetings Subcommittee (NMSC)**
The New Meetings Subcommittee is responsible for the review of all new meetings initiatives (including workshops, special sessions, and topical meetings) brought to MRS via any means. This may include meetings that NMSC may generate, or summer schools, or grass roots initiatives, or Board-initiated efforts. It explores collaborations with other societies and activities to promote commercial and/or industrial participation. NMSC works with the Industry Engagement Council (IEC) to develop new and enhance existing industry engagement with MRS. It also evaluates and approves proposed endorsements and co-sponsorships for external technical meetings. (Refer to: [http://www.mrs.org/meetings-committee/](http://www.mrs.org/meetings-committee/))

**Publications Committee**
The Publications Committee shall be responsible for the quality of MRS publications and shall provide direction to and review of the society’s print and electronic publications, including journals, books, news, educational and all other publications. It shall oversee general editorial policy, engage in strategic planning and development of the Society’s current and future publications, recommend and work with partner entities where appropriate, and initiate publication focused task forces and subcommittees as deemed necessary by the committee. (Refer to: [http://www.mrs.org/publications-committee/](http://www.mrs.org/publications-committee/))

*A complete MRS committee roster can be accessed at: [www.mrs.org/committees](http://www.mrs.org/committees).*
SECTION 4: MEETING SYMPOSIA

2019 MRS® Fall Meeting Symposia
Meeting Chairs: Iris Visoly-Fisher, Bryan D. Huey, Stéphanie P. Lacour, Conal E. Murray and Jeffrey B. Neaton

(Symposia: FF01-FF06, MQ01-MQ03, MT01-MT07) Karen Bartling, bartling@mrs.org
(Symposia: MS01-MS04, SB01-SB11) Marla Boots, boots@mrs.org
(Symposia: BI01, EL01-EL05, EN01-EN17) Erin Moore, moore@mrs.org

BROADER IMPACT (Meeting Chair: Bryan D. Huey)
BI01 Materials Data Science—Transformations in Interdisciplinary Education

ELECTRONIC, PHOTONIC AND MAGNETIC MATERIALS (Meeting Chair: Conal E. Murray)
EL01 Emerging Material Platforms and Approaches for Plasmonics, Metamaterials and Metasurfaces
EL02 Molecular and Organic Ferro- and Piezoelectrics—Science and Applications
EL03 Multiferroics and Magnetoelectrics
EL04 Emerging Chalcogenide Electronic Materials—From Theory to Applications
EL05 Diamond and Diamond Heterojunctions—From Growth and Technology to Applications

ENERGY AND ENVIRONMENT (Meeting Chair: Iris Visoly-Fisher)
EN01 Challenges in Battery Technologies for Next-Generation Electric Vehicles and Grid Storage Applications
EN02 Materials for High-Energy and Safe Electrochemical Energy Storage
EN03 Green Electrochemical Energy Storage Solutions—Materials, Processes and Devices
EN04 Advanced Membranes for Energy-Efficient Molecular Separation and Ion Conduction
EN05 Chemomechanical and Interfacial Challenges in Energy Storage and Conversion—Batteries and Fuel Cells
EN06 Development in Catalytic Materials for Sustainable Energy—Bridging the Homogeneous/Heterogeneous Divide
EN07 Materials Science for Efficient Water Splitting
EN08 Halide Perovskites for Photovoltaic Applications—Devices, Stability and Upscaling
EN09 Advances in the Fundamental Science of Halide Perovskite Optoelectronics
EN10 Emerging Light-Emitting Materials and Devices—Perovskite Emitters, Quantum Dots and Other Low-Dimensional Nanoscale Emitters
EN11 Silicon for Photovoltaics
EN12 Structure–Function Relationships and Interfacial Processes in Organic Semiconductors for Optoelectronics
EN13 Flexible and Miniaturized Thermoelectric Devices Based on Organic Semiconductors and Hybrid Materials
EN14 Thermoelectric Energy Conversion (TEC)—Complex Materials and Novel Theoretical Methods
EN15 Nanomaterials for Sensing and Control of Energy Systems—Processing, Characterization and Theory
EN16 Advanced Materials, Fabrication Routes and Devices for Environmental Monitoring
EN17 Structure–Property Processing Performance Relationships in Materials for Nuclear Technologies
FABRICATION OF FUNCTIONAL MATERIALS AND NANOMATERIALS (Meeting Chair: Conal E. Murray)
FF01 Beyond Graphene 2D Materials—Synthesis, Properties and Device Applications
FF02 2D Nanomaterials-Based Nanofluidics
FF03 Building Advanced Materials via Particle-Based Crystallization and Self-Assembly of Molecules with Aggregation-Induced Emission
FF04 Crystal Engineering of Functional Materials—Solution-Based Strategies
FF05 Advanced Atomic Layer Deposition and Chemical Vapor Deposition Techniques and Applications
FF06 Advances in the Fundamental Understanding and Functionalization of Reactive Materials

MATERIALS FOR QUANTUM TECHNOLOGY (Meeting Chairs: Conal E. Murray and Jeffrey B. Neaton)
MQ01 Coherent and Correlated Magnetic Materials for Hybrid Quantum Interfaces
MQ02 Materials for Quantum Computing Applications
MQ03 Predictive Synthesis and Advanced Characterization of Emerging Quantum Materials

MATERIALS THEORY, COMPUTATION AND CHARACTERIZATION (Meeting Chairs: Bryan D. Huey and Jeffrey B. Neaton)
MT01 Advanced Atomistic Algorithms in Materials Science
MT02 Closing the Loop—Using Machine Learning in High-Throughput Discovery of New Materials
MT03 Automated and Data-Driven Approaches to Materials Development—Bridging the Gap Between Theory and Industry
MT04 Advanced Materials Exploration with Neutrons
MT05 Emerging Prospects and Capabilities in Focused Ion-Beam Technologies and Applications
MT06 In Situ Characterization of Dynamic Phenomena During Materials Synthesis
MT07 In Situ/Operando Studies of Dynamic Processes in Ferroelectric, Magnetic and Multiferroic Materials

MECHANICAL BEHAVIOR AND STRUCTURAL MATERIALS (Meeting Chair: Conal E. Murray)
MS01 Extreme Mechanics
MS02 Mechanically Coupled and Defect-Enabled Functionality in Atomically Thin Materials
MS03 Mechanics of Nanocomposites and Hybrid Materials
MS04 High-Entropy Alloys and Other Novel High-Temperature Structural Alloys

SOFT MATERIALS AND BIOMATERIALS (Meeting Chair: Stéphanie P. Lacour)
SB01 Multifunctional Materials—From Conceptual Design to Application-Motivated Systems
SB02 Multiscale Materials Engineering Within Biological Systems
SB03 Smart Materials, Devices and Systems for Interface with Plants and Microorganisms
SB04 Hydrogel Materials—From Theory to Applications via 3D and 4D Printing
SB05 Light–Matter Interactions at the Interface with Living Cells, Tissues and Organisms
SB06 Bringing Mechanobiology to Materials—From Molecular Understanding to Biological Design
SB07 Bioelectrical Interfaces
SB08 Advanced Neural Materials and Devices
SB09 Interfacing Bio/Nano Materials with Cancer and the Immune System
SB10 Electronic Textiles
SB11 Multiphase Fluids for Materials Science—Droplets, Bubbles and Emulsions

X Frontiers of Materials Research

Revised 4/1/19
SECTION 5: PROGRAM

A. PROGRAMMING INSTRUCTIONS

MRS offers an online system for abstract submission and program development. This section summarizes the most important details that you should know before developing your program. Your understanding of these procedures and your cooperation in meeting the various programming deadlines are crucial to the timely publication of meeting information. Authors and other meeting attendees need this information to arrange their travel and meeting schedules.

MRS Online System

The MRS Online System is a complete easy to use online tool for abstract submission through acceptance and session building of technical programs. There are two features for symposium organizers Review and Session Centers:

1) The Submission Center allows authors to submit their abstracts to a symposium.
2) The Review Center allows organizers to review (accept/reject) and print submitted abstracts.
3) The Session Center enables organizers to create individual program sessions from the abstracts that you marked as “accepted” in the Review Center. It is important that you appoint one co-organizer to input the group’s collective programming decisions.

Instructions to access the Review and Session Centers will be sent to you by MRS. You will have two and one-half weeks following the abstract deadline to review, select and arrange accepted abstracts into a program that must be completed in the MRS Online System.

If you have specific symposium questions, please contact MRS programming staff (refer to Section 4).

Abstract Submission

All abstracts must be submitted via the MRS Online System submission site, http://www.mrs.org/fall2019, (this link will not be active until Monday, May 13, 2019 and will close on Thursday, June 13, 2019 11:59 pm ET). Organizers can begin looking at submitted abstracts and familiarizing yourself with the Review Center as soon as the abstract submission site opens. However, please note that nearly two-thirds of an expected 6,000+ abstracts are not submitted until three days prior to the abstract deadline. Also, authors have the ability to revise their abstracts up to the abstract deadline date. Therefore, we recommend that you wait until after the submission deadline date before making any decisions.

MRS programming staff will contact you 2 weeks prior to the submission site closing with complete instructions for building your technical program. We strongly recommend that you print all the abstracts AFTER the submission deadline to be certain that you have the latest version of all submittals.

Submissions Directly to Organizers

All abstracts must be submitted via the MRS Online System. If you receive an abstract from an author, please instruct them to upload their abstract to http://www.mrs.org/fall2019. If an author is unable to submit their abstract to the Online System, please instruct them to email meetings@mrs.org for assistance. DO NOT SUBMIT ABSTRACTS FOR ANY INVITED SPEAKER OR AUTHOR THROUGH THE MRS ONLINE SYSTEM.

Accepting/Rejecting Abstracts
Use the **Review Center** to determine and indicate which abstracts will comprise your program. The **Review Center** enables you to conveniently mark submitted abstracts as accepted or rejected, or to suggest that they be re-categorize to a more appropriate symposium. Because all organizers for each symposium have access to the **Review Center**—and one person’s selections can override another’s—it is important to designate one person to record the group’s final decisions within the Review Center. Indicating abstract acceptance or rejection within the **Review Center** is a necessary prelude to using the online programming features in the **Session Center**. **IMPORTANT INFORMATION ABOUT MRS-RECOMMENDED REJECTION RATES IS INCLUDED IN SECTION 5B AND 5C.**

**Program Days**
The program runs from Monday 8:30 am through Friday 5:00 pm. Optional: If you have a full program (Monday am - Friday pm) and need additional time, symposium sessions can be scheduled on Sunday.

**Tutorials:** Sunday, December 1, 2019 can be scheduled as half-day (morning or afternoon) or full day and must include appropriate breaks
- Sunday
  - 8:30 am – 12:00 pm half day morning
  - 1:30 pm – 5:00 pm half day afternoon
  - 8:30 am – 5:00 pm full day

**Symposia Oral Sessions:** Monday, December 2, 2019 through Friday, December 6, 2019
- Monday, Tuesday
  - 8:30 am – 12:00 pm Symposia sessions
  - 1:30 pm – 5:00 pm Symposia sessions
  - 8:00 pm – 10:00 pm Poster Session - Author Presentations

- Wednesday
  - 8:30 am – 12:00 pm Symposia sessions
  - 1:30 pm – 2:30 pm Symposia sessions
  - 2:30 pm – 3:30 pm SPECIAL BREAK FOR ALL SYMPOSIA
  - 3:30 pm – 5:00 pm Symposia sessions
  - 8:00 pm – 10:00 pm Poster Session - Author Presentations

- Thursday, Friday
  - 8:30 am – 12:00 pm Symposia sessions
  - 1:30 pm – 5:00 pm Symposia sessions
  - 8:00 pm – 10:00 pm Poster Session - Author Presentations (Thursday only)
**Program Times**

*Symposia Oral Sessions*
- Oral presentations are assigned 15 minutes.
- Invited speakers are assigned 30 minutes.
- **Morning Sessions:**
  - Morning session traditional start time: 8:30 am
    - *Optional* start times: 8:00 am, 8:15 am
  - Morning sessions must end at 12:00 noon
  - Include a 30 minute “Break” in all morning sessions. This break can occur anytime between 9:30 am and 10:30 am. *To ensure adequate time for meeting attendees to network, meeting chairs recommend serious consideration be given to times other than 10:00 am.*
- **Lunch Break:**
  - There is a mandatory lunch break scheduled from 12:00 pm – 1:30 pm. Please note that MRS does not provide lunch to meeting participants.
- **Afternoon Sessions:**
  - Afternoon session start time: 1:30 pm
  - Afternoon sessions must end by 5:00 pm
  - Include a 30 minute “Break” in all afternoon sessions except Wednesday. This break can occur anytime between 2:30 pm and 3:30 pm. Coffee will NOT be available before 2:30 pm or after 3:30 pm. *To ensure adequate time for meeting attendees to network, meeting chairs recommend serious consideration be given to times other than 3:00 pm.*
  - **WEDNESDAY SPECIAL BREAK FOR ALL SYMPOSIA** – There will be a mandatory one-hour break so attendees have the opportunity to visit the Exhibit Hall on **Wednesday, December 4 from 2:30 pm – 3:30 pm**. During this time, coffee will be served in the Exhibit Hall. **No other programming will be accepted during this 60-minute period,** all meeting attendees are encouraged to visit the Exhibit to take part in the special festivities. Morning programs can begin at 8:00 am Wednesday, so that the additional 30 minutes of program time can be recovered.

