

**2023 MRS® FALL MEETING  
SYMPOSIUM ORGANIZER HANDBOOK  
TABLE OF CONTENTS**

MRS President’s Letter

<b>SECTION 1: MRS® MISSION, VISION, VALUES AND ASPIRATION .....</b>	<b>1</b>
<b>SECTION 2: SYMPOSIUM ORGANIZER TIMELINE.....</b>	<b>3</b>
<b>SECTION 3: MRS CONTACTS .....</b>	<b>7</b>
A. MRS MEETING CHAIRS.....	7
B. MRS STAFF (PRINCIPAL HQ CONTACTS).....	7
C. 2023 MRS BOARD OF DIRECTORS.....	11
D. MRS COMMITTEES OF SPECIAL INTEREST TO SYMPOSIUM ORGANIZERS.....	14
<b>SECTION 4: MEETING SYMPOSIA.....</b>	<b>16</b>
<b>SECTION 5: PROGRAM .....</b>	<b>19</b>
A. PROGRAMMING INSTRUCTIONS.....	19
B. ON-SITE PROGRAMMING .....	21
C. VIRTUAL PROGRAMMING.....	23
D. ABSTRACT INFORMATION .....	24
E. SPECIAL SESSIONS .....	25
F. ABSTRACT ACCEPTANCE POLICY .....	25
G. REJECTION RATES .....	26
H. SYMPOSIUM ORGANIZER RESPONSIBILITIES .....	27
<b>SECTION 6: SYMPOSIUM PROMOTION .....</b>	<b>28</b>
A. PROMOTING YOUR SYMPOSIUM .....	28
B. PUBLICITY/PRESS COVERAGE FOR MRS MEETINGS .....	29
C. MEETING SCENE® ON-SITE COVERAGE.....	31
<b>SECTION 7: SYMPOSIUM FUNDING.....</b>	<b>32</b>
A. INTRODUCTION/FUNDING POLICY .....	32
B. BASIC SYMPOSIUM SERVICES SUPPLIED BY MRS .....	33
C. OPTIONAL SUPPLEMENTAL FEATURES FINANCED BY EXTERNAL FUNDING.....	34
D. OPERATIONAL PROCEDURES FOR SYMPOSIUM FUNDING.....	36
E. PROPOSALS FOR FEDERAL FUNDS.....	36
F. SOLICITATION OF CORPORATE FUNDS .....	38
G. SUMMARY OF IMPORTANT FINANCIAL INFORMATION AND DEADLINES .....	41
<b>SECTION 8: PUBLISHING WITH MRS.....</b>	<b>43</b>
A. GENERAL INFORMATION ABOUT PUBLISHING WITH MRS JOURNALS.....	43
B. PUBLICATION POLICIES FOR MRS JOURNALS.....	43
C. MRS JOURNAL GUEST EDITOR INFORMATION.....	44
D. SYMPOSIUM ORGANIZER/GUEST EDITOR RESPONSIBILITIES.....	44

**SECTION 9: SYMPOSIUM CO-SPONSORSHIP GUIDELINES.....45**

**SECTION 10: SYMPOSIUM TUTORIALS .....46**

- A. GENERAL TUTORIAL INFORMATION..... 46
- B. TUTORIAL PROPOSAL FORM ..... 49
- C. TUTORIAL SAMPLE ..... 53

**SECTION 11: MEETING INFORMATION .....57**

- A. 2023 MRS FALL MEETING FLOOR PLANS (SAMPLE)..... 57
- B. IDENTIFY POTENTIAL EXHIBITORS..... 59

**SECTION 12: GRADUATE STUDENT OPPORTUNITIES .....62**

- A. GRADUATE STUDENT AWARD EVALUATION INSTRUCTIONS ..... 62
- B. SYMPOSIUM ASSISTANT OPPORTUNITY ..... 64
- C. SYMPOSIUM ASSISTANT NOMINATION FORM ..... 65
- D. SYMPOSIUM ASSISTANT GUIDELINES ..... 66



May 2023

TO: 2023 MRS Fall Meeting Symposium Organizers

Thank you for agreeing to serve as a symposium organizer for the 2023 MRS Fall Meeting! The Spring and Fall Meetings are critically important services offered by MRS. They provide a dynamic interactive framework within which global materials disciplines can convene, collaborate, and integrate to advance technical interdisciplinary research. The high-quality and visionary symposia at MRS meetings are key to the Society's mission and its continued success. The meetings are the main drivers for engaging members and volunteers, building our membership, and the principal forum to exchange research results and information.

A key to a successful MRS meeting is the opportunity for symposium organizers to define the content and tone of the meeting. I urge you to exercise your creativity, technical judgment, and entrepreneurial spirit to ensure that your symposium contributes effectively to the mission of our Society: *the dissemination of interdisciplinary materials research*. New ideas and emerging concepts in your field should be an important hallmark of your symposium. Please strive to provide a forum for scientific and technical discussions at the leading edge of materials research—fundamental concepts as well as ideas that could lead to technological advances are important to the materials community. We also encourage you to consider including a mix of presentations ranging from “basic” to “use-inspired” to “device- and application-focused” research in your focal area. Presentation of a diversity of perspectives is an opportunity and a core value of an MRS meeting.

In order to be impactful beyond the technical scope, I encourage you to seek opportunities for public outreach and advocacy by relating your topic to the national and international scene, as well as for connections and joint activities with the exhibitors. There is still plenty of time to consider the inclusion of new approaches to promote and enhance the exchange of ideas and interactions between researchers within your symposium. Our members rate opportunities for networking and informal discussion offered by our meetings to be almost as important as symposia content. Please bear in mind that promoting opportunities for networking can strengthen your symposium.

MRS is proud to have a diverse and international membership that reflects global activity in materials research, and our Society is strongly committed to ensuring that all of its activities are inclusive and offer opportunities for everyone. In 2021, the MRS Board of Directors approved a DEI Aspiration, stating “The Materials Research Society embraces diversity, equity, and inclusion (DEI) by actively engaging our diverse global membership, supporting the careers of underrepresented researchers, and investing in community actions to address bias and end inequities.” As you reach out to leading materials scientists and technologists for your symposium, you are encouraged to specifically enhance the diversity in all aspects within your symposium. This may include inviting speakers from industry, from outside the U.S., especially from developing countries, and from underrepresented segments of the community. In relation to the MRS vision of attracting industry back to the Spring and Fall Meetings, we encourage you to develop a balanced approach of requesting papers on fundamental and applied materials science and devices.

The entire MRS staff and the 2023 MRS Fall Meeting Chairs— Derya Baran, Alexandra Boltasseva, Julien Pernot, Kristofer Reyes, Jonathan Rivnay—are excited about working with you to develop the best possible technical meeting.

Eileen Kiley ([kiley@mrs.org](mailto:kiley@mrs.org)), Director of Programs, Gopal Rao ([rao@mrs.org](mailto:rao@mrs.org)), Chief Editor for Technical Content, and the entire 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 can offer you. As you proceed through the stages of planning your symposium and identifying papers and specific topics to be discussed, I would like you to pay attention to 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. Past experience indicates that some overlap inevitably occurs, however, it can be managed. We urge you to address these conflicts to minimize the extra burden placed on meeting participants as they try to attend different sessions throughout the meeting. In this respect, it is important that you make an effort to identify symposia that may have similar scopes and take action to reduce overlap, e.g., talk to the Meeting Chairs and other Symposium Organizers about joint sessions with 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 any one invited speaker may be giving across all the symposia and seek to ensure that the invited lectures will be on substantially different topics when any such duplication of invited speakers occurs. There is a delicate balance between engaging great and proven speakers with new talents. Please identify speakers to invite representing a diversity of experience and backgrounds. When inviting a speaker to present an invited lecture, please include a note that speakers should not accept more than two invited talks in the overall meeting, an MRS rule.
- (3) **Rejection Rate:** MRS, in an effort to maintain the high quality of its meetings, instituted a policy encouraging each symposium to target a 15% rejection rate of submitted abstracts. While I realize that it would be unreasonable to insist that each symposium should, by definition, reject a minimum of 15% of the abstracts, I would encourage you to ensure that all papers, both talks and posters, presented in your symposium are relevant and of high quality. I am sure you would agree that the work presented in your symposium should truly represent the excitement and high intellectual value of your field. I will caution against converting a subpar or misaligned oral presentation into a poster presentation.

Publishing with MRS and Springer Nature (MRS's publishing alliance since 2021), ensures dissemination and discoverability of your symposium's content well beyond the meeting. For example, *MRS Advances* publishes rapid reports of work in progress, focusing on key materials topics of current interest, as identified by MRS meeting programming. *MRS Advances* is indexed in the Web of Science and will receive its first Impact Factor this summer, as well as Scopus and SCImago, which heightens the profile of the work published in it. In addition, the journal now welcomes contributions not presented at the meeting, but solicited from the broad materials community (including top-cited authors) for the specific topics for your meeting. This allows you, at your option, to create a focused issue on your symposium topic that incorporates the broadest reach of the society. Details are available at your request. The *MRS Advances* editorial board works to ensure high-quality content and rapid peer review and publication. *MRS Advances* is free to all MRS members and 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 Bulletin*, *MRS Communications*, *MRS Energy & Sustainability*, and *Journal of Materials Research (JMR)*.

In addition, MRS highlights newsworthy presentations to the scientific and general press. Please help us identify presentations from your symposia. For further information, contact Ellen Kracht ([kracht@mrs.org](mailto:kracht@mrs.org)), Senior Publications Manager or Jenny MacBeth ([macbeth@mrs.org](mailto:macbeth@mrs.org)), Marketing and Communications Coordinator.

I would like to direct your attention to the Symposium Organizer Timeline contained in this handbook. The Symposium Organizer Timeline is an important tool for meeting chairs and symposium organizers. It is designed to provide optimum publicity for your symposium, enable timely input to programming, and ensure effective utilization of MRS resources. I strongly encourage you to meet the milestones and deadlines, as they are important to the overall success of the meeting.

Finally, I want to thank you again for taking on this most important appointment for MRS. It is my belief that you will find being a symposium organizer a rewarding and exciting experience, both professionally and personally. Hopefully this activity will additionally 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, since our vibrant society needs new ideas and perspectives to remain best-positioned to advance technical excellence.

I look forward to your symposium and am confident that it will continue in the MRS tradition of excellence.

Best regards,



Sabrina Sartori  
2023 MRS President

## SECTION 1: MRS® MISSION, VISION, VALUES AND ASPIRATION

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.

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### 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.

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### 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.

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### 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

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## **MRS STRATEGIC ASPIRATION**

MRS engages members across generations to advance their career and promote materials research and innovation.

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## **MRS DEI ASPIRATION**

The Materials Research Society embraces diversity, equity, and inclusion (DEI) by actively engaging our diverse global membership, supporting the careers of underrepresented researchers, and investing in community actions to address bias and end inequities.

## SECTION 2: SYMPOSIUM ORGANIZER TIMELINE

2023 MRS Fall Meeting • November 26-December 1, 2023 (in-person), December 5-7, 2023 (virtual)•  
Boston, Massachusetts

May, 2023	Tutorials	MRS Programming Staff notifies Symposium Organizers of proposal status.
May 16, 2023	Program	<b>Abstract Submission Opens:</b> Announcement to be sent by MRS HQ, Marketing. All abstracts must be submitted via the <b>MRS Online System</b> ; fax or e-mail submissions will not be accepted.
May 30, 2023	Exhibit	Provide potential exhibiting company list to MRS (Refer to <b>Section 11E</b> ).
June 6, 2023	Call for Papers	“Abstract Deadline is June 13” reminder e-mail sent by MRS HQ, Marketing.
June 13, 2023	Program	<b>Abstract Submission Deadline (11:59 pm ET):</b> “Last Day to Submit” e-mail will be sent by MRS HQ, Marketing. All abstracts must be submitted via the <b>MRS Online System</b> ; fax or e-mail submissions will not be accepted.
June 14-July 5, 2023	Program	Symposium organizers create programs in the <b>MRS Online System</b> (Refer to <b>Section 5</b> ).
July 5, 2023	Program	All symposium programs due to MRS Programming Staff:  <b>Marla Boots, <a href="mailto:boots@mrs.org">boots@mrs.org</a></b> Electronics, Optics and Photonics (EL01-EL20) Energy and Sustainability (EN01-EN10)  <b>Melanie Macek, <a href="mailto:macek@mrs.org">macek@mrs.org</a></b> Materials Computing and Data Science (DS01-DS06) Quantum Materials, Interfaces and Topological Systems (QT01-QT04) Soft Materials and Biomaterials (SB01-SB11) Structural and Functional Materials (SF01-SF08)  <b>Patrick Freed, <a href="mailto:freed@mrs.org">freed@mrs.org</a></b> Broader Impact (BI01) Characterization (CH01-CH04)
August, 2023	Meeting	MRS Fall Symposium Organizer Program Planning Meeting (via Zoom)
August 8, 2023	Student Opportunity	MRS sends student application review instructions to symposium organizers to begin to evaluate for selection of Graduate Student Award finalists (Refer to <b>Section 12</b> ).

August 15, 2023	Student Opportunity	Graduate Student Award Applications, including Advisor Letters of Evaluation, due to MRS HQ (Refer to <b>Section 12</b> )
August 2, 2023	Program	Final Symposium program changes due to MRS Programming Staff (See Programming Staff in <b>Section 4</b> )
August 8, 2023	Student Opportunity	Symposium Assistant recommendations from symposium organizers due to Amanda Edmiston ( <a href="mailto:edmiston@mrs.org">edmiston@mrs.org</a> ) (Refer to <b>Section 12</b> ).
August 8, 2023	Program	MRS Programming Staff 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.
August 15, 2023	<i>MRS Journals</i>	Publishing Opportunities information is sent by MRS HQ to Contact authors.
August 25, 2023	Call for Papers	Email sent by marketing: “Save the Date/Breaking News abstract submission opens August 28”. (Refer to <b>Section 6A</b> for complete Breaking News Marketing Timeline).
August 28, 2023	Student Opportunity	Graduate Student Award <b>application evaluations</b> due <b>online</b> by symposium organizers (Refer to <b>Section 12</b> ).
August 28, 2023	Program	<b><u>Breaking News Abstract Submission Opens:</u></b> Announcement to be sent by MRS HQ, Marketing. All abstracts must be submitted via the <b>MRS Online System</b> ; fax or e-mail submissions will not be accepted.
August 30, 2023	<i>MRS Advances</i>	Contact authors notified that the electronic submission site for <i>MRS Advances</i> is open.
August 30 – December 15, 2023	<i>MRS Advances</i>	Electronic paper submissions.(Any deadline for the other journals are communicated through direct invitation.)
September 5, 2023	Student Opportunity	Symposium Assistant General Application is posted to website.
September 7, 2023	Call for Papers	Reminder email sent by marketing: “Breaking News abstract deadline is September 12”.
September 11, 2023	Program	Program posted on the MRS website.
September 12, 2023	Program	<b><u>Breaking News Abstracts Submission Deadline:</u></b> <b>(11:59 pm ET):</b> “Last Day to Submit” e-mail will be sent by MRS HQ, Marketing. All abstracts must be submitted via the <b>MRS Online System</b> ; fax or e-mail submissions will not be accepted.

September 22, 2023	Program	<b>Breaking News</b> abstracts, reviewed and placement into program are due to MRS Programming Staff (See Programming Staff in <b>Section 4</b> )
September 22, 2023	Publicity/Press	Symposium Highlights Online Submission Site Opens-- Email to Symposium Organizers by marketing
September 25, 2023	Student Opportunity	Symposium Assistant General Application deadline
September 29, 2023	Program	<b>Breaking News:</b> MRS Programming Staff 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.
October 3, 2023	Science as Art	Submission Site Opens
October 16, 2023	Finance	Symposium Support Program application cutoff for inclusion in the on-site printed materials (signage, etc.).
October 16, 2023	Finance	Requests for special AV and food & beverage due to Jennifer Henning ( <a href="mailto:finance@mrs.org">finance@mrs.org</a> ).
October 23, 2023	Science as Art	Submission site deadline
October 27, 2023	Finance	Symposium-paid registration requests due to Jennifer Henning ( <a href="mailto:finance@mrs.org">finance@mrs.org</a> ) (Refer to <b>Section 7</b> ).
October 30, 2023	Science as Art	MRS Programming Staff to notify top "50" Finalists.
October 31, 2023	Publicity/Press	Symposium Highlights Questionnaire deadline (Refer to <b>Section 6B</b> ).
November 6, 2023	Finance	Symposium Support Program application cutoff for inclusion in program posted to MRS website
November 26– December 1, 2023	Meeting	2023 MRS Fall Meeting (on-site), Boston, MA
November 26, 2023	Meeting	2023 MRS Fall Symposium Organizer Tie-Down (final details) Meeting.
November 27, 2023	Meeting	President's Reception
December 5-7, 2023	Meeting	2023 MRS Fall Meeting (virtual)
April 30, 2024	Finance	Final requests for disbursement of symposium funds due to Jennifer Henning ( <a href="mailto:finance@mrs.org">finance@mrs.org</a> ).

April 30, 2024

Finance

Symposium accounts closed

Last updated: 5/3/2023

## SECTION 3: MRS CONTACTS

### A. MRS MEETING CHAIRS

**Derya Baran**

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[jrivnay@northwestern.edu](mailto:jrivnay@northwestern.edu)

### B. MRS STAFF (PRINCIPAL HQ CONTACTS)

**Eileen Kiley, Director of Programs**

[kiley@mrs.org](mailto:kiley@mrs.org); 724-779-2742

Oversees policies and procedures for the technical meeting, virtual meeting, exhibits, associated tutorials and special meeting activities. Serves as a principal headquarters contact and general source of information for meeting chairs and symposium organizers. Also responsible for oversight of MRS's journal and book publishing portfolio, marketing (including oversight of promotion, marketing and press activities for MRS Meetings), public relations, website, and meeting app.

**Gopal Rao, Chief Editor for Technical Content**

[rao@mrs.org](mailto:rao@mrs.org); 724-779-2750

Serves as principal headquarters contact for technical content and programming and as the general source of information and communication for meeting chairs and symposium organizers. Also Editor of *MRS Bulletin*.

**Beth Powell, Senior Marketing and Exhibits Manager**

[powell@mrs.org](mailto:powell@mrs.org)

Responsible for planning, execution and oversight of meeting operations/logistics; oversees coordination of the meeting exhibit, advertising and sponsorships, in conjunction with Paul Graller, Hall-Erickson Inc. ([pgraller@heexpo.com](mailto:pgraller@heexpo.com)).

**Karen Colson, Virtual Programs Project Manager**

colson@mrs.org; 724-779-2751

Responsible for the overall planning, coordination, delivery and execution of virtual/hybrid components of MRS Spring and Fall Meetings & Exhibits.

**Patrick Freed, Virtual and Meetings Program Coordinator**

freed@mrs.org; 724-779-2751

Oversees BIO1 and CH01-CH04 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 *Meeting and Exhibit Guide*. Supports planning and execution of the virtual/hybrid components of the MRS Spring and Fall Meetings & Exhibits.

**Debbie Kriss, Meetings Project Manager**

kriss@mrs.org; 724-779-2725

Responsible for all physical arrangements and on-site management of operations at MRS Meetings.

**Brooke Baker, Meetings Project Manager**

bbaker@mrs.org; 724-779-2723

Responsible for coordinating the production of the *Meeting and Exhibit Guide* for Spring and Fall meetings. Responsible for physical arrangements and on-site management at select MRS meetings and housing management. Also assists with meeting chair and symposium organizer guidance, and technical program development for select MRS Meetings.

**Amanda Edmiston, Programming Administrative Assistant**

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. Coordinates RSVP rosters for planning meeting announcements to symposium organizers and meeting chairs. Coordinates the Symposium Assistant program. Coordinates the Science as Art project.

**Marla Boots, Senior Technical Program Administrator**

boots@mrs.org; 724-779-2726

Oversees EL01-EL20 and EN01-EN10 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 *Meeting and Exhibit Guide*.

**Melanie Macek, Technical Program Administrator**

macek@mrs.org; 724-779-2731

Oversees DS01-DS06, QT01-QT04, SB01-SB11 and SF01-SF08 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 *Meeting and Exhibit Guide*. Coordinates the Tutorial Program.

**Ellen Kracht, Senior Publications Manager**

kracht@mrs.org; 724-779-2766

Responsible for managing submission, peer review, editorial, and production process for *MRS Advances*, *Journal of Materials Research*, *MRS Communications*, and *MRS Energy & Sustainability*.

**Susan Dittrich, Editorial Associate**

dittrich@mrs.org; 724-779-2753

Assists editors and authors with submissions, peer review, and publication of articles in *MRS Advances* and *MRS Energy & Sustainability*.

**Judy Meiksin, Managing and Content Editor, MRS Bulletin**

meiksin@mrs.org; 724-779-2747

Responsible for *MRS Bulletin* news content. Manages Meeting Scene coverage at MRS meetings. Serves as the meeting's website reporter, adding information as it occurs for real-time meeting updates.

**Ryan Rebholz, Communications Manager**

rebholz@mrs.org; 724-779-2739

Responsible for management of the MRS website, MRS Meeting App, and marketing and communications efforts, including posting, marketing, press, and promotion of meeting-related content and activities.

**Mallory Starr, Director of Finance and Administration**

starr@mrs.org; 724-779-2713

Responsible for overseeing all MRS financial operations. Sets the policies and procedures for symposium funding and is the headquarters staff person for ensuring that symposium funds are expended and accounted for properly.

**Jennifer Henning, Accounting Supervisor**

henning@mrs.org; 724-779-2715

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 budget, obtaining the most current status of symposium funding, spending symposium funds and ordering special audio-visual equipment and/or food & beverage functions on site.

**Chelsea Nine, Associate Accountant**

nine@mrs.org; Tel 724-779-2716

Assists with day-to-day accounting needs of MRS.

**Paula Mahar, Senior Member Services/Operations Associate**

mahar@mrs.org; Tel 724-779-2727

Oversees and administers invitation letters to non-U.S. authors and other meeting participants.

**Sandy Forrest, Human Resource and Finance Administrator**

forrest@mrs.org; 724-779-2712

Contact person for preparing government grant proposals. Backup responsibility for symposium funding and grant administration.