*Symposium X*
Frontiers of Materials Research is scheduled Monday, Tuesday, Wednesday, and Thursday 12:15 pm - 1:15 pm. Meeting chairs are responsible for Symposium X.

**Session Chairs** – Make sure to have approval from your session chairs *before* assigning them to a session. See Section 11B for Session Chair Guidelines
- Each oral session should have at least *two session chairs*.
- Oral Session Chairs are responsible for overseeing the session and keeping it on time.
- Poster Session Chairs are responsible for reviewing and nominating for the BEST POSTER AWARD. At least one of the Poster session chairs should be a symposium organizer.
**Poster Sessions**

Interdisciplinary Poster Sessions – Author Presentations will be scheduled on Monday, Tuesday, Wednesday, and Thursday 8:00 pm – 10:00 pm, with snacks and beverages provided by MRS. Be sure to divide your evening poster session into separate sessions for each subtopic (if applicable, i.e., several sessions may be scheduled in a single evening). Poster sessions should be assigned the next sequential session number within your program. **Because of limited space, it is recommended that you consider having poster sessions on multiple evenings, particularly if you have more than 40 poster presentations.** In general, posters are assigned on a first-come, first-served basis until room capacity is exceeded on any given evening. However, your preferred evenings for posters may be shifted in the interest of creating appropriately sized, well-attended poster sessions within the limited confines of the assigned poster room.

MRS strongly recommends organizers adhere to author’s whose preferred presentation type is a poster when building your program. Most authors who prefer to have a poster presentation do so because of language barriers. Therefore, we ask that if an author’s preference is poster and you have accepted the abstract you place it in a poster session and not as an oral presentation.

Symposium organizers will nominate up to two posters per night to be considered for the Best Poster Awards. The Meeting Chairs will select and present 3-5 Best Poster Awards each day to the presenting authors. You will receive poster nomination instructions at the Symposium Organizer Tie-Down meeting, Sunday, December 1, 2019.

**Joint Sessions**

Joint sessions must be constructed through the close, direct interaction of the respective groups of organizers involved—or at least by those organizers who have primary programming responsibility. Organizers of joint sessions must work closely together during the program planning process to recommend and share those abstracts that they feel are best suited to the topical emphasis of their joint session. It is especially important that both symposia sponsoring a joint session submit programs that are consistent; i.e., the same papers in the same time slots. This can only be done through close and frequent contact in the planning stage. Failure to properly coordinate joint sessions will only delay the processing of your program by MRS. MRS programming staff will provide complete instructions for building sessions in your program.

**Invited Abstracts**

Please ask your invited speakers to submit their abstracts to the MRS Online System by the abstract deadline, Thursday, June 13, 2019, 11:59 pm ET. ALL abstracts, including the invited speakers, are subject to the same deadlines. If they do not submit an abstract, you will often find it necessary to continuously remind them in order to avoid having “Abstract Not Available” appear in the online program. In those few cases in which extenuating circumstances make on-time submittal by an invited speaker impossible, please use the “placeholder” feature of the Session Center to indicate in your program the 30-minute time slot that you are holding for that invited speaker. MRS’ willingness to extend the deadline for invited speakers has been abused in recent meetings, with some abstracts not being submitted for several months after the published deadlines. This causes more work for both MRS staff and symposium organizers, so please urge your invited speakers to be timely.
Invited Speaker Guidelines:
- It is inappropriate for symposium organizers to be invited speakers within their own symposium.
- MRS expects invited speakers to personally present their talks. Please advise speakers of this requirement when inviting them.
- MRS strives to provide both established and newer members of the community the opportunity to give oral presentations. An invited-to-contributed ratio of 1:4 is recommended for your oral sessions. While some slight variation from this ratio is acceptable, the Society does not condone programs that are comprised of essentially all invited presentations.

MRS is aware that some people may be receiving invitations to speak at multiple symposia. To ensure that the invited speakers do not present the same material in multiple talks, please include the following in the invitation – “If you receive invitations to talk at multiple symposia, we ask that you accept no more than two invited talks and ensure that they are topically distinct.”

Late Abstracts
MRS strictly enforces the published abstract deadline so that symposium organizers can finalize their programs in a timely fashion. You may be contacted by an author who would like you to consider a late contributed abstract. If you feel the late abstract is 1) legitimate “late breaking news”; or 2) is otherwise of a quality surpassing that of on-time submittals, please send a written explanation to your assigned Meeting Chair (identified in the Meeting Symposia list, Section 4) with a copy to Diane Rosenbaum at MRS Headquarters. We will review your requests and inform you of our decision as soon as possible. Late abstracts cannot be included in your program without the approval of the Meeting Chair(s). If the abstract does not meet either of these two criteria, please remind the author that we do not accept post-deadline submittals.

Symposia Clusters
The Meeting symposia have been organized into topical clusters, as shown in Section 4. We will try to maintain these clusters to the highest degree possible when assigning meeting rooms. However, history indicates that, in order to assign appropriately sized rooms to all symposia—and to try to keep related symposia and those with joint sessions in close proximity—it will be unlikely that ALL the linkages can be maintained. If you feel that your symposium is better placed in a different cluster, or you want to identify especially strong linkages within a given cluster that we should try to maintain under all circumstances, please let your assigned Meeting Chair (refer to Section 4) know right away. We will do everything we can to accommodate your requests. However, the Meeting Chairs must reserve the right to make the final decision on symposia locations and room assignments for the benefit of the overall meeting.

Program Planning Meeting
In order to finalize programs and room assignments, it is important that you complete your programs by the Symposium program deadline, Friday, July 12, 2019. That will enable MRS staff to prepare copies of the programs for your review at the Program Planning Meeting, Monday, July 29, 2019. An agenda and reply form for this planning meeting will be e-mailed to you. We cannot over-emphasize the importance of having at least one representative from each symposium at this critical planning event.
MRS looks forward to working with all of you to achieve an MRS Meeting that will exceed everyone’s best expectations. If you have any questions about the programming process, please contact Diane Rosenbaum, rosenbaum@mrs.org, or any of the Meeting Chairs.

If you have specific symposium questions, please contact MRS programming staff (refer to Section 4).

B. ABSTRACT ACCEPTANCE POLICY

High-quality meetings are one of the hallmarks of the Materials Research Society. MRS continuously strives to maintain and improve the quality of the symposia meeting program. As a symposium organizer, you are responsible for accepting abstracts for both oral and poster sessions that meet the high standards of your symposium and the meeting as a whole.

Things to keep in mind when determining a quality abstract:
   1. Does the subject matter have an interested audience today?
   2. Does the abstract present cutting edge research?
   3. Does the abstract present technically new or innovative ideas?

Because it’s the quality, not the duration, that ultimately determines a symposium’s success, we strongly recommend that you reject abstracts that do not meet the topical criteria or the quality of your symposium. Including poor abstracts in poster sessions is NOT a valid alternative to rejecting them; the selection criteria for posters should be the same as for oral sessions. The MRS suggested abstract rejection rate is 15% based on the criteria below.

*Although rejection rates can vary because of a symposium’s unique circumstances, symposium organizers will be asked to justify to the Meeting Chairs any rejection rates that are significantly below this level.*

The consequences of not rejecting unsuitable abstracts are substantial. Your symposium will experience lower-than-expected attendance and be perceived as being low-quality overall. Ultimately, this could jeopardize opportunities for participation of this topic or symposium in future MRS meetings.

**Grounds for Abstract Rejection:**

Grounds for abstract rejection include, but are not limited to, the following:
   1. The abstract is not in the field of the symposium. (If possible, the abstract should be re-categorized to a more suitable symposium. This can be done in the Review Center.)
   2. The work presented in the abstract is of comparatively poor quality.
   3. The work is not likely to be of interest to a reasonable number of symposium attendees.
   4. The work is not recent and/or has been reported extensively elsewhere.
   5. The work is repetitive due to multiple submissions by a single author. (In this case, you should explicitly instruct the author to combine the material from various abstracts into a single submittal.)
C. REJECTION RATES
The Society continuously strives to maintain and improve the quality of its meetings. Because it’s the quality, not the duration, that ultimately determines a symposium’s success, we strongly recommend that you reject abstracts that do not meet the topical criteria or the quality of your symposium. Including poor abstracts in poster sessions is NOT a valid alternative to rejecting them; the selection criteria for posters should be the same as for oral sessions. The recommended rejection rate for an MRS meeting is 15 %—some are higher and some lower—depending on individual circumstances. IMPORTANT: Symposium organizers will be expected to justify rejection rates that are significantly below the suggested level to assigned Meeting Chairs for your cluster.
SECTION 6: SYMPOSIUM PROMOTION

A. PROMOTING YOUR SYMPOSIUM

Call for Papers
The Call for Papers contains Meeting symposium descriptions as well as general information about MRS and the 2019 Fall Meeting. In late-January, MRS will post this information on its website, send postcard and e-mail announcements in late April to approximately 50,000 scientists, and send our e-newsletter Materials360® to a distribution of 60,000+.

All symposium organizers are requested by the Meeting Chairs to complete their Call for Papers text in the MRS Call for Papers website (www.callforpapers.mrs.org) by January 4, 2019.

MRS Guidelines for Finalizing Your Call for Papers:

TITLE
- The title of the symposium has been approved by Program Development Subcommittee (PDSC). If you want to change your title, please inform Diane Rosenbaum. The new title will need approved by the 2019 MRS Fall Meeting Chairs.
- To indicate tutorial intentions, check the box directly under the Symposium Code and next to the MRS standard statement “A tutorial complementing this symposium is tentatively planned.”
- To indicate joint session intentions, click on the appropriate Symposium Title in the Joint Sessions dropdown box. To select more than one symposium for joint session consideration, hold the Ctrl key and click on the Symposium Title

DESCRIPTION of TOPICAL FOCUS
- The focus of the symposium should be one to three short paragraphs; do not include organizer bio information or tutorial/joint session intentions

TOPICS
- List of topics should brief and not in sentence format

INVITED SPEAKERS
- Invited Speakers should be confirmed and contacted by the January 4th deadline. Once the Call for Papers is posted on the website on February 4th, the invited speaker list is not updated
- MRS will be contacting the invited speakers for any missing abstracts, so make sure you have confirmed with your invited speakers listed on your call for papers
- MRS Policy – invited speakers cannot have more than two invited talks across the whole meeting
- MRS Guidelines – 4 to 6 Invited Speakers per day (programming – these speakers should be distributed throughout the day)
- Please be consistent when listing names (either first names or initials are fine but need to be consistent). Spell out the speaker’s institution/affiliation (ex: Massachusetts Institute of Technology not MIT)
SYMPOSIUM ORGANIZERS

- MRS Guidelines – no additions can be made to the Symposium Organizer list without prior Meeting Chair approval
- Symposium Organizer information should be up-to-date. Any changes after the posting date, should be emailed to MRS, Amanda Edmiston, edmiston@mrs.org
- Spell out institution/affiliation

OTHER

- The Call for Papers should be one page – PDF format
- Email MRS, Amanda Edmiston, edmiston@mrs.org when your Call for Papers is finalized and attach the Call for Papers PDF that can be created in the system.

Mailing List Submittal

A major factor affecting the success of your symposium is the effective distribution of information to those active in your field. In order to announce the Call for Papers for all symposia as broadly as possible, we need your help to build a database for marketing to those interested in your research topics.

Choose one organizer from your symposium who will be responsible for gathering the names and addresses, including e-mail, of a minimum of 100 colleagues who are currently publishing and/or managing research in this field. MRS adheres to the EU General Data Protection Regulation (GDPR) as well as the Canada Anti-Spam Law (CASL). With these new privacy policies firmly in place, all lists must include complete postal addresses. Suggested prime sources include, but are not limited to:

- Attendee list from a conference or topical seminar
- Names and addresses from business card files
- Authors and co-authors from current research files
- Other listings of researchers in a particular field

Lists should not be more than two years old and should be submitted via e-mail as an Excel file. Please name the file using your symposium code; i.e.; F19EP01MailingLst.xls, and indicate your symposium in the subject line of your e-mail; i.e., F19EP01.

The deadline for submitting these lists is February 12, 2019. Lists should be sent via e-mail to: Robin Nazaruk (symporg@mrs.org).