**Michele Feder, DEI & Engagement Partner**

feder@mrs.org; 724-779-2738

Promotes DEI programs within MRS, assessing needs and developing programs to meet those needs through the recruitment, placement, and retention of volunteers.

**Erica Lorenz-Hays, Digital Media Specialist**

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Responsible for planning, execution, delivery, and hosting of online digital events.

**Lorri Smiley, Student Engagement and Awards Administrator**

smiley@mrs.org; 724-779-2733

Manages the MRS Awards programs, including Graduate Student Awards. Manages the MRS Career Fair at each MRS Meeting and is the HQ Liaison for the MRS University Chapters program; oversees the Women in Materials Science & Engineering Breakfast and Workshop events.

**C. 2023 MRS BOARD OF DIRECTORS**

(Date following name indicates end of term on the Board)

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## **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 5H, *Symposium Organizer Responsibilities***.) 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 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 the Topical Curation Subcommittee to review symposium proposals and suggest 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, to enhance the meetings. Refer to **Section 10** for more details about planning and submitting your tutorial proposal. (Refer to: <http://www.mrs.org/meetings-committee/>)

PDSC oversees broader impact symposium programming with a view to optimizing non-technical or broader impact activities as an integral part of the meetings.

### **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 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 develops and monitors 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/>)

## **Publications Committee**

The Publications Committee provides strategic direction and ensures the quality and impact of the society's print and electronic publications, digital content, and news. The committee engages in strategic planning and, in coordination with MRS Headquarters and Springer Nature, leads the development of the Society's current and future publications, organizes subject-matter experts to assist in bringing appropriate content to the editorial teams, recommends and works with partner entities where appropriate, and initiates publication-focused task forces and subcommittees as deemed necessary by the committee. (Refer to:

<http://www.mrs.org/publications-committee/>)

## **Society Agility Council**

The Society Agility Council's (SAC) role is to ensure the generation and maintenance of innovative topical communities within MRS for the implementation of the Society's strategic objectives and its continued success. As scientific content enters and is maintained in the Society primarily via publications and meetings, the SAC is responsible for ensuring that MRS incubates and nurtures emerging and high-impact materials research topics; accommodates late-breaking topics/unusual programming with an efficient and swift decision-making process; and encourages the maintenance and representation of active and vibrant topics within the broader scope of MRS meeting and publication activities. SAC's role embraces vetting, approving, and programming content that extends beyond the traditional MRS bottoms-up programming approach, and ensures coordination between MRS Meetings and Publications Committees.

SAC subcommittees include:

**Topical Curation**, which reviews MRS Spring and Fall Meeting symposium topics for the purpose of ensuring that a) those materials communities which have had a home with MRS continue to be represented at MRS conferences, b) emerging critical materials topics are introduced at MRS Meetings, and c) specific missing topics are included;

**Focus on Sustainability**, which develops and implements programming designed to expand energy sustainability practices within the materials science community;

**Industry Engagement**, which works to further the MRS strategic initiative to develop stronger, mutually beneficial ties with the industrial community; and

**Topical Staging**, which identifies, nurtures, and develops programming for specific topics, most recently quantum, AI, biomaterials, autonomous materials, that are appearing on the materials horizon.

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

## SECTION 4: MEETING SYMPOSIA

### Meeting Chairs:

Derya Baran, Alexandra Boltasseva, Julien Pernot, Kristofer Reyes and Jonathan Rivnay

### MRS Programming Staff:

#### Marla Boots, boots@mrs.org

Electronics, Optics and Photonics (EL01-EL20)

Energy and Sustainability (EN01-EN10)

#### Melanie Macek, macek@mrs.org

Materials Computing and Data Science (DS01-DS06)

Quantum Materials, Interfaces and Topological Systems (QT01-QT04)

Soft Materials and Biomaterials (SB01-SB11)

Structural and Functional Materials (SF01-SF08)

#### Patrick Freed, freed@mrs.org

Broader Impact (BI01)

Characterization (CH01-CH04)

### BROADER IMPACT (Meeting Chair: All)

BI01 Energy Justice in Materials Science and Engineering

### CHARACTERIZATION (Meeting Chair: Julien Pernot)

CH01 Advanced Characterization Methods of Energy Material Applications

CH02 Advances in *In Situ* TEM Characterization of Dynamic Processes in Materials

CH03 Nanoscale Materials Characterization Through Atom Probe Tomography

CH04 Emerging Electron Microscopy Techniques to Understand Structure-Property Relationships in Quantum Materials

### MATERIALS COMPUTING AND DATA SCIENCE (Meeting Chair: Kristofer Reyes)

DS01 Accelerating Materials Research with AI-Assisted Experimentation

DS02 Automated Experimentation with Synchrotrons, Neutrons and Microscopes

DS03 Emerging Challenges and Opportunities in Materials by Design

DS04 Accelerating Data-Driven Materials Research for Energy Applications

DS05 Polymer Informatics—Polymer Research with Classical and Data-Driven Informatics

DS06 Integrating Machine Learning with Simulations for Accelerated Materials Modeling

### ELECTRONICS, OPTICS AND PHOTONICS (Meeting Chairs: Julien Pernot, Alexandra Boltasseva and Derya Baran)

EL01 Defects and Strain in Two-Dimensional Materials

EL02 Emerging Ultrafast Optical and Structural Probes in Materials Science

EL03 Ferroic Materials and Heterostructures

EL04 Materials and Devices for Neuromorphic Electronics and Bio-interfaces

EL05 Soft Optics

- EL06 Metamaterials Innovation in Photonics, Acoustics, Fluidics and Thermal Sciences
- EL07 1D and 2D Materials—Electronic Properties and Device Applications
- EL08 Emerging Material Platforms and Fundamental Approaches for Plasmonics, Nanophotonics and Metasurfaces
- EL09 2Ds Go Hybrid—Properties and Applications of Dimensionally Hybrid Systems
- EL10 Understanding the Inorganic-Organic Interface—The Case of Colloidal Nanoscale Materials
- EL11 Ultra-Wide Bandgap Materials, Devices and Applications
- EL12 Perspective on Applications of Metasurfaces—Advances in Metasurface Design, Fabrication, Integration and Material
- EL13 Multiferroics and Magnetoelectrics
- EL14 Diamond Electronics, Devices and Sensors
- EL15 Chiral Materials—New Structures and Properties
- EL16 Carrier-Dopant Interactions in Organic Semiconductors—From Fundamentals to Applications
- EL17 Synthesis, Properties and Applications of 2D MXenes
- EL18 Fundamentals of Mixed Ionic-Electronic Conductors
- EL19 Atomically-Thin 2D Materials and Heterostructures—Synthesis, Properties and Applications
- EL20 Future Materials and Technologies Toward Sustainable Heterogeneous Computing and Energy-efficient Machine Learning

**ENERGY AND SUSTAINABILITY** (Meeting Chair: Derya Baran)

- EN01 Energy Solutions for Unconventional Applications
- EN02 Solid-State Batteries—Materials, Processes, Characterizations and Scale-up
- EN03 Biodegradable, Resorbable and Sustainable Materials
- EN04 Decoding Halide Perovskites—Advanced Characterization Towards Optimization and Discovery
- EN05 Halide Perovskites—From Fundamentals to Applications
- EN06 Emerging Energy Applications of Low-Dimensional Layered and Crystalline Materials
- EN07 Emerging Electrocatalytic Materials and Devices for Clean Energy and Environmental Applications
- EN08 Materials for Emerging Electrochemical Separations
- EN09 Lithium-Ion Battery Recycling and Reuse
- EN10 From Single Atom to Device—Interfaces Under Electrochemical Conditions

**QUANTUM MATERIALS, INTERFACES AND TOPOLOGICAL SYSTEMS** (Meeting Chairs: Julien Pernot and Alexandra Boltasseva)

- QT01 Excitonic Materials
- QT02 Space, Energy and Time-Resolved Spectroscopies for Emergent Quantum Materials
- QT03 Higher-Order Topological Structures in Real Space—From Charge to Spin
- QT04 2D Topological Materials—Theoretical Models, Growth and Applications

**SOFT MATERIALS AND BIOMATERIALS** (Meeting Chairs: Jonathan Rivnay and Derya Baran)

- SB01 Engineering Future Food Materials—Ingredients, Processes and Fabrication
- SB02 Biomimetic Organic and Hybrid Frameworks for Imaging, Encapsulation and Delivery
- SB03 Molecular Biomimetics—Biology Meets Materials Science and Artificial Intelligence at the Molecular Dimensions
- SB04 Conducting and Functional Hydrogels—From Materials to Devices
- SB05 Biohybrid and Soft Functional Interfaces
- SB06 Experimental and Computational Advances in Biomolecular Electronics

- SB07 Translational Neuroelectronic Materials and Devices for Bioelectronic Medicine
- SB08 Bio-Based Polymers and Composites for Sustainable Manufacturing
- SB09 Biomaterials for Regenerative Engineering
- SB10 From Soft Hydrogel Materials to Hard Water Sports Materials—Bridging the Gap with Additive Manufacturing
- SB11 Wearable and Implantable Neuro- and Bio-Electronics with 2D Materials

**STRUCTURAL AND FUNCTIONAL MATERIALS** (Meeting Chairs: Kristofer Reyes and Jonathan Rivnay)

- SF01 Additive Manufacturing—From Material Design to Emerging Applications
- SF02 Crystallization and Assembly at Interfaces—Fundamental Breakthroughs Enabled by Data-Centric Analysis and *In Situ/Operando* Techniques
- SF03 Inorganic Materials to Overcome the Challenges of Tomorrow
- SF04 Expanding the Frontiers of Plasma Technology in Materials Science and Engineering
- SF05 Infrared Materials and Devices for Thermal Radiation Control
- SF06 From Robotic Towards Autonomous Materials
- SF07 Advances in Reactive Materials Engineering
- SF08 Design and Behavior of Architected Materials for Extreme Environments

X Frontiers of Materials Research

Updated 3/1/2023

## SECTION 5: PROGRAM

### A. PROGRAMMING INSTRUCTIONS

MRS offers an online process for abstract submittal 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 planning and publication of information on your meeting. Presenters and meeting attendees need this information to arrange their travel and meeting schedules.

#### **MRS Online Abstracts and Programming System**

The MRS Online System is a complete easy to use online tool for handling abstract from decision-making of abstracts to session building of technical programs. The system comprises the following:

- 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 Symposium Organizers by MRS. You will have two 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-related questions, please contact MRS programming staff (refer to **Section 4**).

#### **Abstract Submission**

All abstracts must be submitted via the MRS Online System submission site, which will open May 16, 2023 and will close on June 13, 2023 11:59 pm US 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 typically nearly two-thirds of the expected 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 two weeks prior to the closing of the submission site 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 directly from an author, please instruct them to upload their abstract to <http://www.mrs.org/fall2023>. If an author is unable to submit their abstract to the MRS Online System, please instruct them to email [meetings@mrs.org](mailto: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-categorized 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 SECTIONS 5F and 5G.

All presenters will be asked for their attendance preference (onsite or virtual) when submitting their abstract. Please see your spreadsheet of abstracts that includes authors’ attendance preference and their country and city for help in determining where to place the presentation in the program (either onsite or virtual).