B. MRS WEBSITE AND MEETING SCENE® COVERAGE

The 2019 Fall Meeting web pages on the MRS website (http://www.mrs.org/fall2019) are the primary medium for disseminating information about the meeting. The Call for Papers, Program, Abstracts, and other relevant information are posted on the web as and when they become available. The program and abstracts are posted in HTML format. A web-based and mobile Meeting App is also available to attendees.
Meeting Scene
The Meeting Scene, a daily e-mail newsletter with news and highlights, is sent to members, attendees, and subscribers from Boston by the Meeting Scene Editor, Judy Meiksin (meiksin@mrs.org). Daily news and highlights are also posted on the Web. During the 2018 MRS Fall Meeting, the Meeting Scene e-mails were sent to more than 35,000 recipients.

At the meeting, please forward any newsworthy items, breaking news, or significant new developments to Judy for inclusion in the daily reports. Please also alert us to any special or noteworthy talks within your symposium that could warrant special attention. News items (along with graphics) can be e-mailed to Judy at meiksin@mrs.org, or left at the MRS Information Desk at the Meeting.

Highlights and news from recent meetings can be accessed at:

Past Spring Meetings:
http://www.mrs.org/past-spring-meetings/

Past Fall Meetings:
http://www.mrs.org/past-fall-meetings/

Meeting Scene http://www.mrsmeetingscene.org/

C. PUBLICITY/PRESS COVERAGE FOR MRS MEETINGS

Our Objectives
To generate responsible coverage in the technical and general press about research developments reported at MRS Meetings; and to encourage greater appreciation among reporters and editors about the contributions and importance of materials research and development.

Principal Methods
Furnish reporters and editors with a suggested list of topics and specific presentations worth attending—either overviews of important fields or explanations of noteworthy developments in research or application of materials.

Procedure
- Symposium organizers identify Symposium Highlights and submit to MRS headquarters (See Symposium Highlight Questionnaire, Section 6E).
- Deadline: October 7, 2019
- We are seeking your judgment as to which presentations—if any—ought to be highlighted for the press. Highlights should be selected principally for the novelty of the work to be presented, although we are also interested in any good overview presentations that would help give reporters a “handle” on the symposium and fields affected.
- MRS prepares a Press Tip Sheet (see Press Tip Sheet Sample, Section 6D) based on symposium highlights furnished by symposium organizers.
**Additional Press Considerations**

Our first emphasis for press coverage at MRS Meetings is on veteran correspondents from *Science, Nature, Science News, Physics Today, C & E News*, and other major technical publications. They have been extremely complimentary of the press information provided by symposium organizers in the form of symposium highlights and lay-language abstracts. Sometimes these materials lead to immediate news coverage; sometimes they form the basis for a more in-depth article weeks or months later. (MRS cannot guarantee the use of any press information that you provide.)

We also are on the lookout for topics and stories appropriate for the general press. Science editors at the *Wall Street Journal, Boston Globe, New York Times, CNN, Newsweek* and *Time* pay attention to the MRS Meeting although coverage in these publications is rare. If you know of a topic or presentation that you believe should be called to the attention of these editors, please contact:

Anita B. Miller  
Manager, Marketing and Communications  
Phone: 724-779-2754  
amiller@mrs.org

Jenny MacBeth  
Marketing & Communications Coordinator  
Phone: 724-779-2771  
macbeth@mrs.org
D. PRESS TIP SHEET (Sample)

2018 MRS Fall Meeting
Boston, MA—November 25-30, 2018

Symposium Organizers for the 2018 MRS Fall Meeting have advised that the following presentations are of special note to the trade press. Program comments (in italics) are from the symposium organizers themselves. Only presenting authors are listed. The content provided is based on information current as of November 15, 2018. For the most up-to-date information, and for additional information on these presentations (including abstracts), visit www.mrs.org/fall2018, or consult the official MRS Fall Meeting mobile app.

SYMPOSIUM BI02
Materials Innovation for Sustainable Agriculture and Energy

BI02.05.09  Mulchandani, Ashok, Nanosensors for Onsite Detection of Citrus Greening Disease (Huanglongbing)
Tuesday, 4:30 pm | Sheraton, 3rd Floor, Gardner AB
The author will present research data on novel sensor for the on-site detection of Huanglongbing (HLB, also known as citrus greening). HLB has devastated 9 billion dollar citrus industry in Florida. HLB is like to become endemic in Texas in coming years. California, the second largest citrus producing state in USA is under serious threat as many HLB affected citrus trees are found in the residential areas which are close the commercial grove. Early detection of HLB is critical in particular for CA and TX citrus industry. This paper will highlight recent advances in the sensor technology for the early detection of HLB.

BI02.07.01  Cai, Charles, Efficient Biomass Deconstruction and Conversion to Biofuel and Bioproducts in Future Biorefineries
Wednesday, 9:00 am | Sheraton, 3rd Floor, Gardner AB
The author will present exciting new results on a method that fractionates biomass. The results portend a paradigm shift in the field of biomass conversion away from solely defeating cellulose recalcitrance and towards employing a rationally selected solvent marriage capable of synergistically deconstructing whole biomass systems, so as to yield unfettered access both to sugars and lignin for amenable valorization.

SYMPOSIUM BM03
Biological and Bioinspired Materials for Photonics and Electronics—From Living Organisms to Devices

BM03.01.01  Omenetto, Fiorenzo, Biomaterial-Based Optical Interfaces and Devices
Monday, 8:45 am | Sheraton, 2nd Floor, Back Bay D
In this talk new advanced material processing and manufacturing based on sustainable carbon-neutral technologies will be presented, for applications at the interface between the biological and the technological worlds.

BM03.03.08  Kolle, Mathias, Biologically Inspired Soft and Fluid Optical Materials
Tuesday, 11:00 am | Sheraton, 2nd Floor, Back Bay D
This contribution report recent breakthrough on fabrication of bio-inspired reconfigurable and tunable micro-scale optical components. This new technology plays a crucial role in imaging and display, biosensing, beam shaping, optical switching, wavefront-analysis and it is a step forward towards device miniaturization.
E. SYMPOSIUM HIGHLIGHT QUESTIONNAIRE

2019 MRS Fall Meeting
DUE: October 7, 2019
Send to: Jenny MacBeth, MRS Headquarters, Fax: 724-779-8313; E-mail: macbeth@mrs.org

Symposium Code: _______ Symposium Title: ______________________________________
Symposium Organizers:

_____________________________________  ____________________  __________________
Name       Phone                       Fax                        E-Mail

_____________________________________  ____________________  __________________
Name       Phone                       Fax                        E-Mail

_____________________________________  ____________________  __________________
Name       Phone                       Fax                        E-Mail

_____________________________________  ____________________  __________________
Name       Phone                       Fax                        E-Mail

_____________________________________  ____________________  __________________
Name       Phone                       Fax                        E-Mail

From your symposium, please list highlights of potential interest to science editors and reporters, and explain why you think they might want to report on this research. Please type or print your entries.

Paper Number _________ Paper Title _____________________________________________
Principal Author’s Name ________________________________________________________
Why the press might be interested? (Please be specific) _______________________________
______________________________________________________________________________

Paper Number _________ Paper Title _____________________________________________
Principal Author’s Name ________________________________________________________
Why the press might be interested? (Please be specific) _______________________________
______________________________________________________________________________
A. INTRODUCTION/FUNDING POLICY

MRS supplies symposium organizers with the necessary basic services to run a symposium without raising additional funds. However, additional funds can assist in obtaining internationally recognized scientists as invited speakers and cover expenses incurred during the organization of the symposium. Possible funding sources include government agencies, DOE national laboratories, and industry. Guidance for approaching fundraising is given in this section. Fundraising does not involve a great deal of time, and it adds to the success of a symposium.

MRS encourages co-sponsorship of symposia by other professional societies, institutes and foundations. (For details on this and reciprocal arrangements that can be made with other organizations, see Section 9 and contact Patricia Hastings, Director of Meeting Activities.)

To ensure fiscal responsibility and to avoid situations that might be potentially embarrassing to you and to the Society, it is important that you follow the procedures outlined in this section.

Symposium Funding Policy
MRS uses its financial resources to provide symposium organizers the opportunity to plan and advertise a topical symposium in their specialty field and to hold that symposium in comfortable, well-managed surroundings conducive to the productive exchange of information. Frequently, symposium organizers want to extend or enhance these basic features to make their symposium special.

Unlike most other technical societies, MRS permits its symposium organizers to supplement the basic meeting features with appropriate additions they feel will improve the quality and effectiveness of their symposium. MRS encourages symposium organizers to take full advantage of the opportunity to design a unique symposium operationally and technically. However, with the right to provide desired enhancements goes the responsibility to raise funds to pay for them and to use those funds in an appropriate manner.

The financial burden of services and benefits beyond the basic symposium support of the Society rests entirely with the symposium organizers. MRS cannot afford and will not pay for these. However, MRS will provide considerable assistance with the fundraising efforts of the symposium organizers.

Each symposium is allocated $1,500 of funding from MRS. This funding is designed to assist organizers with enhancing the quality of their symposia and might be set aside by organizers for invited speaker registration and/or travel support, financial support for junior researchers and students, and special at-meeting AV needs. Note: symposium organizers’ registration fees cannot be paid from this fund.

The Society has developed effective methods by which symposium organizers can successfully solicit funds from federal agencies and private corporations. These methods do involve time and effort by the organizers. The following pages provide more detailed information concerning the basic symposium services, examples of supplemental features, and the operational procedures for symposium funding.
B. BASIC SYMPOSIUM SERVICES SUPPLIED BY MRS

MRS assumes the essential financial costs of running a symposium. The services that MRS provides to all symposia and which do not require supplemental funds are:

**Before The Meeting:**

- Compilation of a **targeted mailing list** from MRS interest lists and from names supplied by symposium organizers.
- Production and distribution of the **Call for Papers**
- Processing and coordination of **abstracts** for production and posting of the Program on the MRS website.
- Processing of **preregistrants**
- Assembly and printing of the **Program and Exhibit Guide**
- **Detailed planning** of the meeting activities for smooth operation

**At The Meeting:**

- Processing **on-site registrants**
- **Well-equipped and staffed meeting rooms** to include standard AV, poster boards, and symposium assistants.
- **Morning and afternoon breaks**
- **Society reception**
- Refreshments at evening **Poster Sessions**.

**NOTE:** The **standard AV package** in each meeting room will consist of an LCD projector, screen, pointer and lapel microphone. ONLY meeting rooms with seating capacity over 150 attendees will have wireless aisle microphones for Q&A. Authors must provide their own laptop computer, power cord, and any proprietary cords required by their laptop.)

C. OPTIONAL SUPPLEMENTAL FEATURES FINANCED BY EXTERNAL FUNDING

It is possible to run a symposium and publish in *MRS Advances* without raising any additional funds. However, additional funds can be used to help make your symposium special.

Examples of supplemental features that symposium organizers might want to provide include the following:

- Support for invited speakers such as travel reimbursement, registration fees or a complimentary print issue of *MRS Advances*;
- Support for tutorial instructors above the stipend provided by MRS (Refer to **Section 10**);
- Support for students or under-represented groups to attend your symposium;
- Payment of registration fees and travel reimbursement for symposium organizers.
- Food and beverage functions, other than the basic refreshments provided by MRS.
- Requests for special AV such as extra microphones (wireless, aisle or podium).
- Best Poster or Best Presentation awards within your symposium (see guidelines below).
DETERMINING A BUDGET FOR OPTIONAL SYMPOSIUM FEATURES

- Only partial support is normally required to secure a speaker (for example, offering $500 towards travel, not covering their entire travel cost). In most cases, partial support of travel makes it easier for speakers to raise the balance they need. Payment of honoraria is not appropriate.
- Offers of support should be for fixed dollar amounts rather than for a percentage of the total travel expense.
  - Until funding is confirmed, offers of support should be communicated as tentative (“if funding becomes available, we will assist you with $500 toward your travel expenses.”)
- There are no waived, reduced or one-day registration fees. All meeting registrations must be paid either by the individual or from symposium funds.
- You should exercise discretion in setting up your budget. Lavish and excessive spending is not necessary to run an effective symposium and may bring discredit to MRS.
- Spending on entertainment should be kept within reasonable levels. A dinner for speakers and session chairs, while a pleasant occasion, is not necessary to attract participation in a symposium.
- In most circumstances, government agencies will not support food & beverage costs. Supplemental food and beverage functions require using the $1,500 MRS funds or corporate funds.

BEST POSTER OR BEST PRESENTATION AWARDS GUIDELINES

If you choose to give Best Poster or Best Presentation awards within your symposium, the symposium organizers should decide on the amount and number of awards to give. The organizers will also be responsible for selecting the winners.

MRS can process monetary awards from your symposium account.

The symposium organizers should coordinate any certificate or other documentation you wish to give to the award winners.