- MRS recommends that all those who selected ‘in-person in ‘Boston’ attendance be scheduled for the onsite event from November 26 – December 1, 2023.
- MRS recommends that of those who selected ‘virtual’ attendance be scheduled for the virtual event from December 5 - 7, 2023.

### **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 and virtual session must have at least *two session chairs* (this is crucial).
- Oral Session Chairs are responsible for overseeing the session and keeping it on time.
- Poster Session Chairs are responsible to review and nominate for the BEST POSTER AWARD. (At least one of the Poster session chairs should be a symposium organizer.)

### **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 extent 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 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 in early July 2023. That will enable MRS Programming Staff to prepare copies of the programs for your review at the Program Planning Meeting (mid- to late-July). 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 Gopal Rao, rao@mrs.org, or any of the Meeting Chairs.

If you have specific symposium-related questions, please contact MRS Programming Staff (refer to **Section 4**).

## **B. ON-SITE PROGRAMMING**

### **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, November 26, 2023. These 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
  - 8:30 am – 5:00 pm full day
  - 1:30 pm – 5:00 pm half day afternoon

**Symposia Oral Sessions:** Monday, November 27, 2023 through Friday, December 1, 2023

- Monday
  - 8:15 am – 9:30 am Plenary Session
  - 9:30 am – 10:30 am Break
  - 10:30 am – 12:00 pm Symposia sessions
  - 1:30 pm – 5:00 pm – Symposia sessions
  - 8:00 pm – 10:00 pm Poster Session - Author Presentations
- 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
  - 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
- Friday
  - 8:30 am – 12:00 pm Symposia sessions
  - 1:30 pm – 5:00 pm Symposia sessions

## Program Times

### Symposia Oral Sessions

- Oral contributed presentations are assigned **15** minutes.
- Invited speakers are assigned **30** minutes.
- Keynote Session (Invited) presentations are assigned 30 minutes, at the end of a session.
- Spotlight Talk presentations are groups of 3 poster presentations given a 5 minute talk each, at the end of a session, if applicable, prior to the Keynote Session presentation.
  - **NOTE: All times include Q&A**
- 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. 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 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, November 29** 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 from 12:15 pm - 1:15 pm Monday, Tuesday, Wednesday and Thursday. Meeting chairs are responsible for Symposium X.

## **Poster Sessions**

Interdisciplinary Poster Sessions in Boston 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 authors' preference 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 a poster and you have accepted the abstract you designate it to a poster and place it in a poster session and not as an oral presentation.

The Meeting Chairs will select and present 3-5 Best Poster Awards each day to the presenting authors. You will receive Best Poster Award Nomination instructions at the Symposium Organizer Tie-Down meeting, Sunday, November 26, 2023.

## **C. VIRTUAL PROGRAMMING**

### **Program Days**

The **virtual** meeting program runs from Tuesday 8:00 am through Thursday 11:00 pm, December 5 - 7, 2023 with planned breaks in between the virtual sessions. **All symposia must offer virtual session(s) if requested by presenters.**

*As you plan out your virtual sessions, please keep time zones in mind for presenter availability* as well as for scheduling your moderators and session chairs. MRS programming staff will provide you with a spreadsheet of your abstracts that includes author country, city and the author's attendance preference.

**Symposia Oral Sessions:** Tuesday, December 5 through Thursday, December 7, 2023

***NOTE: all times listed below are US Eastern Time (ET)***

- Tuesday, Wednesday and Thursday
  - 8:00 am – 10:00 am Symposia sessions
  - 10:30 am – 12:30 pm Symposia sessions
  - 1:00 pm – 3:00 pm Symposia sessions
  - 4:00 pm – 6:00 pm Symposia sessions
  - 6:30 pm – 8:30 pm Symposia sessions
  - 9:00 pm – 11:00 pm Symposia sessions

**Note: Prior experience suggests that the daytime sessions (morning and afternoon US ET) typically attract a larger audience, and these may be better to schedule first. However, note that the late evening sessions (6:30-8:30 pm and 9:00-11:00 pm US ET sessions) are better for presenters from Asia. Please keep the locations of speakers in mind as you schedule the sessions.**

## **Program Times**

### **Symposia Oral Sessions**

- Contributed presentations are assigned 15 minutes.
- Invited speakers are assigned 30 minutes.
- Keynote Session (Invited) presentations are assigned 30 minutes, scheduled at the end of a session.
- Poster presentations are assigned 5 minutes
  - **NOTE: all times include time for Q&A.**

**For scheduling sessions, the following formats are available to Symposium Organizers:**

### **Mix of Invited, Contributed and Poster Presentations**

We have found that the best type of format for a virtual session includes a mix of invited, contributed and poster presentations.

## **D. ABSTRACT INFORMATION**

### **Invited Abstracts**

Please ask your invited speakers to submit their abstracts to the MRS Online System by the abstract deadline, Tuesday, June 13, 2023, 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 papers 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 researchers 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 only invited presentations.

MRS is aware that some people may be receiving invitations to speak at multiple symposia. To ensure that invited speakers do not present the same material in multiple talks, please include the following in your invitation to them – “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 on the symposia list, Section 4) with a copy to Gopal Rao 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.

## **E. SPECIAL SESSIONS**

### **Keynote Session**

Keynote Session (Invited) presentations are 30 minute talks at the beginning or end of a session day by an invited speaker who has been requested to speak by multiple symposia (uniting the symposia (two or more symposia) into one session for the invited speaker, known as a Keynote Session). Organizers of the applicable symposiums must work together on having the keynote session with the same title, abstract and session time.

### **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 joint sessions in your program.

### **Spotlight Talks**

Spotlight Talk presentations are groups of 3 poster presentations given a 5 minute talk each, up to a total of 30 minutes with a maximum of 6 poster presentations at the end of the session day, and prior to a Keynote Session, if there is one. Spotlight talks highlight poster presentations of that evening promoting attendees to come see the poster presentation.

## **F. 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.)

#### **G. REJECTION RATES**

The Society continuously strives to maintain and improve the quality of its meetings. Because it is 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.**

## H. SYMPOSIUM ORGANIZER RESPONSIBILITIES

During the editing process of the Call for Papers, Symposium Organizers will have to select a Symposium Organizer Responsibility (a designated symposium organizer) in the Call for Proposals/Call for Papers online system (refer to Call for Papers editing instructions sent by Amanda Edmiston [edmiston@mrs.org](mailto:edmiston@mrs.org) ). This selection is important to ensuring the designated organizer receives critical information from the appropriate MRS Staff (listed below).

Each Symposium must designate a symposium organizer who will be the lead for each one of the four listed functions below:

- **Finance/Budgets** - For fund raising and allocation of symposium expenses (refer to **Section 7**)  
*Primary MRS Staff Contact:* Jennifer Henning, [finance@mrs.org](mailto:finance@mrs.org)
- **Program Development** - Coordinates program outline (refer to **Section 5**)  
*Primary MRS Staff Contact:* Marla Boots, [boots@mrs.org](mailto:boots@mrs.org),  
Melanie Macek, [macek@mrs.org](mailto:macek@mrs.org), or  
Patrick Freed, [freed@mrs.org](mailto:freed@mrs.org)  
(See **Section 4** for who is responsible for your particular symposium)
- **Manuscripts/MRS Advances** - Coordinates manuscript review and makes publication decisions (refer to **Section 8**)  
*Primary MRS Staff Contact:* Susan Dittrich, [dittrich@mrs.org](mailto:dittrich@mrs.org)
- **Graduate Student Awards** program – For evaluation of applications (refer to **Section 12**)  
*Primary MRS Staff Contact:* Lorri Smiley, [smiley@mrs.org](mailto:smiley@mrs.org)

## SECTION 6: SYMPOSIUM PROMOTION

### A. PROMOTING YOUR SYMPOSIUM

The Meeting Chairs have asked that all symposium organizers submit their Call for Papers text through the MRS Call for Papers website (<https://www.callforpapers.mrs.org/>) by February 27, 2023. This information will be posted to the 2023 MRS Fall Meeting web pages ([www.mrs.org/fall2023](http://www.mrs.org/fall2023)) by March 7, 2023.

The 2023 MRS Fall Meeting web pages are the primary media for disseminating information about the meeting. The Call for Papers, Program, Abstracts, and other relevant information are posted on the website as they become available. The Program and Abstracts are posted in HTML format. A web-based and mobile Meeting App will also be available closer to the Meeting date.

Marketing efforts begin in late April, when over 40,000 email announcements will be sent to materials scientists from around the world. The Call for Papers will also be promoted via our e-newsletter, *Materials360*<sup>®</sup>, which has a global reach of 35,000+.

In addition, we ask for your help to promote the 2023 MRS Fall Meeting, your symposium, and in particular, your own Call for Papers. As the Call for Papers and registration promotional periods approach, MRS will share a toolkit with you to help you disseminate information to your networks. These toolkits will include sample messaging for you to share via email, social media, and any newsletters or listservs you contribute to, as well as some graphics to support these messages. Flyers will also be provided in PDF format for you to share with your colleagues via print or email. Messaging will be provided in copy-and-paste templates for ease of use, but we encourage you to add your own voice and personality as you reach out to your networks.

We also ask that you encourage your colleagues to update their email preferences with MRS to ensure they receive all the latest news and updates about the 2023 MRS Fall Meeting and related events.

### Marketing Timelines

#### CALL FOR PAPERS

Date	Description
April 26	Save the Date email to all Meetings list
May 5	Call for Papers postcard to all Meetings list
May 10	Call for Papers email to all Meetings list
May 10	Call for Papers paid social campaign begins
May 17	Call for Papers email to S/F20 attendees
May 24	Call for Papers email to all Meetings list
June 3	Call for Papers email to all Meetings list
June 7	Call for Papers email to openers of June 3 email
June 10	Call for Papers email to all Meetings list
June 10	Call for Papers paid social campaign ends

*Timelines continued on next page.*

## BREAKING NEWS ABSTRACT SUBMISSION

Date	Description
August 25	Save the Date email to all Meetings list
September 1	Call for Breaking News email to all Meetings list
September 1	Call for Breaking News paid social campaign begins
September 8	Call for Papers email to all Meetings list
September 13	Call for Papers email to openers of September 8 email
September 15	Call for Papers email to all Meetings list
September 15	Call for Papers paid social campaign ends

### B. 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

- In early October, Symposium Organizers will receive an email from MRS Marketing, inviting them to submit their Symposium Highlights for the press. The email will include a direct link to the online Symposium Highlights submission form.
- **Highlights Submission Deadline: October 31, 2023**
- 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 based on symposium highlights furnished by symposium organizers. Please visit <https://www.mrs.org/meetings-events/spring-meetings-exhibits/2023-mrs-spring-meeting/call-for-papers/symposium-highlights> for more information.

### **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:

#### **Jenny MacBeth**

Marketing and Communications Coordinator

[macbeth@mrs.org](mailto:macbeth@mrs.org)

### **C. MEETING SCENE® ON-SITE COVERAGE**

Meeting Scene delivers daily summaries of technical presentations and events by on-the-spot reporters at MRS Spring and Fall Meetings. These electronic newsletters are produced by Meeting Scene Editor, Judy Meiksin (meiksin@mrs.org), and are distributed to approximately 25,000 MRS members, Meeting attendees and subscribers. They are also posted on the MRS website.

During the Meeting week, we ask that you forward newsworthy items, breaking news, or significant new research 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 directly to Judy or may be left at one of the MRS Help Desks.

Additional information on Meeting Scene may be found at [www.mrsmeetingscene.org](http://www.mrsmeetingscene.org)

## SECTION 7: SYMPOSIUM FUNDING

### 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-support** of symposia by other professional societies, institutes and foundations. For details on this and reciprocal arrangements that can be made with other organizations, **contact Eileen Kiley, Director of Programs.**

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. The 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. The standard AV package is listed below in more details. **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 **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 **registrations**
- Assembly and production of the **Meeting App and reference guides for onsite attendees**
- **Detailed planning** of the meeting activities for smooth operation

### **At the Meeting:**

- Providing **on-site registration and badging services**
- **Well-equipped and staffed meeting rooms** to include standard AV, poster boards, and symposium assistants.
- **Morning and afternoon coffee breaks** at various shared locations
- Refreshments at evening **Poster Sessions**.
- Deliver a complimentary **tutorial program** (Refer to **Section 10**)

**Note:** The **standard AV package** in each meeting room will consist of an LCD projector, screen 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 or registration fees
- Support for tutorial instructors above the stipend provided by MRS (Refer to **Section 10**);
- Support for students or underrepresented 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 (see guidelines below);
- Requests for special AV such as laser pointers or 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 to presenters 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*”).  
**MRS is not liable for offers of support that cannot be fulfilled.**

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.

- ***Purchases of personal devices/equipment or gifts for the Symposium Organizers is not appropriate***
- 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. (For example, a dinner for speakers and session chairs should be treated as a networking opportunity and limit lavish food and beverages).

- In most circumstances, government agencies will not support food & beverage costs. Supplemental food & 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 (MRS recommends amounts of \$500 or less per award). The organizers will also be responsible for selecting the winners.

MRS will process monetary awards from your symposium account. Symposium Organizers must complete and submit a check request form to Jennifer Henning ([finance@mrs.org](mailto:finance@mrs.org)) for processing the monetary awards.

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 2023 MRS Fall Meeting”)
- Please list the MRS Meeting in this format, without shortening or modifying: **2023 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 because **MRS reserves the right of first refusal for publication of collections of MRS Symposium content.**

### **NETWORKING EVENTS GUIDELINES**

If you choose to have a networking event, you will have the option to plan to have this either on or off-site. For on-site events (at the MRS official meeting venues) or additional food and beverages, you will reach out to Jennifer Henning ([finance@mrs.org](mailto:finance@mrs.org)) and she will get you connected with the MRS Project Manager who will provide you with a list of options that fit your needs and individual symposium budgets.

For networking events/dinner planned on-site and coordinated with the MRS Project Manager, will not require the organizers to pay any upfront cost to cover the event.

For a networking event/dinner planned off-site at a restaurant or other venue, the Symposium Organizers will need to make all arrangements and pay the bill up front and then may request reimbursement from symposium funds.

## 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 Jennifer Henning at HQ. Symposium Organizers must communicate with Jennifer Henning 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 (Jennifer Henning at MRS will provide information on how to make payment to this fund).
- Recognition of donors for funds raised on behalf of MRS symposia must follow the established guidelines for recognition benefits and opportunities of the 2023 MRS Fall Meeting Symposium Support Program.
- 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 the funding commitments are confirmed. (MRS is not liable for offers of support that cannot be fulfilled.)
  - 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 Sandy Forrest ([forrest@mrs.org](mailto:forrest@mrs.org)) for sample government proposals:**

Air Force Office of Scientific Research/Air Force Research Laboratory: [www.afrl.af.mil](http://www.afrl.af.mil)

Army Research Office<sup>1</sup>: [www.aro.army.mil](http://www.aro.army.mil)

Department of Energy: [www.doe.gov](http://www.doe.gov)

National Science Foundation<sup>2</sup>: [www.nsf.gov](http://www.nsf.gov)

Office of Naval Research: [www.navy.onr.mil](http://www.navy.onr.mil)

<sup>1</sup> **ARO** requires MRS to submit one block grant per meeting. Symposium Organizers should submit proposal information to Sandy Forrest ([forrest@mrs.org](mailto:forrest@mrs.org)) who will then arrange the block grant to be submitted collectively.

<sup>2</sup> **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 October 31, 2022) is:

[nsf22001 Proposal & Award Policies & Procedures Guide \(PAPPG\) | NSF - National Science Foundation](#)

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 novel 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;
  - A 1-2 page biographic profile for the lead or financial symposium organizer
3. **Submit all proposals to Sandy Forrest, MRS HQ for processing.**

**Sandy Forrest 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 Sandy Forrest for submission to the granting 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.

Recognition of donors for funds raised on behalf of MRS symposia must follow the established guidelines for recognition benefits and opportunities of the 2023 MRS Fall Meeting Symposium Support Program.

As of the publish date of this handbook, 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 mobile meeting app
- Recognition in on-site signage positioned outside the symposium room
- Recognition on Symposium Support page on the MRS website
- Recognition in the symposium technical program on the MRS website
- Recognition in a post-meeting issue of *MRS Bulletin*

\*support level and benefits are subject to change

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 Jennifer Henning at MRS HQ. **See page 40 for sample letter.**

**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 Jennifer Henning at [finance@mrs.org](mailto:finance@mrs.org). Symposium organizers are responsible for arranging delivery of the printed literature to the meeting room, and the organizers are also responsible for managing the table throughout the meeting week to ensure only your symposium supporters' printed materials are on display.

At your discretion, you can also offer your symposium supporters additional exposure by projecting a PowerPoint slide at various times throughout the session. 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, to use text only for Bronze level (logos can be used for Silver and above), and not to permit the symposium supporters to submit their own slides.

**Please note the acknowledgement deadlines as listed in Section 7G that follows.**

**SAMPLE**

Insert date

Dear

The Materials Research Society requests your financial support for **Symposium (insert code identifier and topic)** to be held at the 2023 MRS Fall Meeting, November 26 – December 1, in Boston, Massachusetts. 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 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 F23 (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,

**Jennifer Henning**

Jennifer Henning  
Accounting Supervisor  
Tel: 724-779-2715  
[henning@mrs.org](mailto:henning@mrs.org)

## G. SUMMARY OF IMPORTANT FINANCIAL INFORMATION AND DEADLINES

CONTACT: JENNIFER HENNING ([finance@mrs.org](mailto:finance@mrs.org)), 724-779-2715, 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 Sandy Forrest 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 can 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.
- Symposium-paid food and beverage (F&B) events require non-government funds. Symposium F&B events to be held at the meeting venue are to be coordinated with Jennifer Henning. Organizers may opt to host an event at a local restaurant. One of the organizers must pay for the event and submit receipts to Jennifer for reimbursement.

## **DEADLINES**

- Symposium Support Program application deadlines:
  - For inclusion in on-site printed materials (signage, etc.) – **October 7, 2023.**
  - For inclusion in the symposium technical program posted to the MRS website – **November 4, 2023.**
- Symposium-paid onsite food and beverage (F&B) requests are due no later than **October 7, 2023.**
- Special AV requests are due no later than **October 7, 2023.**
- Symposium-paid registration requests due no later than **October 27, 2023.**
- Requests for final disbursement are due to Jennifer no later than **April 30, 2024.**  
Requests received after April 30, 2024 will not be fulfilled.

## SECTION 8: PUBLISHING WITH MRS

Publishing with MRS and Springer Nature, MRS's new publishing alliance in 2021, ensures dissemination and discoverability of your symposium's content well beyond the meeting. **MRS Advances** is a 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. The journal now includes contributions not presented at the meeting, but solicited from the MRS community for the specific topics of each meeting. This allows organizers, at their option, to create a focused issue on their symposium topic that incorporates the broadest reach of the society. Details are available at your request. **MRS Advances** is indexed in Scopus and SCImago and expects its first Impact Factor in the Web of Science, Emerging Sources Citation Index (ESCI), which heightens the profile of the work published in it.

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 Bulletin*, *MRS Communications*, *Journal of Materials Research*, and *MRS Energy & Sustainability*. Each of these journals issues targeted invitations to individuals to submit, but they also welcome proposals for special issues of symposium content.

### A. GENERAL INFORMATION ABOUT PUBLISHING WITH MRS JOURNALS

All MRS journals are free electronically to over 14,000 MRS members and by subscription to institutional libraries around the world.

MRS and Springer Nature are highly supportive of **open research**. To accelerate the transformation towards open science, Springer Nature continues to extend an ever-increasing number of Read-and-Publish agreements with global academic and research institutions. More information on what Transformative Journals mean for authors can be found [here](#), and a **current listing of institutions** and funders open research funders may be found [here](#). Alternatively, MRS offers a **discounted Open Access to MRS members**, which you are as a presenter to the meeting.

### B. PUBLICATION POLICIES FOR MRS JOURNALS

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 Symposium in non-MRS venues without MRS's written permission.**
2. MRS assumes all financial risk in publishing *MRS Advances*. The responsibilities of Guest Editors are limited to basic editorial activities under their control.

3. 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, editors, MRS headquarters, and Springer Nature. As a member of MRS, the Society is grateful for your support and participation if asked to review submitted content to an MRS journal. The Meeting Chairs, the Publications Committee, and officers of the Society will take whatever steps are necessary to protect the Society's financial and scientific interests.

## **C. MRS JOURNAL GUEST EDITOR INFORMATION**

### **Editor Training**

Training on the use of the Editorial Manager submission site for peer review is available from Springer Nature, but registration must be made in advance. Training sessions are offered monthly. MRS staff can provide further information and assistance with registration.

## **D. SYMPOSIUM ORGANIZER/GUEST EDITOR RESPONSIBILITIES**

1. Throughout the symposium, remind authors to submit their papers promptly via the Editorial Manager website if they have not already done so. Remind referees to review manuscripts as soon as they are available.
2. Monitor the progress of your Symposium's manuscript submissions. MRS will also be closely monitoring the progress and can help with problems.
3. 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 editorial procedures unless you inform them otherwise. Please keep the journals publication staff informed of any modifications or changes in procedures for your Symposium's manuscript submissions.**

## **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 Sunday 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.

#### PLANNING A SYMPOSIUM 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, Melanie Macek, 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:** Sunday, November 26, 2023 can be scheduled as half-day (morning or afternoon) or full day and must include appropriate breaks:
  - 8:30 am – 12:00 pm half day morning
  - 8:30 am – 5:00 pm full day
  - 1:30 pm – 5:00 pm half day afternoon
- **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 Melanie Macek ([macek@mrs.org](mailto:macek@mrs.org)) as soon as possible. Any changes to tutorial instructors after October 1, 2023, will not be reflected in any printed materials or on the website.

**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. 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.

In addition to the tutorial stipend, MRS also provides a suitable meeting space, audio-visual package (LCD projector, screen and wireless lapel microphone), coffee break(s) and pre-meeting publicity.

**CONTRACTUAL AGREEMENT**

Each instructor must sign and return a copy of an MRS Instructor Agreement to MRS (Melanie Macek, macek@mrs.org) by July 18, 2023.

**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 will be sent to the instructors per their request by MRS (Melanie Macek, macek@mrs.org).