- Please note if certificates or other documentation is issued to the winners, the certificate wording should be specific to your symposium (for example, “Best Poster for Symposium MS01: Materials Science is Great as held at the 2019 MRS Fall Meeting”)

It is not necessary to “name” the award after your symposium supporters, as they will receive various other forms of recognition in return for their donation. However, if you do choose to offer an award in the name of one of your supporters (often the publisher supporters will want you to do this), the award must not be tied to any obligation to publish with them (MRS reserves the right of first refusal for publication of collections of MRS Symposium content).
D. OPERATIONAL PROCEDURES FOR SYMPOSIUM FUNDING

Symposium organizers wanting to add supplemental activities must adhere to the following minimal procedures. These are for liability protection of both the organizers and the Society:

- Symposium budgets are managed by Mallory Starr at MRS HQ. Symposium Organizers must communicate with Mallory Starr regarding their plans for receiving and spending symposium funds.
- All funds raised on behalf of MRS symposia must be deposited at MRS in an account specific to a given symposium (Mallory Starr at MRS will provide information on how to make payment to this fund).
- Disbursements from symposium funding will be made upon written request of the symposium financial chair. No reasonable request will be denied, but the Society needs to have this procedure to be assured that the request is indeed reasonable and funds to cover the request exist.
- Organizers should ONLY offer support to symposium attendees when funding commitments are confirmed. (MRS is not liable for offers of support that cannot be fulfilled.)
  o Until funding is confirmed, offers of support can be communicated as tentative (“if funding becomes available, we will assist you with $500 toward your travel expenses.”)

E. PROPOSALS FOR FEDERAL FUNDS

The following government agencies are potential sources for funding your symposium – Contact Mallory Starr (starr@mrs.org) or Donna Gillespie (gillespie@mrs.org) for sample government proposals:

Air Force Office of Scientific Research/Air Force Research Laboratory: www.afrl.af.mil
Army Research Office1: www.aro.army.mil
Department of Energy: www.doe.gov
National Science Foundation2: www.nsf.gov
Office of Naval Research: www.navy.onr.mil

1. ARO requires MRS to submit one block grant per meeting. Symposium Organizers should submit proposal information to Donna Gillespie (gillespie@mrs.org) who will then arrange the block grant to be submitted collectively.

2. The National Science Foundation updates its Proposal & Award Policies & Procedures Guide (PAPPG) each year to communicate the recommendations of the National Science Board. The link to the most recent PAPPG (effective January 29, 2018) is:
   This document should be reviewed by organizers that wish to request funding from NSF.

Each proposal must contain a summary of the project and statements on the intellectual merit of the proposed activity and a statement on the broader impacts of the proposed activity.

NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education; increased public scientific literacy and public engagement with science and technology; and increased partnerships between academic, industry, and others.
STEPS FOR SOLICITING GOVERNMENTAL FUNDING

Generally, government agencies are very receptive to unique symposia, and you should emphasize this aspect in your initial contact. The following approach has been successful for many previous symposium organizers:

1. **Telephone funding agency representatives** that you believe are likely to be interested in the technical area your symposium will address; describe your plans and ask if they are interested in possibly funding such a symposium.

2. If the representative seems interested or does not discourage you, **prepare a formal proposal** to include:
   - A one-page abstract readable by people with wide and diverse backgrounds;
   - A description of the scientific background, objective and technical approach;
   - How the proposed research effort will respond to the objectives of the funding agency;
   - The need for this topic to be held at the MRS meeting vs. other meetings;
   - List of invited speakers;
   - How the results of the meeting will be disseminated;
   - Future directions for this series of symposia;
   - Anticipated budget and budget justification;
   - 1-2 page biographic profile for the lead or financial symposium organizer.

3. **Submit all proposals to Donna Gillespie, MRS HQ for processing.**

   Donna Gillespie can assist you by supplying copies of proposals from previous symposia. Proposal evaluations can take up to six months so early planning is recommended.

   Once an agency has formally decided to fund your symposium, MRS HQ will handle the administrative details to include invoicing for the funds, filing financial reports, and providing required *MRS Advances* volume to the funding agency.

4. **For all government grants, a final technical report must be prepared by the symposium organizers 60-days post-meeting** and sent to Donna Gillespie for submission to the sponsoring agency. Failure to comply with this requirement delays evaluations for pending MRS proposals. To ensure full compliance by the symposium organizers in preparing final reports, MRS will hold in reserve 10% of the total grant award funds. These funds will be released for spending once the final report is prepared and submitted to MRS for forwarding to the appropriate government agency.

F. SOLICITATION OF CORPORATE FUNDS

Funds should be solicited where possible from the industrial/corporate sector. **Contact industrial representatives** that you believe are likely to be interested in the technical area your symposium will address; describe your plans and ask if they are interested in possibly funding such a symposium. Corporate funds can generally be used for a wider variety of purposes than government funds.
The MRS Symposium Support Program offers four (4) support levels beginning at $1,000:

- $10,000  Platinum
- $5,000   Gold
- $3,000   Silver
- $1,000   Bronze

Each donation can acknowledge only one Institution/Company.

All donations $1,000 and above receive Signature Benefits as follows:

- Recognition in the MRS Program & Exhibit Guide
- Recognition in on-site signage positioned outside the symposium room
- Recognition on Symposium Support page on the MRS website & mobile meeting app
- Recognition in the symposium technical program on the MRS website & mobile meeting app
- Recognition in a post-meeting issue of MRS Bulletin

The various support levels offer additional opportunities for recognition. See the MRS Symposium Support Program brochure for additional information.

PLEASE NOTE: Contributions of less than $1,000 will NOT receive the Signature Benefits, but will be recognized on the Symposium Support page on the MRS website & mobile meeting app.

For assistance in preparing correspondence to solicit corporate funds, contact Mallory Starr at MRS HQ. These letters can be prepared by your office staff or by Mallory Starr. See next page for sample letter.

You may also wish to let your equipment manufacturer contact know there will be an equipment exhibit at the meeting. Mary Kaufold at MRS HQ can provide more information (kaufold@mrs.org).

PLEASE NOTE:

Organizers may request to have one skirted table placed within their meeting room where their symposium supporters may display printed literature only – no electronic advertising of any kind is permitted in the symposium meeting rooms. To order the table (free of charge), contact Mallory Starr: starr@mrs.org. The symposium supporters are responsible for arranging delivery of the printed literature to the meeting room, and the organizers are responsible for managing the table to ensure only your symposium supporters’ printed materials are on display.

At the organizers’ discretion, you may also offer symposium supporters additional exposure by projecting a PowerPoint slide in your symposium session room at various times throughout the meeting. This would require you to create the slide, bring your own laptop, and connect to the switcher to project the slide before the start of the session and at break and lunch times. We encourage you to limit this to 1-2 slides, use only symposium supporters names or logos (no product pictures, etc.) and not to permit sponsors to submit their own slides.

Please note the acknowledgement deadlines as listed in Section 7G that follows.
SAMPLE SOLICITATION LETTER

Insert date

Dear

The Materials Research Society requests your financial support for Symposium (insert code identifier and topic) to be held at the 2019 MRS Fall Meeting, December 1-6, in Boston, MA. Your support will help the Symposium Organizers provide a high quality technical program and encourage participation from researchers all over the world.

The MRS Symposium Support Program offers four (4) support levels ranging from $1,000 - $10,000, and includes the following Signature Benefits:

- Recognition in the MRS Meeting & Exhibit Guide
- Recognition in on-site signage positioned outside the symposium room
- Recognition on Symposium Support page on the MRS website & mobile meeting app
- Recognition in the symposium technical program on the MRS website & mobile meeting app
- Recognition in a post-meeting issue of MRS Bulletin

Please see the MRS Symposium Support Program brochure for additional information.

Payment should be identified as support for F19 (insert Symposium code identifier), and checks should be made payable to the Materials Research Society. Wire transfer details will be provided upon request.

For additional information regarding meeting and exhibit activities, please visit https://www.mrs.org/meetings-events.

Thank you for your continued support.

Sincerely,

Mallory Starr

Mallory Starr
Accounting Manager
Tel: 724-779-2713
starr@mrs.org
G. SUMMARY OF IMPORTANT FINANCIAL INFORMATION AND DEADLINES

CONTACT: MALLORY STARR (starr@mrs.org), 724-779-2713, FOR SYMPOSIUM FUNDING ISSUES

- MRS provides the essential services required for a symposium; however, additional support can help provide special features. Discuss possible sources of funding and appropriate expenditures with your co-organizers.
- Each symposium has been allocated $1,500 of funding from MRS. The funding is designed to assist organizers with enhancing the quality of their symposium. **Symposium organizer registration fees cannot be paid from this fund.**
- Prepare proposals for submission by Mallory Starr to appropriate federal agencies. Allow sufficient time as the evaluation process can take up to six months. Funds from government agencies cannot be used for entertainment expenses. Some government agencies and DOE national laboratories do not allow payments to international attendees.
- Organizers may solicit industry for donations for symposium support. Checks are to be made payable to the Materials Research Society, identified as support for your particular symposium and sent directly to MRS. **All solicited funds must go through the MRS to receive symposium support recognition benefits (in program, onsite signage, etc.)**
- **There are no waived, reduced or one-day registration fees.** All meeting registrations must be paid either by the individual or from symposium funds.
- Do not make firm financial commitments to individuals (either registration or travel) until you know there is money “in the bank.” Until funding is confirmed, offers of support should be communicated as tentative (“if funding becomes available, we will assist you with $500 toward your travel expenses.”) MRS is not liable for offers of support that cannot be fulfilled due to insufficient symposium funds.
- **Please note symposium-paid registrations for invited speakers and organizers are not automatic.** You are responsible for selecting invited speakers and organizers whose registration fees will be paid by the symposium. You are also responsible for notifying your invited speakers if your symposium will not offer them any financial assistance.
- If you have invited speakers that will not receive financial support from your symposium, make sure you inform them they have to register for the meeting. Many invited speakers come to the meeting under the assumption the organizers have paid their registration. Notification before the meeting eliminates confusion and frustration.
- Based on the speaker list you provide, Mallory will verify the membership status of your speakers and organizers and send a draft budget to you for approval. Once approved, the registrations are processed and the speakers will receive confirmation by email. Registration requests received after the preregistration deadline will be charged the higher on-site rates.
- Symposium-paid food and beverage (F&B) events require non-government funds. Symposium F&B events to be held at Hynes Convention Center and Sheraton Hotel are to be coordinated with Mallory. Organizers may opt to host an event at a local restaurant. One of the organizers must pay for the event and submit receipts to Mallory for reimbursement.
- Travel support checks may be processed prior to the meeting and ready for distribution in Boston. Arrangements will be made with the Santander Bank where your participants receiving travel support may cash the MRS check for a nominal fee.
DEADLINES

- The deadlines to list symposium support in MRS publications:
  - Program and Exhibit Guide, and sign placed outside of your symposium room – 10/18/2019
  - Symposium technical program posted on the MRS website - 11/08/2019
- Symposium-paid food and beverage (F&B) requests are due no later than 10/18/2019.
- Special AV requests are due no later than 10/18/2019.
- Travel support checks may be processed prior to the meeting and ready for distribution in Boston. This list is due to Mallory by 10/31/2019.
  (Travel support checks for non-USA participants may also be processed at the meeting. Details on this procedure will be provided to the symposium financial chairs in November 2019.)
- Arrangements will be made with the Santander Bank where your participants receiving travel support may cash the MRS check for a nominal fee.
- Requests for final disbursement are due to Mallory no later than 4/30/2020. Requests received after 4/30/2020 will not be fulfilled.
MEMO TO: 2019 Fall Symposium Organizers

FROM: Mallory Starr
Accounting Manager

DATE:

RE: 2019 MRS Fall Meeting
Responsibility Chart

Below is a Responsibility Chart for your respective symposium. Use this form to identify which organizer is taking the lead for the listed function. Please coordinate this information with your co-organizers and complete ONE chart and return to Mallory Starr. Returning the completed form ensures the designated organizer receives critical information from the designated MRS staff.

PLEASE RETURN BY THE DUE DATE LISTED BELOW

- Finance/Budgets (fund raising and allocation of symposium expenses)
- Program Development (coordinates program outline)
- Manuscripts/MRS Advances (coordinates manuscript review and makes publication decisions)
- Graduate Student Awards program (evaluation of applications)

Detailed information for these functions may be obtained by viewing/download the appropriate Sections in the 2019 MRS Fall Meeting Symposium Organizer Handbook.