**B. TUTORIAL PROPOSAL FORM**

**TUTORIAL PROPOSAL FORM**

2023 MRS Fall Meeting Symposium Code:

2023 MRS Fall Meeting Symposium Title:

2023 MRS Fall Meeting Symposium Organizer Contact:

Name:

Email:

2023 MRS Fall Meeting Tutorial Title:

Proposed Tutorial Length (Select One):

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: (should include learning objectives)

**Tutorial Instructor(s) Affiliation, Contact Information and Biography:**

Include full name, affiliation, address, email, and a brief biographical summary for all instructors:

**Instructor One:**

Name:

Gender:    Male             Female             Prefer Not to Answer

Affiliation:

Address:

Email:

**Biography:**

**Instructor Two:**

Name:

Gender:    Male             Female             Prefer Not to Answer

Affiliation:

Address:

Email:

**Biography:**

**Instructor Three:**

Name:

Gender:    Male             Female             Prefer Not to Answer

Affiliation:

Address:

Email:

**Biography:**

**Instructor Four:**

Name:

Gender:    Male             Female             Prefer Not to Answer

Affiliation:

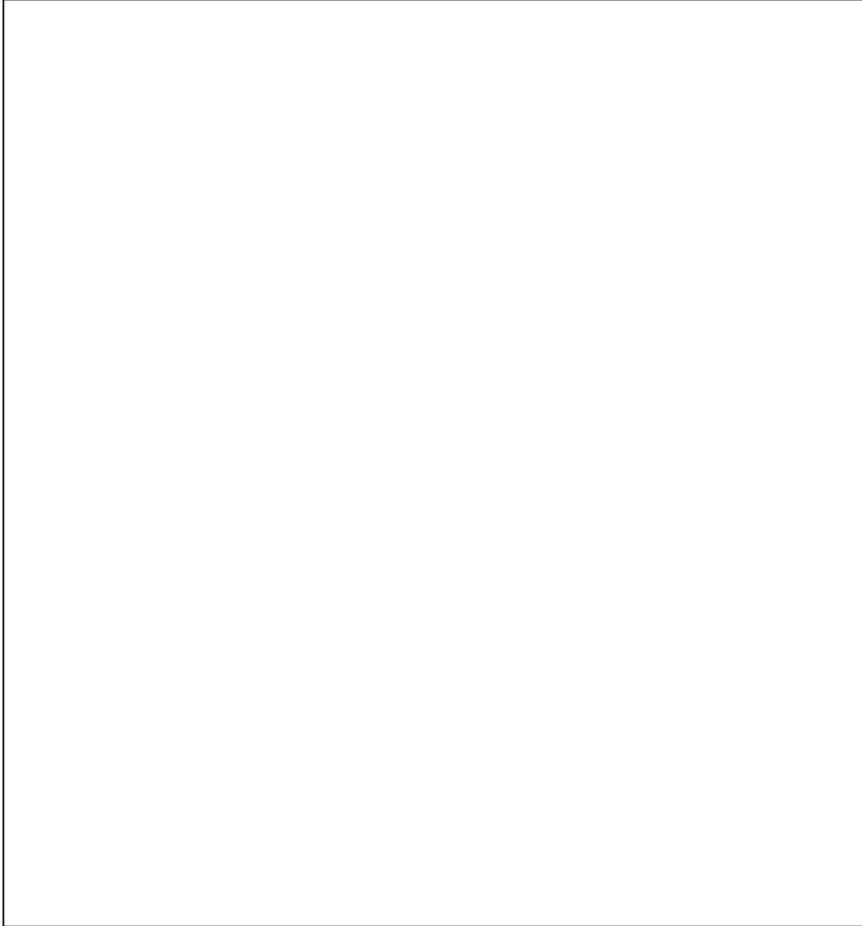
Address:

Email:

**Biography:**

**Tutorial Outline and Description:**

Include a preliminary schedule or timeline with topics; if multiple instructors please indicate which information each instructor will specifically deliver.



**Deadline – Monday, February 20, 2023 (Proposals will not be accepted after this date)**

Submit to: Melanie Kroepil, [kroepil@mrs.org](mailto:kroepil@mrs.org)

C. **TUTORIAL SAMPLE**  
**Tutorial Proposal from a previous year**

**TUTORIAL PROPOSAL FORM**

2023 MRS Spring Meeting Symposium Code:

2023 MRS Spring Meeting Symposium Title:

2023 MRS Spring Meeting Symposium Organizer Contact:

Name:

Email:

2023 MRS Spring Meeting Tutorial Title:

**Proposed Tutorial Length (Select One):**

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: (should include learning objectives)**

High-aspect ratio nanomaterials (i.e. nanoneedles) are rapidly emerging as a transformative tool to interrogate and manipulate cells. They provide minimally-invasive approaches to sense the intracellular environment, stimulate and record cellular electrical activity, target biophysical stimuli to intracellular compartments, and transport hard-to-deliver drugs. These technologies are rapidly transitioning from laboratory proof-of-principles to transformational approaches for cell and gene therapy, spatial biology, and neural interfaces.

This tutorial represents an opportunity for early researchers and those interested in entering the field to form a robust critical understanding of the state of the art. This tutorial will cover the fundamentals of nanomaterials for cell manipulation, and highlight their recent progress and applications. The learning objectives for the tutorial are:

- LO1: Be able to describe nanoneedles and their key applications.
- LO2: Be able to remember the approaches to nanoneedle fabrication and compare their features.
- LO3: Be able to describe the biophysical interactions of nanoneedles.
- LO4: Be able to describe the modalities of biosensing possible with nanoneedles.
- LO5: Be able to describe the gene delivery approaches enabled by nanoneedles.
- LO6: Be able to compare and contrast the performance of nanoneedles with alternative approaches.

**Tutorial Instructor(s) Affiliation, Contact Information and Biography:**

Include full name, affiliation, address, email, and a brief biographical summary for all instructors:

**Instructor One:**

Name:

Gender: Male  Female  Prefer Not to Answer

Affiliation:

Address:

Email:

**Biography:**

Scientific Director of the Melbourne Centre for Nanofabrication, Professor at Monash University Science Leader at the CSIRO(2017-). His core research is the study of silicon-based nanostructures at biointerfaces combining fundamental research with the application of silicon-based nanostructured materials in biosensors, biochips, drug delivery and regenerative medicine. He authored over 470 peer-reviewed journal articles with over 18,000 citations, h-index 64, and has filed over 45 patents. He has received fellowships from the German Research Foundation (DFG), the CSIRO, the Alexander von Humboldt Foundation, is a recipient of the Tall Poppy Science Award, a finalist for the South Australian Scientist of the Year 2015 and the Australian Innovation Challenge.

**Instructor Two:**

Name:

Gender: Male  Female  Prefer Not to Answer

Affiliation:

Address:

Email:

**Biography:**

Jennifer Young is currently an Assistant Professor of Biomedical Engineering and Principal Investigator at the Mechanobiology Institute at the National University of Singapore (NUS). She was trained as a bioengineer at the University of California, San Diego, USA where she focused on designing dynamic biomaterials for controlling cell fate. Inspired by the role of material properties in dictating cell behavior, she undertook a postdoc in the Cellular Biophysics group at the Max Planck Institute for Medical Research, Germany to study the contribution of nanoscale extracellular matrix cues to cellular function, specifically on cancer cell chemoresistance. Her current work at NUS focuses on identifying and mimicking micro-to-nanoscale matrix properties and unraveling their contributions to cellular behavior in a diverse set of biological environments. She has extensive experience in nanomaterials design and currently lectures on topics in biomaterials, with an emphasis on the role of cell-matrix interactions in driving mechanosensitive signalling processes, cellular force sensing, and cell fate.

**Instructor Three:**

Name:

Gender: Male  Female  Prefer Not to Answer

Affiliation:

Address:

Email:

**Biography:**

Dr. Peng Shi is professor in the Department of Biomedical Engineering at City University of Hong Kong. He received a Ph.D. degree from Columbia University. After his postdoctoral training at MIT, he joined CityU Hong Kong in 2011. Dr. Shi works at the convergence between neuroscience and engineering with an approach involving nano-/micro-fabrication, microfluidics, ultra-fast optics, high-resolution microscopy, imaging processing and machine learning. He focuses on the development of high-throughput technology and screening platform therapeutic target discovery. His work has led to more than 70 publications in journals Nature Review Materials, Science Advances, Nature communications and Advanced Materials and 12 international patents/disclosures. Dr. Shi received the Simon's research award in 2010, and was elected to the 1000 China Young Talent program in 2015. He also received the President Award for research excellence in 2017, outstanding supervisor award in 2018 at CityU.

**Instructor Four:**

Name:

Gender: Male  Female  Prefer Not to Answer

Affiliation:

Address:

Email:

**Biography:**

Roey Elnathan gained his Ph.D. in chemistry in 2012 at Tel Aviv University.

He was a research fellow, University of South Australia (2012–2015), and a Foundation Fellow, University of South Australia (2015–2017).

In 2017, he won an Australian Research Council DECRA Fellowship, and was promoted to a Senior Research Fellow at Monash Institute of Pharmaceutical Sciences (MIPS, Monash). In 2022, he has been appointed as a Senior Lecturer at Deakin's School of Medicine.

Since 2022, he won an Australian Research Council Future Fellowship, and he is the 2022 Tech Ambassador Fellow for Deakin University (Australian National Fabrication Facility-Victoria Program).

His team creates nanoneedles of specific dimensions to deliver genetic materials such as DNA into cells, giving them powerful new properties—including such functions as attacking specific cancer cells.

**Tutorial Outline and Description:**

Include a preliminary schedule or timeline with topics; if multiple instructors please indicate which information each instructor will specifically deliver.

**Tutorial**

Nanomaterials such as nanoneedles are rapidly transforming our ability to interrogate and manipulate cells. They provide minimally invasive approaches to sense the intracellular environment, stimulate and record the electrical activity of cells, target biophysical stimuli to intracellular compartments, and transport hard-to-deliver therapeutic compounds. These technologies are rapidly transitioning from laboratory proof-of-principles to transformational approaches for cell and gene therapy, spatial biology, and neural interfaces. This tutorial represents an opportunity for early career researchers and those interested in approaching the field of cell manipulation to develop a robust critical understanding of the state of the art. The tutorial will cover the fundamentals of nanomaterials for cell manipulation, discuss the approaches to manufacturing, and highlight their recent progress and applications.

1:30 PM -2:15 PM Fabrication, Nicholas Voelcker

2:15 PM -3:00PM Biointerface, Jennifer Young

3:00PM - 3.30PM BREAK

3.30PM - 4:15PM Biosensing, Peng Shi

4:15PM - 5:00PM Drug Delivery, Roey Elnathan

**Fabrication**

Nicholas Voelcker, Monash University:

Will provide an introduction to fundamental principles of cell manipulation with nanomaterials. Will introduce the classes of materials developed for cellular manipulation, comparing the approaches used for their manufacturing and their design principles to meet the requirements of biophysical, biosensing and delivery applications.

**Biointerface**

Jennifer Young, National University of Singapore:

Will overview the mechanisms of biophysical interactions between high-aspect ratio nanomaterials and the cell. It will discuss how the physical and chemical properties of the materials determine interactions with the cell membrane enabling intracellular access and the interaction beyond the cell membrane regulating cell fate. It will further outline approaches for biophysical-based sensing of forces through nanostructures.