RETURN BY March 15, 2019

Attention: Mallory Starr
Materials Research Society
506 Keystone Drive
Warrendale PA 15086-7573

Tel: 724-779-2713
Fax: 724-779-8313
Email: starr@mrs.org
2019 MRS Fall Meeting

RESPONSIBILITY CHART

RETURN BY March 15, 2019

SYMPOSIUM ___________ (Code)
SYMPOSIUM ___________ (Title)

PRIMARY SYMPOSIUM CONTACT

FINANCE/BUDGETS (Organizer Handbook Section 7)
Name: ______________________________________________________________________
Address ____________________________________________
Telephone No ________________________________
Fax No. ________________________________
Email ______________________________________
MRS Staff Responsible for Finance/Budgets: Mallory Starr, starr@mrs.org

PROGRAM DEVELOPMENT (Organizer Handbook Section 5)
Name: ______________________________________________________________________
Address ____________________________________________
Telephone No ________________________________
Fax No. ________________________________
Email ______________________________________
MRS Staff Responsible for Program Development:
Karen Bartling – Symposium FF, MQ, MT
Marla Boots – Symposium MS, SB
Erin Moore – Symposium BI, EL, EN

MANUSCRIPT/ MRS Advances (Organizer Handbook Section 8)
Name: ______________________________________________________________________
Address ____________________________________________
Telephone No ________________________________
Fax No. ________________________________
Email ______________________________________
MRS Staff Responsible for Manuscripts / MRS Advances: Susan Dittrich, dittrich@mrs.org

GRADUATE STUDENT AWARDS (Organizer Handbook Section 12)
Name: ______________________________________________________________________
Address ____________________________________________
Telephone No ________________________________
Fax No. ________________________________
Email ______________________________________
MRS Staff Responsible for Graduate Student Awards: Lorri Smiley, smiley@mrs.org
SECTION 8: MRS Advances PUBLISHING

Publishing with MRS and its partner, Cambridge University Press, ensures dissemination and discoverability of your symposium’s content well beyond the meeting. MRS Advances is the new digital journal publishing snapshots of work in progress. Article scope offers a focused, in-depth look at key materials topics of current interest, as identified by MRS meeting programming. MRS Advances is now indexed in Scopus and the Web of Science, Emerging Sources Citation Index (ESCI), which heightens the profile of the work published in it.

This section focuses on publication of MRS Advances and the editorial responsibilities of symposium organizers in publishing these collections of symposium content. Depending on the stage of research and the scope of their presentations, authors may also submit to the other impactful journals in the MRS portfolio: MRS Communications, Journal of Materials Research, and MRS Energy & Sustainability.

A. GENERAL INFORMATION ABOUT PUBLISHING MRS ADVANCES

MRS Advances is a new digital journal that publishes snapshots of work in progress, with a focus on MRS Meetings content.

The MRS Advances editorial board shares leadership with symposium organizers to ensure high quality content, rapid peer review and publication. Access to MRS Advances is free to 14,000 MRS members and by subscription to institutional libraries around the world.

MRS Advances will be available on a print-on-demand basis on the Cambridge University Press platform, and the clusters that organize each meeting’s symposia will be published as print issues, available by pre-publication order at the time of meeting registration.

1. Principal Editors for each Symposium will be confirmed according to the Responsibility Chart by June 18, 2019.
2. Instructions and copyright form information will be supplied to your authors by MRS Headquarters.
3. MRS Advances print issues may be purchased at the Meeting at special discounted attendee rates. Symposium Organizers may elect to use symposium support funds to purchase quantities of the issues or individual print-on-demand symposia collections for invited speakers, etc.

B. PUBLICATION POLICIES FOR MRS Advances

The term “content” or “paper” in this policy statement refers to any form of manuscript or electronic file that is derived from the presentation made in connection with an MRS Meeting Symposium.

1. MRS reserves the right of first refusal for publication of collections of MRS Symposium content. Symposium Organizers (editors) may not publish collections of papers from their Symposia with non-MRS publishers without MRS’s written permission.
2. Only those Symposium Organizers directly involved in the editorial handling of Symposium papers are included in the list of MRS Advances Principal Editors.
3. MRS assumes all financial risk in publishing MRS Advances. The responsibilities of Principal Editors are limited to basic editorial activities under their control.
4. In order to maximize the value of the *MRS Advances*, all attempts will be made to publish individual papers electronically as soon as the editors approve them and in complete issues within 3 months of the end of the Meeting. This requires a high level of cooperation between the authors, Principal Editors, MRS headquarters, and Cambridge University Press. The Meeting Chairs, the *MRS Advances* Editorial Board, the Publications Committee, and officers of the Society will take whatever steps are necessary to protect the Society’s financial and scientific interests.

C. PUBLISHING SCHEDULE

2019 MRS Fall Meeting

2019

June 18  
Deadline for Principal Editor confirmations, per the Responsibility Charts*

August 26  
Assign Referees*

September 3  
Electronic paper submission website opens. Information regarding electronic manuscript submission emailed to contact authors

Early September  
*MRS Advances* prepublication prices established  
Print issue promotion campaign begins

November 14  
Electronic paper submission deadline

2020

February 10  
Editorial work on MRS Advances symposium papers completed*

February 17  
*MRS Advances* Fall 2018 bound issues begin to go to press

*Requires symposium organizer action.
D. *MRS Advances* EDITOR – ON-SITE MEETING INFORMATION

Editor Training

A demonstration of the electronic manuscript submission and review website will be held on-site at the Fall Meeting in Boston. Editor attendance is strongly encouraged.

During this hour, you will learn:

- How to effectively use MRS’s peer review system, ScholarOne Manuscripts, including evaluating reviewer scores and reports, sending comments to authors, and making decisions;
- How to answer frequently asked questions about *MRS Advances* from your symposium participants;
- Deadlines for completion of key steps in the publication process;
- How to produce the highest quality published record of your symposium.

Date, time, and location will be distributed well before the Fall Meeting so that you may plan your travel arrangements accordingly.

Authors are required to submit papers before the meeting so that preassigned reviewers may attend their assigned paper’s oral or poster presentations and complete reviews promptly.

E. SYMPOSIUM ORGANIZER/PRINCIPAL EDITOR RESPONSIBILITIES

1. Assign a referee to review each paper by **August 26, 2019**. Provide to MRS a referee name and email address for each paper in your symposium. You will receive a spreadsheet from MRS to aid you in this process. This action is optional, but is designed to quickly move submitted manuscripts into review without the editor having to attend to each submission individually.
2. Throughout the symposium, remind authors to submit their papers promptly via the ScholarOne Manuscripts website if they have not already done so. Remind referees to review manuscripts as soon as they are available.
3. Monitor the progress of your Symposium. MRS will also be closely monitoring the progress and can help with problems.
4. If a review has been completed, check the referee comments and make a final determination on the paper’s acceptability.

Authors and referees will be instructed to follow the standard *MRS Advances* procedures unless you inform them otherwise. Please keep the journals publication staff informed of any modifications or changes in procedures for your Symposium.
F. PRINCIPAL EDITOR CHECKLIST

- Provide to MRS a list of all PRINCIPAL EDITORS from your symposium and their affiliations and full contact information. Submit the Editor’s name information exactly as you want it to appear on the MRS Advances editorial masthead. Only those organizers directly involved in the editorial handling of symposium papers will be recognized as Principal Editors.

- Provide to MRS the ORDER OF YOUR PAPERS (if different from the Program order), along with section/chapter headings as soon as the editing/acceptance of all papers from your symposium is completed. The default order of publication will be the order in which the papers were accepted for publication.

  Send to mrsadvances@mrs.org
SECTION 9: SYMPOSIUM CO-SPONSORSHIP GUIDELINES

The MRS is frequently asked, in one manner or another, to allow co-sponsoring of its symposia. The objectives of the Society are to serve professionals working in the field of materials science and engineering by fostering interaction, sponsoring interdisciplinary meetings, and disseminating information. We believe that co-sponsorship of MRS symposia should arise from a desire to fulfill one or more of these objectives. To this end, the MRS welcomes co-sponsorship of its symposia by other societies or groups provided that:

A. The co-sponsor provides substantive support, such as:
   - Funding (e.g., for invited speakers)
   - Publicity
   - Individual and corporate mailing lists
   - Assistance in organizing and conducting the symposia

B. The MRS retains full technical and financial control of all symposia held as part of the general meeting of the MRS.
SECTION 10: SYMPOSIUM TUTORIALS

A. GENERAL TUTORIAL INFORMATION

Tutorials are designed to bring people quickly up-to-speed on the symposium’s topic often on the first half day of a symposium. Tutorials typically are scheduled on the Sunday (Fall Meeting) or Monday (Spring Meeting) before the symposium as an integral part of the program. They may or may not be held in the same meeting room as the symposium, depending on attendance expectations and other considerations. Tutorials are available at no additional charge; a nominal fee is charged for optional colored tutorial notes, which are generally bound copies of the instructors’ presentation visuals.

PLANNING A TUTORIAL

It is the decision of the symposium organizers as to whether or not their symposium should feature a tutorial. Some of the criteria for deciding whether a tutorial would be beneficial include:

- to provide an introduction to a new or rapidly evolving field
- to highlight new developments in an older field
- to educate attendees on a new technique
- to serve as a plenary overview or introduction from a “senior researcher”
- to introduce a “broader impact” topic within or outside of a symposium

The intent to offer a tutorial and the potential topic of the tutorial should be included in the Call for Papers.

SCHEDULING THE TUTORIAL

Please use the proposal form to submit your tutorial proposal. The MRS Tutorial Review Group, a subset of the Program Development Subcommittee (PDSC), will approve or reject the tutorial based upon its role in enhancing meeting and symposium quality. Timely submission of the proposal will also be considered. MRS, Diane Rosenbaum, will notify the symposium organizer of the MRS Tutorial Review Group’s decision early enough to incorporate the tutorial into their program.

PROGRAM TIMES

Tutorials may be scheduled half-day (8:30 am–12:00 pm or 1:30 pm–5:00 pm) or full day (8:30 am–5:00 pm) and must include the appropriate breaks:

- **Half-Day Sessions**
  - Morning session traditional start time is: 8:30 am
    - Morning sessions must end at 12:00 noon
  - Afternoon session start time is 1:30 pm
    - Afternoon session must end at 5:00 pm
- **Full Day Sessions**
  - Morning session traditional start time is: 8:30 am
    - Morning session must break for lunch at 12:00 noon
  - Afternoon session must begin at 1:30 pm
    - Afternoon session must end at 5:00 pm
• **Breaks**
  - **Morning Break:**
    - Include a 30 minute “Break” in all morning sessions. This break can occur anytime between 9:30 am and 10:30 am. Coffee will NOT be available before 9:30 am or after 10:30 am. To ensure adequate time for meeting attendees to network, meeting chairs recommend serious consideration be given to times other than 10:00 am.
  - **Lunch Break:**
    - There is a mandatory lunch break scheduled from 12:00 pm – 1:30 pm. Please note that MRS does not provide lunch to meeting participants.
  - **Afternoon Break:**
    - Include a 30 minute “Break” in all afternoon sessions. This break can occur anytime between 2:30 pm and 3:30 pm. Coffee will NOT be available before 2:30 pm or after 3:30 pm. To ensure adequate time for meeting attendees to network, meeting chairs recommend serious consideration be given to times other than 3:00 pm.

**SELECTING INSTRUCTORS**

Tutorial instructors should be chosen from the membership already involved in the symposium and should be individuals with a high-recognition factor. Some information for potential instructors should include:

- A tutorial is an excellent method of highlighting your field.
- Except for unusual circumstances, tutorial instructors should be limited to one or two per half-day session.
- It is prestigious to be an MRS tutorial instructor, recognizing the instructor’s important position in his/her research field.
- Because of the extra time and effort required to produce an effective tutorial, symposium organizers are discouraged from also being tutorial instructors and can be instructors only with the prior approval of the MRS Tutorial Review Group.

It is your responsibility to confirm that all proposed tutorial instructors are able to attend and present onsite at the Meeting before you submit your tutorial proposal. In the event that a tutorial instructor can no longer participate, please notify Erin Moore (moore@mrs.org) as soon as possible. Any changes to tutorial instructors after October 3, 2019, will not be reflected in any printed materials or on the website.

**TUTORIAL NOTES**

The instructors are required to prepare notes, (i.e., reproducible copies of their visuals), which MRS reproduces in color and distributes to those tutorial attendees who pre-purchased the notes. The nominal charge for these notes enables the Society to conduct the tutorial program on a cost-effective basis. It is important that the symposium organizers make certain that the instructor sends these notes to MRS (Erin Moore, moore@mrs.org) by November 4, 2019 so that both the budget and production schedule for these professionally bound notes can be met. If the tutorial notes are not received by the above date, the tutorial instructor(s) will be responsible for printing, shipping and delivering the notes to the Meeting at their own expense. **Please be sure instructors understand the level of support they can expect from both MRS and the symposium before they agree to conduct the tutorial.**
INSTRUCTOR SUPPORT
A total stipend of $500 for one instructor and $800 for two or more instructors will be provided, regardless of the tutorial’s length. This stipend is meant to defray the cost of producing tutorial notes and it is contingent upon the instructor’s submittal of completed notes to MRS by the requested date. A stipend cannot be used toward the instructor’s registration fee. Additional financial support for tutorial instructors—to cover registration or a portion of the instructor’s travel expenses, for example—is the responsibility and prerogative of the symposium organizers. Please be sure instructors understand the level of support they can expect from both MRS and the symposium before they agree to conduct the tutorial.

In addition to the tutorial stipend, and professionally bound colored copies of the tutorial notes, MRS also provides a suitable meeting space, audio-visual package (LCD projector, screen, laser pointer, and wireless lapel microphone), coffee break(s), and a complimentary copy of tutorial notes for instructors and pre-meeting publicity.

CONTRACTUAL AGREEMENT
Each instructor must sign and return a copy of an MRS Instructor Agreement to MRS (Erin Moore, moore@mrs.org) by May 31, 2019.

TUTORIAL PROGRAM EVALUATION
At the end of the tutorial, each participant will be asked to complete an evaluation form. The results of the participant evaluations are sent to the instructors by MRS (Erin Moore, moore@mrs.org).

B. TUTORIAL PROPOSAL FORM

2019 MRS Fall Meeting Symposium Code:

2019 MRS Fall Meeting Symposium Title:

2019 MRS Fall Meeting Symposium Organizer Contact:
    Name:
    Email:

2019 MRS Fall Meeting Tutorial Title:

Proposed Tutorial Length:
Half day _____ 8:30 am – 12:00 pm ______ 1:30 pm – 5:00 pm
Full day _____ 8:30 am – 5:00 pm

Breaks:
Morning Break (Select One): ___ 9:30 – 10:00 am ___ 9:45 – 10:15 am ___ 10:00 – 10:30 am
Mandatory Lunch Break: 12:00 pm – 1:30 pm
Afternoon Break (Select One): ___ 2:30 – 3:00 pm ___ 2:45 – 3:15 pm ___ 3:00 – 3:30 pm
**Tutorial Overview:**

**Tutorial Instructor(s) Affiliation, Contact Information and Bio:**
Name:
Affiliation:
Email:
Bio:

Name:
Affiliation:
Email:
Bio:

**Tutorial Outline and Description:**
Include a preliminary schedule or timeline with topics; if multiple instructors, please indicate which information each instructor will specifically deliver.

*The Tutorial Review Group, a subcommittee of the MRS Program Development Subcommittee (PDSC) has specified February 22, 2019, as the DEADLINE for submitting 2019 MRS Fall Meeting Tutorial Proposals to MRS Headquarters. Proposals will NOT be accepted after this date. Please return completed Tutorial Proposal to:*

*Erin Moore, Technical Program Assistant*
*moore@mrs.org Fax 724-779-4398*
C. TUTORIAL SAMPLE

Tutorial Proposal from a previous year

TUTORIAL PROPOSAL FORM


Symposium Title: Emerging Materials for Plasmonics, Metamaterials, and Metasurfaces

Primary Symposium Organizer Contact: Viktoria Babicheva

2019 MRS Spring Tutorial Title: “Plasmonics, Metamaterials, and Metasurfaces for Manipulating Light at Nanoscale”

Proposed Tutorial Length (Select One):

Half day  _____  8:30 am – 12:00 pm  _____  1:30 pm – 5:00 pm

Full day  _____ X  8:30 am – 5:00 pm

Breaks:

• Morning Break (Select One):  _____  9:30 – 10:00 am  _____  9:45 – 10:15 am  _____ X  10:00 – 10:30 am
  Include a 30 minute “Coffee Break” in all morning sessions. This break can occur anytime between 9:30 am and 10:30 am. Coffee will
  NOT be available before 9:30 am or after 10:30 am. To ensure adequate time for meeting attendees to network, meeting chairs
  recommend serious consideration be given to times other than 10:00 am.

• Afternoon Break (Select One):  _____  2:30 – 3:00 pm  _____  2:45 – 3:15 pm  _____ X  3:00 – 3:30 pm
  Include a 30 minute “Coffee Break” in all afternoon sessions. This break can occur anytime between 2:30 pm and 3:30 pm. Coffee
  will NOT be available before 2:30 pm or after 3:30 pm. To ensure adequate time for meeting attendees to network, meeting chairs
  recommend serious consideration be given to times other than 3:00 pm.

Tutorial Instructor(s):

Include full name, affiliation, address, phone, fax, e-mail, and a brief biographical summary for all instructors:

Prof. Linyou Cao
Materials Science and Engineering, North Carolina State University, Address: Engineering Building I (EBI) 3070A, 911 Partners Way, Raleigh, NC
Tel: 919-515-2377
Email: linyou_cao@ncsu.edu

Instructor Biographical Summary:
Dr. Linyou Cao is Associate Professor in Materials Science and Engineering, Physics, and Electrical and Computer Engineering at North Carolina State University. He obtained a PhD degree in the field of nanophotonics from Stanford University in 2010, and held a Miller research fellowship at UC Berkeley prior to joining the faculty of NCSU in 2011. His research group pioneers the controlled scalable synthesis, photonics, and catalysis of 2D transition metal chalcogenide (TMDC) materials. He has published 60+ papers in highly respected journals with 8000+ citation, and received numerous prestigious awards such as NSF CAREER Award and the ARO YIP Award.

Prof. Reuven Gordon
Department of Electrical and Computer Engineering, University of Victoria, Address: Office EOW 411, P.O. Box 3055 STN CSC, Victoria, B.C. V8W 3P6, Canada
Tel: 250-721-5179
Email: rgordon@uvic.ca

Instructor Biographical Summary:
Reuven Gordon is the Canada Research Chair in Nanoplasmonics and a Professor position in the Department of Electrical and Computer Engineering at the University of Victoria. He was elected Fellow of the Optical Society of America (OSA) in
2016 and Fellow of the Society for Photographic Instrumentation Engineers (SPIE) in 2018. Dr. Gordon has authored and co-authored over 150 journal papers (including 11 invited contributions) and he has co-authored 6 book chapters. He is co-inventor for 7 patents (4 pending). In 2009, Dr. Gordon was a visiting Professor at the Institute for Photonic Sciences (ICFO, Barcelona, Spain). He has received a Canadian Advanced Technology Alliance Award (2001), an Accelerate BC Industry Impact Award (2007), an AGAUR Visiting Professor Fellowship (2009), and the Craigdarroch Silver Medal for Research Excellence (2011). Dr. Gordon is a Professional Engineer of BC. Dr. Gordon has been recognized as an “Outstanding Referee” by the American Physical Society (2014).

Prof. Jeremy N. Munday
Electrical and Computer Engineering and the Institute for Electronics and Applied Physics, University of Maryland,
Address: Energy Research Facility, Room 12016, College Park, Maryland 20742-3511
Tel: 301-405-4960
Email: jmunday@umd.edu, website: mundaylab.umd.edu

Instructor Biographical Summary:
Jeremy Munday received his PhD in Physics from Harvard in 2008, his BS in Physics from Middle Tennessee State University in 2003, and was a postdoctoral scholar at Caltech until 2011 when he came to the University of Maryland. He is currently an Associate Professor of Electrical and Computer Engineering with affiliate appointments in the Institute for Research in Electronics and Applied Physics (IREAP) and the Chemical Physics Graduate Program. His research endeavors range from near field optics, photonics, and plasmonics for solar energy conversion to quantum electromechanical phenomena (such as the Casimir effect) for actuating micro- and nano-mechanical devices. He has received a number of recognitions, including the NASA Early Career Faculty Space Technology Research Award.

Prof. Tadaaki NAGAO
National Institute for Materials Science, NIMS, Photonics Nano-Engineering Group, Address: 1-1 Namiki, Tsukuba, Ibaraki, Japan, 3050044
Email: NAGAO.Tadaaki@nims.go.jp
Tel: +81-29-860-4746

Instructor Biographical Summary:
NAGAO Tadaaki is a Senior Scientist and Leader of Photonics Nano-Engineering Group at National Institute for Materials Science, NIMS, and professor at Department of Condensed Matter Physics (Graduate School of Science) at Hokkaido University, Japan. Since 2012 he is an Advisor in Materials Science at Vietnamese Academy of Science and Technology on the topics related to plasmonics, nanotechnology, and materials science. He has been a visiting scientist at Harvard University, School of Engineering and Applied Sciences in 2008-2010 and Associate Professor at Tohoku University in 2001-2004. He has more than 180 publications, two book chapters, and 20 patents.

Tutorial Outline and Description:
Include a preliminary schedule or timeline with topics; if multiple instructors, please indicate which information each instructor will specifically deliver.

8:30AM Lecture 1 “Two-dimensional Materials Optics and Photonics”, Linyou Cao

The tutorial is to give a comprehensive introduction for the optics and photonics of atomically thin two-dimensional (2D) materials, in particular, 2D semiconductors like transition metal chalcogenide materials. It will mainly focus on the unique optical properties and photonics applications enabled by the strong exciton binding energy in 2D materials, which cannot be obtained with other material systems. The tutorial will start with the basic physics of excitons in 2D materials, followed by a brief introduction for cutting edge research such as different phases of excitons and exciton condensation. After that, the tutorial will cover the exotic light-matter interaction of 2D materials that are related with the remarkable excitonic properties, including absorption, emission, scattering, and electrically tunable refractive index. It will also cover the novel strategies for the manipulation of light-matter interactions with 2D materials, such as electrical and magnetic fields, cavities, mechanical forces, and substrates.
10:30 am Lecture 2 “Achieving the Ultimate Limits of Plasmonic Enhancement”, Reuven Gordon

Plasmonic enhancement has had remarkable success in optical coupling to the nanometer scale, enabling feats such as Raman spectroscopy with single molecule sensitivity. Here it is described how much greater enhancements are possible in the near future by combining the gains of plasmonic resonances, directivity, sub-nanometer gaps and permittivity near zero materials. The physics behind each of these phenomena will be reviewed in this lecture. By pushing the limits of plasmonic enhancement, it is expected that the community will gain a greater appreciation of how physical phenomena such as non-locality, surface scattering and quantum tunneling each play a role in determining the ultimate performance. The impact of these additional effects will also be discussed. The pursuit of such extraordinary enhancements promises to bring new physics such as peering into the world of quantum optomechanics. I will discuss new applications such as quantitative single molecule Raman spectroscopy and low photon number nonlinear optical switching.

1:30 pm Lecture 3 “Tailoring plasmonic materials for improved optoelectronic devices”, Jeremy N. Munday

Plasmon excitation can result in highly confined optical fields near interfaces. This property has been exploited in devices ranging from photodetectors and solar cells to electrochemical cells, sensors, and color pixels. For such devices, there are tradeoffs between beneficial photon absorption, parasitic optical loss, and electrical conductivity. Further, the optical and electrical properties depend critically on the materials used (metals, alloys, ceramics, highly-doped semiconductors, low-dimensional materials, etc.). In this tutorial, we will discuss a variety of device applications and the associated material tradeoffs. Topics will range from fundamental materials properties, how they can be tuned, effects of hot electrons in plasmonic materials, and future outlooks for such devices.

3:30 pm Lecture 4 “Nanophotonic Converters and Their Materials for Thermal Devices and Molecular Sensing Applications”, Tadaaki NAGAO

Plasmonic perfect absorbers can exhibit nearly 100% absorptivity at desired wavelengths, and also emit light at the same wavelengths when they are heated. It has been successfully demonstrated their use such as in wavelength-selective infrared thermal emitters and molecular vibrational sensors. In this seminar I will summarize some recent studies in our group on the perfect absorbers based on the metal-insulator-metal structures, Fabri Perot or other similar types of cavity structures as well as 2D patterned structures. Some of the fabricated mid-infrared perfect absorbers exhibit narrowband resonant absorption as narrow as 22 nm with efficiency higher than 97%. We introduce some applications of these devices such as for selective thermal emitters operated above 1273K, selective surface-enhanced vibrational spectroscopy for high-sensitivity molecular sensing, and wavelength selective IR detectors in combination with pyroelectric, thermoelectric, and bolometer devices.
SECTION 11: MEETING INFORMATION

A. 2018 MRS FALL MEETING FLOOR PLANS (SAMPLE)
B. SESSION CHAIR GUIDELINES

Session Chair responsibility is to assist with the smooth flow of the session; ensure the session environment is distraction free; the equipment for the presenter (audio-visual equipment, microphones and lighting) is satisfactory and the presentations follow the scheduled program. A Symposium Assistant will be assigned to assist you in carrying out these important responsibilities.

Plan to be in the meeting room 30 minutes before your session to assist the presenting author in setting up their personal equipment. Please ensure the projector and microphone are in the room. Lights in the meeting room have been preset at a level of brightness which will enable attendees to take notes. If there are any audio-visual or temperature problems, ask your Symposium Assistant to seek help.

Introduce yourself to your Symposium Assistant (wearing a Symposium Assistant green ribbon on his/her meeting badge) who will be assisting you in the meeting room. The Symposium Assistant is responsible for the following:

- Posting the Session Sheet on sign outside of meeting room
- Providing a Session Sheet that lists the latest program information
  - **NOTE:** Oral presentations are 15 minutes. Invited Speaker presentations are 30 minutes and are indicated on the session sheets by an asterisk before the abstract number (e.g. *NM07.03.01).
- Providing a Session Chair Ribbon to attach to your Meeting badge
- Placing the timer and laser pointer on the table near the LCD projector
- Recording attendance numbers
- Notifying MRS Staff of any audio visual problems as well as any special symposium needs
- Makes sure each presenter signs the Presenter Sign In/Attendance form; records no shows and substitute presenter information.

**Before the session:**
Make any general announcements including any program changes. Also, remind attendees no video or photos and please silence phones.