**Biosensing**

Peng Shi, City University of Hong Kong:

Will review the use of high-aspect ratio nanomaterials for intracellular biosensing. It will discuss the merits of the possible approaches for nanomaterials to sense the intracellular

**Deadline – Monday, September 26, 2022 (Proposals will not be accepted after this date)**

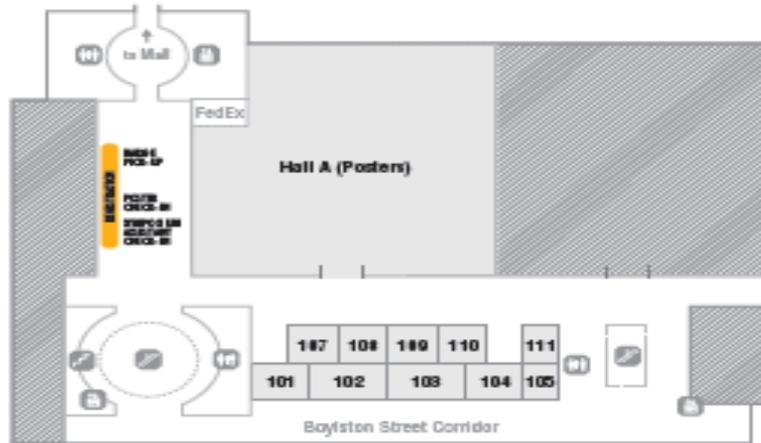
Submit to: [Melanie Kroepil, kroepil@mrs.org](mailto:kroepil@mrs.org)

# SECTION 11: MEETING INFORMATION

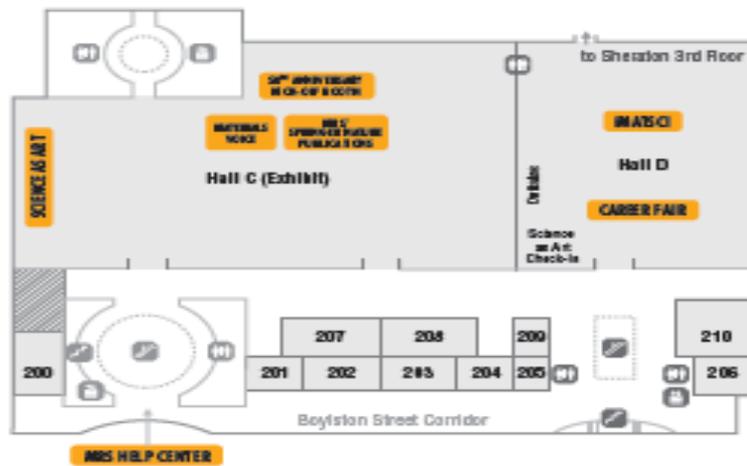
## A. 2023 MRS FALL MEETING FLOOR PLANS (SAMPLE)

### HYNES CONVENTION CENTER

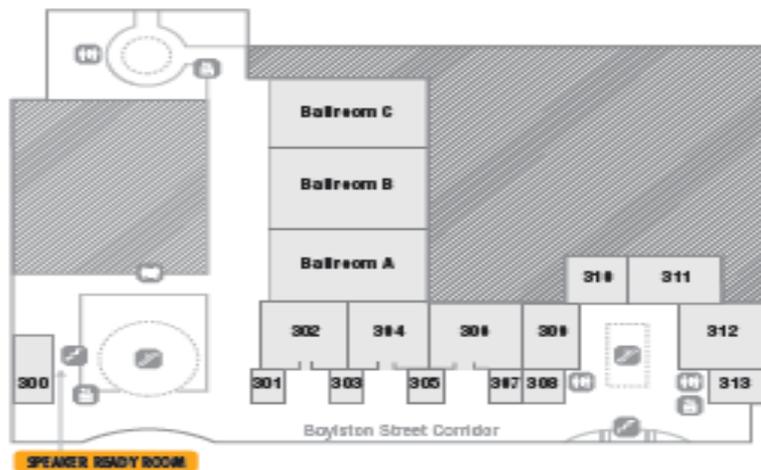
#### LEVEL 1



#### LEVEL 2

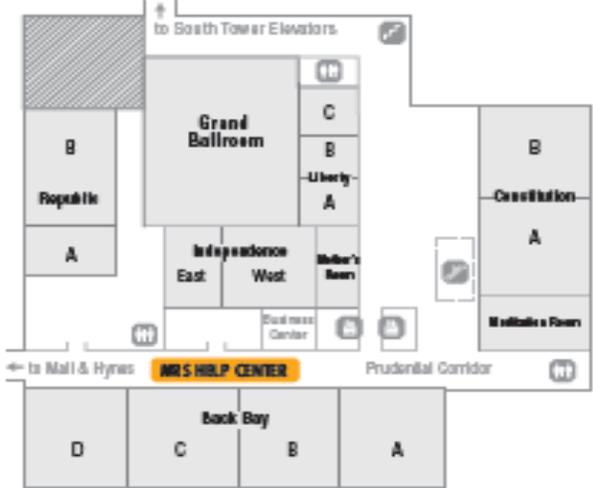


#### LEVEL 3

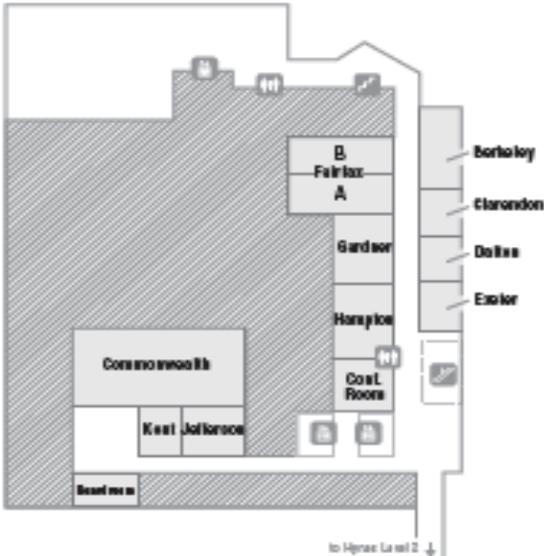


# SHERATON BOSTON HOTEL

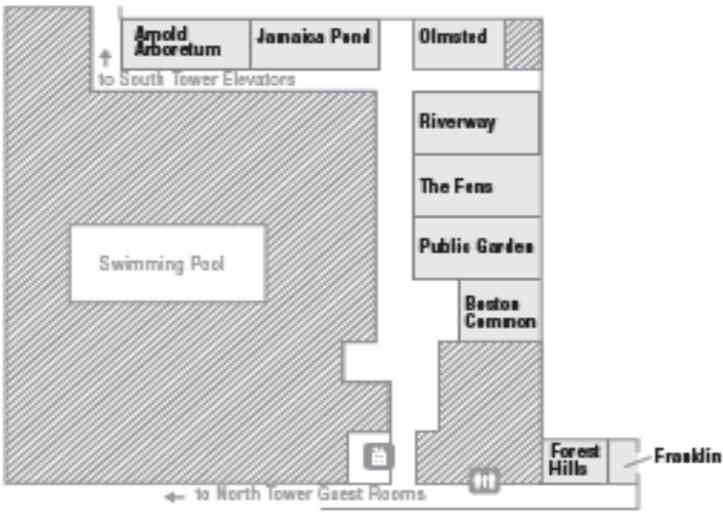
## 2ND FLOOR



## 3RD FLOOR



## 5TH FLOOR



## B. IDENTIFY POTENTIAL EXHIBITORS

**Due Date: May 30, 2023**

Held in conjunction with the meeting, the **2023 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, review the following list of previous exhibitors and help us identify new companies that may benefit by exhibiting at an MRS meeting. Submit your list of potential exhibitors to Karen Colson at colson@mrs.org by **May 30, 2023**.

AAAS Science & Technology Policy Fellowships  
abcr GmbH  
Accurion, Inc.  
Across International LLC  
ACS Publications  
Admiral Instruments  
AdValue Technology, LLC  
Advanced Polymer Materials Inc.  
Advanced Research Systems, Inc.  
AIP Publishing  
AJA International, Inc.  
Alemnis AG  
Allevi, Inc.  
Allwin21 Corp.  
American Physical Society  
ANCORP  
Andeen-Hagerling, Inc.  
Angstrom Engineering Inc.  
Angstrom Science, Inc.  
Angstrom Sciences, Inc.  
Angstrom Scientific Inc.  
Anton Paar  
Applied Surface Technologies  
Arizona State University  
Asahi Spectra Co., Ltd.  
Asylum Research, an Oxford Instruments  
Company  
attocube systems Inc.  
Barnett Technical Services  
BASi  
Bio-Logic USA, LLC  
Blue Wave Semiconductors, Inc.  
Bruker  
Carl Zeiss Microscopy, LLC  
Cell Press  
CELLINK  
Chemat Scientific  
Cobolt by HUBNER Photonics  
CRAIC Technologies, Inc.  
CrystalMaker Software Ltd.

CVD Equipment Corporation  
DataPhysics Instruments USA Corp.  
DCA Instruments, Inc.  
DE GRUYTER  
Delcom Instruments  
Delong America Inc.  
DENSsolutions  
Digital Surf  
DIII-D National Fusion Facility  
DOE Scientific High Performance Computing &  
Networking Facilities  
Duniway Stockroom Corporation  
Ebara Technologies, Inc.  
Ebatco  
Ecopia Corp.  
ECS—The Electrochemical Society  
EDAX Inc., AMETEK Materials Analysis Division  
Edinburgh Instruments Ltd.  
Electron Microscopy Innovative Technologies  
Electron Microscopy Sciences  
Electron Optics Instruments LLC | EmCrafts  
Elsevier  
Energetiq Technology, Inc.  
Enli Technology Co., Ltd.  
Environmental Molecular Sciences Laboratory  
EnvisionTEC, Inc.  
Ereztech LLC  
ETRI (Electronics and Telecommunications  
Research Institute)  
Evactron® by XEI Scientific, Inc.  
Extrel CMS, LLC  
FemtoTools AG  
Fischione Instruments  
Formulation Inc.  
Frontiers  
Furuya Metal Americas, Inc.  
Gamry Instruments  
Gatan  
Geib Refining Corporation  
Geowell Vacuum Co., Ltd.