For your reference, the MRS recording and photo policy is below:

- **Recording of Presentations is Strictly Prohibited:** No individual or entity—including a presenting author—may electronically record or broadcast any portion of the MRS Meeting without prior written consent of MRS. Unauthorized recording (audio, video, still photography, etc.) of presentations during sessions, posters, workshops, tutorials, etc., without the express written consent of MRS and individual authors is strictly prohibited.
- MRS reserves the rights to any approved audio and video production of presentations at all MRS events. Press representatives must receive a Press Pass and photo/recording permission from MRS. Those who do not comply with the MRS recording policy may be asked to leave the premises.
- **Photo Policy:** Attendees or exhibitors are encouraged to network and enjoy the meeting experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed. **Photographing formal meeting presentations,**
Introduce the Presenter to the audience.
Name and affiliation is listed on the Session Sheet. Also, as a courtesy to attendees and other presenters, interrupt the presenter if he/she is not finished at the end of their presentation time. It is important to maintain published program times in order to facilitate attendee scheduling.

Presenter No Show:
If you have a “presenter no show”, do not rearrange the schedule of presentations. Use the open time slot for discussion or review. It is important to maintain published program times in order to facilitate attendee scheduling. Also, staying on time insures the availability of meeting rooms for important noontime and evening functions.

Substitute Presenters:
It’s important for MRS to know if someone other than the presenting author delivers the talk. The Symposium Assistant has been asked to make note of all such changes. Please help your assistant by clearly identifying all authors who are substituting for the presenter noted on the session sheet.

Meeting Room:
If your meeting room has people standing, there may be available seats throughout the room. Please ask attendees to move over to enable seating access by others. Then, ask attendees that are standing to come forward to take a seat. If the meeting room is overcrowded the entire day, please ask the Symposium Assistant to report this to the Symposium Assistant Check-In.

Remember: It’s normal for all symposia to experience standing-room crowds at times; MRS will intervene if such overcrowding persists throughout the day.

Following the session:
Please return the laser pointer and timer to your Symposium Assistant. Initial Symposium Assistant’s timesheet.

THANK YOU FOR VOLUNTEERING!
C. POSTER PRESENTATION GUIDELINES FOR PRESENTING AUTHORS

- Please pick up your meeting badge at MRS Registration. A MRS meeting badge is required for poster check-in.
- Check-in at the poster desk THE DAY of your presentation. The presenter must be an author of the poster and a registered attendee. Any posters not verified at check-in prior to posting will be removed from the session.
- Each presentation will be assigned a board and will be labeled with the number of the paper (e.g. GI01.01.18) and the presenting author’s name.

**MRS recommends the poster size to be as follows:**

- U.S. Format – 46 inches (width) x 46 inches (height)
- European Format - 118 cm (width) x 118 cm (height)

- The poster boards will accept pushpins which will be available in the poster hall. Please return the pins at the end of your poster session.
- Display your material in large print so it may be read from a distance. Print TITLE and AUTHORS in extra-large print across the top of your display.

**Poster Session Schedule**

- Monday, Tuesday, Wednesday and Thursday
  - 11:00 am – 5:00 pm  Check-In/Display “Post” (Poster Presenters)
  - 5:00 pm – 6:00 pm  Symposium Organizer Judging
  - 6:30 pm – 7:30 pm  Meeting Chairs Judging
  - 8:00 pm – 10:00 pm Poster Session – Author Presentations (All Registered Attendees)
  - 8:15 pm  Best Poster Award Winners Announcement (All Registered Attendees)

**Best Poster Awards**

Poster sessions are an important and integral part of MRS meetings, allowing many more authors the opportunity to share their research and ideas with others. The quality of the poster sessions is a major priority of the Society. The Meeting Chairs will recognize the best presentations from each day of the poster sessions. One or more awards of up to $500 will be presented by the Meeting Chairs.

The Meeting Chairs will select the winners on the basis of the poster’s content, appearance, graphic excellence and presentation quality (not necessarily equally weighted). Poster award winners must be present during Winners Announcement time to be eligible for a Best Poster Award. The Best Posters will remain on display in a central location for the remainder of the meeting.

**MRS Recording Policy**

**Recording of Presentations is Strictly Prohibited**

No individual or entity—including a presenting author—may electronically record or broadcast any portion of the MRS Meeting without prior written consent of MRS. Unauthorized recording (audio, video, still photography, etc.) of presentations during sessions, posters, workshops, tutorials, etc., without the express
written consent of MRS and individual authors is strictly prohibited. MRS reserves the rights to any approved audio and video production of presentations at all MRS events.

Press representatives must receive a Press Pass and photo/recording permission from MRS. Those who do not comply with the MRS recording policy may be asked to leave the premises.

**Photo Policy**

Attendees or exhibitors are encouraged to network and enjoy the meeting experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed. **Photographing formal meeting presentations, posters, or displays is forbidden without permission of MRS and the presenter.**

Those who do not comply with the MRS photo policy may be asked to leave the premises.

**Videos and Photos for MRS Use**

MRS Meeting attendance implies your consent to be photographed, filmed and/or otherwise recorded for use on the MRS website or news publications. **Please note that no technical presentations will be recorded without prior consent of MRS and the authors.**

Updated 5/2/18

D. **ORAL PRESENTATION GUIDELINES FOR PRESENTING AUTHORS**

*Your cooperation is appreciated in keeping the meeting on schedule for the benefit of all attendees. Please note the following guidelines:*

- **Authors** must be prepared before presenting to allow fast and easy transition from one talk to another to avoid unnecessary delay between presentations. All talks are limited to the amount of time listed in the program which includes setup time to connect laptops or flash drives.
- **Standard Audio Visual Package:** LCD projector, screen, laser pointer and wireless lapel microphone. ONLY meeting rooms with seating capacity over 150 attendees will have aisle microphones for Q&A.
- **Non-Standard Audio Visual Package:** Requests for additional audio-visual equipment not included in the standard package must be submitted to your symposium organizer, who will present the request to MRS Accounting Manager, Mallory Starr ([starr@mrs.org](mailto:starr@mrs.org)).
- **Laptops:** Authors are required to provide their own laptops, slide advancer, any power cords and any proprietary cords (adaptors). Also, your presentation should be backed up on a USB flash drive in case of unforeseen compatibility issues.
- **Connectors:** An HDMI connection (recommended) and a VGA secondary connection cable from the computer to the LCD projector will be provided in each room, including the **Speaker Ready Room.**
- **Adaptors:** A selection of HDMI adaptors for the following connections will be available in each room, including the **Speaker Ready Room.** These adaptors allow for connection of a standard HDMI cable from the projector into these types of computer ports:
  - Mini-HDMI
  - Micro-HDMI
  - Display Port (MAC)
  - DVI
• **Speaker Ready Room:** In order to be prepared for your presentation, a Speaker Ready Room is provided at the Hynes Convention Center, Location TBD to help presenting authors give a smooth and trouble-free presentation. Testing your presentation in the Speaker Ready Room will minimize potential equipment compatibility issues.

• If you do not use the Speaker Ready room in advance, please test your presentation no later than the “break” immediately preceding your scheduled presentation. The break is defined as: the time before the first morning talk, during the morning break, during the 12:00-1:30 pm lunch break or during the afternoon break. Note: Only one presenter at a time will be connected to the LCD projector.

• **Oral Presentation:** Contributed presentations are scheduled for 15 minutes and invited speaker presentations are scheduled for 30 minutes (set up and Q&A are included within this timeframe). A presentation must not start late or extend past the scheduled end time. PowerPoint screen size is 4:3.

• **Audio Visual Assistance:** Only minimal audio-visual assistance can be expected from your session chair or the symposium assistant. If a problem arises, please relay the issue to the symposium assistant, who will contact the appropriate personnel.

• **Security:** MRS is not responsible for the security of any personal equipment.

**MRS Recording Policy:**

**Recording of Presentations is Strictly Prohibited**

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• Press representatives must receive a Press Pass and photo/recording permission from MRS.
• Those who do not comply with the MRS recording policy may be asked to leave the premises.

**Photo Policy**

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**Videos and Photos for MRS Use**

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Updated 11/8/17
IDENTIFY POTENTIAL EXHIBITORS

Due Date: June 3, 2019

Held in conjunction with the meeting, the 2019 MRS Fall Exhibit will feature international exhibitors from all sectors of the global materials science and engineering communities. As a symposium organizer, your involvement is necessary to assure the growth and success of the exhibit. First, stress the importance of visiting the exhibit and promote the exhibit hall activities. Second, search your contacts...talk to your colleagues...and help us identify potential companies or organizations that may benefit by exhibiting at an MRS meeting. Submit your list of potential exhibitors to Mary E. Kaufold at kaufold@mrs.org by June 3, 2019.

The following companies have exhibited with MRS in the past...

1-Material Inc.
abcr GmbH
ABET
ACI ALLOYS, Inc.
Across International
ACS Publications
Admiral Instruments
AdValue Technology, LLC
Advanced Polymer Materials Inc.
Advanced Research Systems, Inc.
Aerotech, Inc.
AIP Publishing
AJA International, Inc.
Alemnis AG
Allwin21 Corp.
Alpha Space Test & Research Alliances, LLC
American Physical Society
AMPTek Inc., AMETEK Materials Analysis Division
Amuneal Manufacturing Corp.
Anasys Instruments
ANCORP
Andeen-Hagerling, Inc.
Anderson Dahlen Inc., Applied Vacuum Division
Angstrom Engineering Inc.
Angstrom Science, Inc.
Angstrom Sciences Inc.
Angstrom Scientific Inc.
Annealsys
Anton Paar
Applied NanoStructures, Inc.
Applied Surface Technologies
Arizona State University
Asahi Spectra Co., Ltd.
Astellatech, Inc.
Asylum Research, an Oxford Instruments Company
attocube systems Inc.
B&W Tek
Barnett Technical Services
BASI
Biolin Scientific, Inc.
Bio-Logic USA, LLC
Blue Wave Semiconductors, Inc.
BNNT Materials, LLC
Brooks Automation, Inc.
Bruker Corporation
Cambridge Polymer Group, Inc.
Cell Press
CellScale Biomaterials Testing
Chemat Scientific
Cobolt Inc.
Columbia International Technical Equipment and Supplies, LLC
Cornell University
CRAIC Technologies, Inc.
Cryogenic Control Systems, Inc.
CrystalMaker Software Ltd.
CUNY Advanced Science Research Center
CVD Equipment Corporation
DataPhysics Instruments USA Corp.
DCA Instruments, Inc.
De Gruyter
Delcom Instruments
Delong America Inc.
Deringer-Ney Inc.
DigiM Solution LLC
Digital Surf
Direct Electron, LP
DOE Nanoscale Science Research Centers
Dr. Fritsch FAST/SPS Systems and Powder Shaping Technologies
Duniway Stockroom Corporation
Dutch Diamond Technologies BV
Ebara Technologies, Inc.
Ecopia Corp.
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<td>NanoAndMore USA, Inc.</td>
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Toronto Nano Instrumentation Inc.
Toshima Manufacturing Co., Ltd.
TOYOtech LLC
TREK, INC.
Trion Technology, Inc.
U.S. Army Research Laboratory
U.S. DOE Nanoscale Science Research Centers
UC Components Inc.
ULVAC Technologies, Inc.
University of Colorado Boulder
UW-Washington Clean Energy Testbeds
Vacuum Technology Inc.
VAT Group
Vigor Tech USA, LLC
Wafer World Inc.

Welch Vacuum
Wiley
WITec Instruments Corp.
Xallent LLC
Yuasa System Co., Ltd.
ZEISS Microscopy
Zurich Instruments AG
Zygo Corporation, AMETEK Ultra Precision Technologies

Your support, in partnership with MRS, will help to make the 2019 MRS Fall Meeting & Exhibit a success!
Section 12: GRADUATE STUDENT OPPORTUNITIES

A. GRADUATE STUDENT AWARD EVALUATION INSTRUCTIONS

Symposium Organizers’ Online Evaluations – 2019 Fall Meeting

Reviews Begin: August 15, 2019
Initial Evaluations Due: August 13, 2019
Final Evaluations Due: August 30, 2019

The Graduate Student Award (GSA) is an important vehicle for encouraging outstanding graduate students to present their research at MRS meetings, become affiliated with the Society, and continue to do excellent work in the field of materials science. Finalists will present their work orally during the Special Talk Sessions at the MRS Fall Meeting, competing for the Gold and Silver Awards. Each symposium is requested to select one of its organizers to assist in the selection of these finalists by carefully evaluating the merits of some of the applications that have been submitted for this competition. Symposium organizers will be provided with a link for online evaluation (access by logging in with your MRS User ID and Password). The site will prompt you if you need login assistance. If you experience any problems, please send an email to gsa@mrs.org.

Once you access the site, you will see a list of applications assigned for your review. This list will include applications from all students who have submitted their abstracts to your symposium. Please review ALL the applications that are posted on the screen; then categorize them according to the criteria as outlined in the attachment. Your initial evaluations are due online by August 17.