Goodfellow Corporation  
 Graphene Square Inc.  
 Hamamatsu Corporation  
 HeatWave Labs, Inc.  
 Heidelberg Instruments Inc.  
 Herzan LLC  
 High Flux Isotope Reactor/Spallation Neutron Source  
 Hitachi High Technologies America, Inc.  
 HORIBA Scientific  
 Hummingbird Scientific  
 Huntington Vacuum Products  
 ibss Group, Inc.  
 ID Quantique SA  
 InRedox LLC  
 Instec, Inc.  
 Integrated Dynamics Engineering  
 Integrated Surface Technologies  
 International Centre for Diffraction Data (ICDD)  
 International Union of Crystallography  
 Ionoptika Ltd.  
 IONTOF  
 IOP Publishing  
 ISS U.S. National Laboratory  
 ISS, Inc.  
 J.A. Woollam Company, Inc.  
 Janis Research Company, LLC  
 Japan Science and Technology Agency  
 JASCO  
 JEOL USA, Inc.  
 JFE Shoji Electronics Corporation  
 JoVE  
 KA Imaging  
 Kaufman & Robinson, Inc.  
 KEMSTREAM  
 Keysight Technologies  
 KLA Corporation  
 Kleindiek Inc.  
 KP Technology USA Inc.  
 Kurt J. Lesker Company  
 Lake Shore Cryotronics, Inc.  
 Light Source Facilities  
 Linkam Scientific Instruments  
 LTS Research Laboratories, Inc.  
 Lyncée Tec SA  
 M. Braun Inc.  
 Mad City Labs, Inc.  
 Malvern Panalytical  
 Materials Analysis Technology Inc. (MA-tek Inc.)  
 Materials Characterization Facility,  
 University of Notre Dame  
 Materials Square, Inc.  
 Matheson Tri-Gas, Inc.  
 McCrone Group  
 MDPI  
 MilliporeSigma  
 MIT Press  
 MKS Instruments  
 Montana Instruments  
 MSE Supplies LLC  
 MTI Corporation  
 Naieel Technology  
 NanoAndMore USA Corp.  
 nanoHUB  
 NanoMagnetics Instruments  
 Nano-Master, Inc.  
 Nanoscale Science User Facilities  
 Nanosurf, Inc.  
 NANOVEA  
 NASA—Physical Science Informatics  
 National Academies of Sciences, Engineering,  
 and Medicine  
 National High Magnetic Field Laboratory  
 National Nanotechnology Coordinated  
 Infrastructure  
 National Security Agency (NSA)  
 National Tsing Hua University  
 NBM Design, Inc.  
 neaspec GmbH  
 Neocera, LLC  
 NETA  
 NETZSCH Instruments North America, LLC  
 Newport Corporation  
 Nextron Corporation  
 Nor-Cal Products, Inc.  
 Novocontrol America, Inc.  
 NT-MDT America, Inc.  
 Nuclear Science User Facilities (NSUF)  
 OptiGrate, An IPG Photonics Company  
 OriginLab Corporation  
 Oxford Instruments America, Inc.  
 Oxford University Press  
 PARADIM/Cornell NanoScale Facility  
 Park Systems Inc.  
 Penn State Materials Research Institute  
 PerkinElmer, Inc.

Photothermal Spectroscopy Corp.  
PicoQuant Photonics North America Inc.  
Pine Research Instrumentation, Inc.  
Pittcon  
Plasmaterials, Inc.  
Princeton Scientific Corp.  
PROTO  
Protochips, Inc.  
PVD Products, Inc.  
Qnami GmbH  
Quantum Design, Inc.  
Qzabre LLC  
R.D. Mathis Company  
Radiant Technologies, Inc.  
Raith America, Inc.  
Renishaw Inc.  
Rigaku  
Rocky Mountain Vacuum Tech, Inc.  
Royal Society of Chemistry  
Royal Society Publishing  
SAES Group  
SAGE Publishing Ltd.  
Schrödinger  
*Science/AAAS*  
Scienta Omicron, Inc.  
Scribner Associates Inc.  
Seki Diamond Systems  
Semilab USA LLC  
Sensofar Metrology  
SIGMA Surface Science  
Sine Scientific Instruments  
SmarAct Inc.  
Society for Science at User Research Facilities  
(SSURF)  
Software for Chemistry & Materials  
Solar Light Company, Inc.

SPECS-TII, Inc.  
Spectro Inlets  
SPEX SamplePrep  
SPI Supplies, Division of Structure Probe, Inc.  
Springer Nature  
SPS-America  
STAIB Instruments, Inc.  
Strem Chemicals, Inc.  
Super Conductor Materials, Inc.  
Synton-MDP AG  
TA Instruments  
Taiyo Nippon Sanso  
Taylor & Francis Group  
TDK-Lambda Americas–Neptune  
Ted Pella, Inc.  
TESCAN  
Thermo Fisher Scientific  
THINKY USA, Inc.  
Toray Research Center, Inc.  
Toshima Manufacturing Co., Ltd.  
Trion Technology, Inc.  
U.S. DOE Nanoscale Science Research Centers  
UC Components Inc.  
ULVAC Technologies, Inc.  
UMass Lowell Core Research Facilities  
Vacuum Technology Inc.  
VAT Group  
Verder Scientific, Inc.  
Vigor Tech USA, LLC  
Virginia Tech Economical and Sustainable  
Materials Strategic Growth Area  
Wafer World Inc.  
Wiley  
WITec Instruments Corp.  
World Scientific Publishing  
Xenocs SA  
XENON Corporation  
Zurich Instruments USA, Inc.

Your support, in partnership with MRS, will help to make the 2023 MRS Fall Meeting & Exhibit a success!

## SECTION 12: GRADUATE STUDENT OPPORTUNITIES

### A. GRADUATE STUDENT AWARD EVALUATION INSTRUCTIONS

#### Symposium Organizers' Online Evaluations – 2023 Fall Meeting

**Reviews Begin: August 8, 2023 (Tentative)**

**Evaluations Due: August 15, 2023 (Tentative)**

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 Spring 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](mailto: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 and to other symposia within your topical cluster. Please review ALL the applications that are posted on the screen; then categorize them according to the criteria as outlined in the attachment. Your evaluations are due online **by date that is published in the email sent to you with instructions**.

It is important that every application receives a full set of evaluations (4 reviews per application), so please complete the reviews assigned to you **promptly** and by the deadline specified in the email that you receive.

*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 and a presentation plaque for the Gold Award; \$200 and a certificate for the Silver Award.



## B. SYMPOSIUM ASSISTANT OPPORTUNITY

Here's an opportunity for you to help an especially promising graduate student to attend the MRS 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 receive a post-meeting refund of the student registration fee, \$40 per half day session assisted to help defray meeting expenses and a one-year complimentary electronic MRS student membership commencing January 1, 2024. 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 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. **Important Deadline Date:** Complete and return the attached Symposium Assistant Nomination form providing the student's contact information and send via e-mail to Amanda Edmiston, [edmiston@mrs.org](mailto:edmiston@mrs.org) **NO LATER THAN** August 8, 2023. 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.

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

In late September, the student will receive an email with 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.

C. SYMPOSIUM ASSISTANT NOMINATION FORM



**SYMPOSIUM ASSISTANT NOMINATION FORM**

**2023 MRS FALL MEETING • BOSTON, MA • November 26 – December 1, 2023**

*(Available to Graduate Students Only)*

**PLEASE RETURN THIS FORM NO LATER THAN August 8, 2023** to Amanda Edmiston – [edmiston@mrs.org](mailto:edmiston@mrs.org)

Symposium Organizers whose programs are 4 days (equivalent of 8 half-day sessions) or longer can appoint up to 2 Symposium Assistants. Each assistant must serve at least 2 full days (equivalent of 4 half-day sessions) to obtain the registration refund. *Symposium Assistants are not assigned to poster sessions.*

Symposium Code: \_\_\_\_\_

(Ex: EL01, MD03, SM06, etc.)

**SYMPOSIUM ORGANIZER:**

FIRST Name: \_\_\_\_\_ LAST (FAMILY) Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**STUDENT ONE**

FIRST Name \_\_\_\_\_ LAST (FAMILY) Name \_\_\_\_\_

Email \_\_\_\_\_ Country \_\_\_\_\_

Session Days: Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_

**STUDENT TWO (Optional)**

FIRST Name \_\_\_\_\_ LAST (FAMILY) Name \_\_\_\_\_

Email \_\_\_\_\_ Country \_\_\_\_\_

Session Days: Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_

For more information on the Symposium Assistant Opportunity, please refer to Section 12.B of your Symposium Organizer Handbook.

## D. SYMPOSIUM ASSISTANT GUIDELINES

- Students assisting for two days (four or more half-day sessions) receive a reimbursement of the student registration fee. All students with a paid registration receive a one-year complimentary electronic MRS student membership commencing on January 1, 2024. Also, students receive \$40 per each half-day session to help defray meeting expenses.
- MRS Registration Desk: Prior to the first session, please go to MRS Registration to pick up your Meeting badge. 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 <http://mrs.org/meetingapp>. 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 <https://www.mrs.org/meetings-events/spring-meetings-exhibits/2023-mrs-fall-meeting/call-for-papers>
- **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 receive \$10. If you are needed to replace someone, you will receive \$40 (more information to follow via email).

### Before the session:

- Arrive at the Symposium Assistant Desk location where your symposia are taking place 30 minutes prior to the start of the session.
  - **Hynes Convention Center, Level 1, Prudential Foyer**
- Check-in next to your assigned symposium on the Check In/Out sheet.
- You will receive a session folder and your Symposium Assistant training materials.
- Report to the session room (you will find the room location at the top of the session sheet).
- Insert white session sheet into plastic pocket attached to sign located outside of the 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.
- Please use the timers on your phones to keep track of speaking time. Speakers will be responsible for their own laser pointer.
- Sit at the front of the room near the LCD projector to assist the Session Chair.

### During the session:

- Record attendance numbers for each presentation on the Presenter Sign In/Attendance form.
- **Substitute Presenters.** If there is a substitute, please write the presenter's name in the Presenter Change box.
- 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 "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:
  - Audio Visual Tables - Located in the Foyer spaces at both the Sheraton and Hynes Convention Center
  - Audio Visual Rooms:
    - Hynes Convention Center, Level 3, Room 307
    - Sheraton, 3<sup>rd</sup> Floor, Dalton & Clarendon
- For other problems (i.e., room needs more chairs; room too hot/cold; lighting, etc.) report the issue to MRS Staff at one of the Symposium Assistant Desks.
- Be sure to include the room number and a short description of the problem.

#### **Following the session:**

- Complete your Symposium Assistant Volunteer Log and have the Session Chair initial the log.
- Collect the session folder.
- Complete the total attendance, average attendance and peak attendance on the Presenter Sign 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 Desk and turn in the session folder.
- BE SURE TO CHECK OUT on the Check In/Check Out sheet.
- Turn in your Symposium Assistant Volunteer Log at the end of your final session.

#### **Payment:**

- **U.S. Residents:** (you live/study in U.S. and can receive mail at a U.S. address.) Be sure to submit your Volunteer Log to the Symposium Assistant Desk at the end of your final assignment. Your check will be mailed to the address provided approximately six weeks after the MRS meeting.
- **Non-U.S. Residents:** To receive your check onsite, please submit your Symposium Assistant Attendance Log by Friday at 2:30 pm or the day before you are departing from the Meeting. Checks can be picked up until 3:00 pm on Friday, December 1 at the Registration Desk (ask for Accounting Supervisor, Jennifer Henning). Attendance Logs submitted after 2:30 pm on Friday your check will be mailed to the address provided approximately 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:** 885 Boylston Street, Boston MA 02199 (617) 262-0457 Monday-Thursday, 9:00 am-5:00 pm; Friday, 9:00 am-6:00 pm

#### **Meeting Registration Refund:**

- Registration refunds are given to those Symposium Assistants who assist at least two full days (four half-day sessions). Refunds will be completed in approximately six weeks and will be refunded in the manner in which they were processed. MRS cannot give you the registration refund during the week of the meeting. It must be processed at the MRS headquarters after the meeting.