To ensure fairness in determining final applicant rankings, applications submitted to your symposium will also be assigned to additional symposia for review and vice-versa. You will receive notification when the additional symposia have been assigned for your evaluation (deadline to complete this second stage will be tentatively set for August 30). It is important that every application receives a full set of evaluations, so please complete the reviews assigned to you promptly in both stages of this review process. These deadlines are firm, however, there may be a delay if organizers do not review in a timely manner.

Please note: In performing these evaluations, you are free to share the reviewing duties with your co-organizers as long as they have no conflicts-of-interest with any of the applicants assigned to your symposium; however, only one organizer per symposium may enter the rankings. In fairness to all applicants, if you have submitted a Letter of Evaluation for a student whose application is included in your symposium’s review group, you ARE NOT ELIGIBLE to participate in the ranking of ANY of the applications in the group. If this is the case, or if, for any reason, you must recuse yourself from participating in this evaluation, please make sure that another co-organizer of your symposium does assume the evaluation responsibility.

Guidelines for Evaluation of Applications

Please rank the Graduate Student Award applications that you have reviewed in accordance with the Award Criteria given below and enter the rankings online. All finalists will receive either a Gold or Silver Award that
will be presented during the Award Ceremony at the MRS Meeting. The award prizes consist of: $400, a pin, and a certificate for the Gold Award; $200, a pin, and a certificate for the Silver Award.

**Award Criteria**

The MRS Graduate Student Awards are intended to honor and encourage graduate students whose academic achievements and current materials research display a high order of excellence and distinction. MRS seeks to recognize students of exceptional ability, who show promise for future substantial achievement in materials research. Emphasis is placed on the quality of the student and his/her research ability. The criteria for selection are:

- Excellence in the conduct of materials research, including:
  1. thoroughness of the applicant’s research
  2. originality and independence of the applicant’s contributions
  3. depth of understanding of the research topic, the methodologies used, and the relationship of the results to the specific research area and the broader materials field
  4. scholarship and ingenuity shown by the student in attacking the research project
- Promise for future substantial achievement in materials research.

**NOTE:** Please keep these criteria in mind while making your evaluations.

Please indicate online which students are in the “HC” (Highly Competitive), “C” (Competitive), and “NC” (Not Competitive) categories.

For online review/ranking technical assistance, please contact: Lorri Smiley, gsa@mrs.org.

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**Graduate Student Award Calendar**

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Deadline for Student Applications</td>
<td>August 1, 2019</td>
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<tr>
<td>and Advisor Letters of Evaluation</td>
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<tr>
<td>HQ sends online student application</td>
<td>August 15, 2019</td>
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<td>review and evaluation instructions</td>
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<td>to symposium</td>
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<tr>
<td>Initial Evaluations Due</td>
<td>August 23, 2019</td>
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<tr>
<td>Final Evaluations Due</td>
<td>August 30, 2019</td>
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<tr>
<td>HQ sends symposium organizers list of finalists to encourage acknowledgement in the program sessions</td>
<td>early November</td>
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</table>

*An organizer who is also an applicant’s advisor may not participate in ranking the applicants but may still coordinate the rankings for the other organizers if he/she is the GSA lead contact person.*
that include their paper presentations.

B. SYMPOSIUM ASSISTANT OPPORTUNITY

Here’s an opportunity for you to help an especially promising graduate student to attend the 2019 MRS Fall Meeting at a significant savings and, at the same time, assure your symposium of a dedicated and dependable Symposium Assistant.

Symposium Assistants provide essential service to Session Chairs by tracking important attendance figures; bringing timers, laser pointers, signs, and last-minute announcements to the room each day; and seeking help from audio-visual and MRS staff when unforeseen problems arise.

Because it’s often not possible for MRS to assign the same assistant for the entire length of a given symposium, we are offering you the opportunity to choose a trusted, deserving graduate student as your program’s Symposium Assistant. Both you and the student would benefit in a number of ways:

**SYMPOSIUM BENEFITS:** Your symposium can count on the reliable services of a known, dedicated and dependable individual throughout the course of the meeting. The graduate student will be someone with whom you’re comfortable and who knows exactly how you want your program to be conducted.

**STUDENT BENEFITS:** A student who assists in a symposium room for at least two days (four half-day sessions) will earn a post-meeting refund of the student registration fee, a stipend to help reduce expenses and a one-year complimentary electronic MRS student membership commencing January 1, 2020. The stipend is equivalent to $40 per half-day session. The student will earn $10 for attending the training session. Also, the graduate student gains the opportunity to witness presentations by, and possibly network with, leaders in his/her chosen field of study.

If you would like to recommend a promising graduate student to act as your program’s Symposium Assistant during the Spring Meeting, please follow these two important steps:

1. Reach agreement among your symposium co-organizers as to which student is chosen as your Symposium Assistant.
2. Complete the attached form providing the student’s contact information and send via e-mail to MRS NO LATER THAN August 12, 2019.

Ideally, the recommended graduate student will act as Symposium Assistant for the entire length of your symposium. However, symposium organizers for programs lasting four days or longer may, if they wish, appoint two Symposium Assistants, each of whom must serve at least four half-day sessions to obtain the full benefits mentioned above. **Please do not choose more than two students.**

In late January, I will email the student further details about the assignment and a confirmation form to secure his/her participation. The appointed student **does not** need to complete the general application form that will be posted online.
Important Deadline Date: Please return the Symposium Organizer nomination form by August 12. Beginning in September, all remaining open positions will be filled from the general pool of applicants who submit an online Symposium Assistant application and assignments will not be changed. If you have any questions, please contact Amanda Edmiston, edmiston@mrs.org

C. SYMPOSIUM ASSISTANT NOMINATION FORM

2019 MRS Fall Meeting • BOSTON, MA • December 1-6, 2019

(Available to Graduate Students Only)

COMPLETE THIS FORM AND RETURN TO MEETINGS@MRS.ORG, NO LATER THAN AUGUST 12, 2019

SYMPOSIUM ORGANIZER:

LAST (FAMILY) Name __________________________
FIRST Name __________________________
Institution __________________________
E-Mail __________________________

The organizers of Symposium __________ have chosen the following student(s) to assist in our symposium room:

(BIO1, FF01, MT01, etc.)

STUDENT:

LAST (FAMILY) Name __________________________ E-Mail __________________________
FIRST Name __________________________
Institution __________________________ Institution Phone __________________________
Country __________________________ Cell Phone __________________________

(A second student is optional only for symposia that have eight [8] or more oral half-day sessions -- assistants are not assigned to poster sessions.)

STUDENT:

LAST (FAMILY) Name __________________________ E-Mail __________________________
FIRST Name __________________________
Institution __________________________ Institution Phone __________________________
Country __________________________ Cell Phone __________________________

Training Session

A mandatory training session for all symposium assistants will be held on Sunday evening, December 1, 6:00 pm, location TBD. Session assignments will be emailed to the Symposium Assistants in mid-October. Symposium assistants will be paid $10 for attending the training session.

Registration

Students are responsible for registering for the MRS Meeting; the preregistration deadline is 5:00 PM EST, November 15, 2019. Each student must assist in at least four half-day sessions to be eligible for a meeting registration fee refund (within six weeks after the MRS meeting) and a one-year complimentary MRS student membership commencing on January 1, 2020. Students will also be compensated $40 for each half-day session.
D. SYMPOSIUM ASSISTANT GUIDELINES

- Students assisting in four or more half-day sessions earn a reimbursement of the student registration fee and a one-year complimentary electronic MRS student membership commencing on January 1, 2020. Students also earn a $40 stipend per each half-day session and $10 for the training session.
- MRS registration Desk: prior to the first session, please go to MRS Registration to pick up your Meeting badge and Program and Exhibit Guide. Please wear your Meeting badge at all times during the MRS Meeting.
- Download the MRS Meetings App for your smartphone or tablet, or start building your schedule at https://mrsfall2019.zerista.com. Log in with your MRS username and password and use the app to check the location and exact start/end times for your assigned sessions. You can also check the MRS website at www.mrs.org/fall-2019-symposium-sessions.
- Symposium Assistant Substitutes have no pre-assigned session. If you check in as a Symposium Assistant Substitute, you must wait to see if you are needed. If you are not needed to replace someone, you will earn $10. If you are needed to replace someone, you will earn $40.

Before the session:
- Arrive at the Symposium Assistant Check-In 30 minutes prior to the start of the session.
- Check-in next to your assigned symposium on the Check In/Out sheet.
- You will receive a session folder and bag containing a laser pointer and timer.
- Report to the session room (you will find the room at the top of the session sheet).
- Insert white session sheet into plastic pocket attached to sign that is outside of room.
- Introduce yourself to the Session Chair and give him/her the yellow copy of the session sheet, a light blue Session Chair ribbon and the Session Chair Guidelines. (NOTE: If you need more ribbons, come back to the Symposium Assistant Desk). Remember you are there to assist the Session Chair; your steady, courteous support will be appreciated.
- Place timer and laser pointer on the table near the LCD projector.
- Use the orange copy of the session sheet to pre-fill the Presenter Sign In/Attendance form with the final id #, start time and presenter name.
- Place the Presenter Sign In/Attendance form on the table and ask presenters to sign it.

During the session:
- Record attendance numbers for each presentation on the Presenter Sign In/Attendance form.
- Make sure each presenter signs the Presenter Sign In/Attendance form.
- Substitute Presenters: If someone other than the presenting author underlined in the session sheet delivers the talk, have the presenter print their name and member id on the Presenter Sign In/Attendance form.
- If the presenter on the session sheet did not give the presentation, did not send a substitute presenter, and had not notified the Symposium Organizer, mark the “Presenter No Show” column on the Presenter Sign In/Attendance form.

If a problem occurs:
- If there is an audio-visual problem, first check the plug to make sure it has not become unplugged.
• Report the problem to one of the Audio-Visual Assistant locations:
  o Audio Visual Tables - Located in the Foyer spaces at both the Sheraton and Hynes Convention Center
  o PRG Storerooms:
    ▪ Hynes Convention Center, Location TBD
  o Symposium Assistant Desk
    ▪ Hynes Convention Center, Location TBD
• For other problems (e.g., room needs more chairs; room too hot/cold; lighting, etc.) report the issue to MRS Staff at the Symposium Assistant Check-In.
• Be sure to include the room number and a short description of the problem.

Following the session:
• Complete your timesheet and have the Session Chair initial it.
• Collect the session folder, timer and laser pointer from the room.
• Complete the total attendance, average attendance and peak attendance on the Presenter Check In / Attendance form.
• Remove the white session sheet from the plastic pocket attached to the sign that is outside of the room.
• Report back to the Symposium Assistant Check-In and turn in the session folder, timer and laser pointer.
• BE SURE TO RECORD your Check Out.
• Turn in your timesheet at the end of your final work session.

Stipend Payment:
• **U.S. Residents**: (you live/study in U.S. and can receive mail at a U.S. address.) Be sure to submit your timesheet at the end of your final assignment. Your check will be mailed to the address provided four to six weeks after the MRS meeting.
• **Non-U.S. Residents**: To receive your stipend check onsite, please submit your timesheet by Thursday at Noon or the day before you are departing from the Meeting. Checks can be picked up until 11:00 am on Friday, December 6 at the Registration Desk (ask for Accounting Manager, Mallory Starr). After 11:00 am on Friday, you will pick up your stipend check at the Symposium Assistant Check-In. Timesheets submitted after noon on Thursday your check will be mailed to the address provided four to six weeks after the MRS meeting.
• Also, for your convenience, this check has been issued from **Santander Bank** account where you may cash it for a nominal ($6.00) fee while you are visiting Boston. If you prefer, you can cash the check at your hometown Bank.
  ▪ **Santander Bank**: 800 Boylston Street, Boston MA 02199 (617) 236-2901  Hours TBD

Meeting Registration Refund:
• Registration refunds are given to those Symposium Assistants who work at least four 1/2 day sessions. Refunds will be completed in four to six weeks and will be refunded in the manner in which they were processed. MRS cannot give you the registration refund this week. It must be processed at the MRS headquarters after the meeting.
The MRS Invited Feature Paper (IFP) program provides an excellent means of recognizing high quality papers presented at MRS Meetings. Symposium Organizers identify the top 4% of research abstracts submitted to their symposium, and nominated authors are considered for invitation to submit to Journal of Materials Research (JMR).

Upon acceptance and publication, the paper is highlighted as an “Invited Feature Paper” in the JMR table of contents, on the first journal page, and on the JMR website.

While recognizing the outstanding work presented at the meeting and giving meeting authors an opportunity to publish in a venerated archival journal with vigorous peer review and rapid time to publication, publishing Invited Feature Papers also helps JMR to achieve a strategic goal of bringing the journal’s topical content more in line with the topical content of MRS’s meetings.

Symposium Organizers should nominate the top 4% of research abstracts submitted to the symposium. Nominations may be selected from both oral and poster presentation abstracts. Send nominations with contact author name and paper number to Leslie Truver (truver@mrs.org) by July 8, 2019.