

The International Conference on Secondary Ion Mass Spectrometry, SIMS

SIMS HANDBOOK

For Conference Chairs and Prospective Conference Chairs December 25th, 2016

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1. THE SPIRIT OF SIMS

Alfred Benninghoven founded the SIMS conference series in 1977 in Münster. At that time he invited Drew Evans, Helmut Werner, Georges Slodzian, Vladimir Cherepin, Kurt Heinrich and Jun Okano to help guide the series. After Jun Okano's death Yoshimasa Nihei joined the group and in the late 80s Kurt Heinrich stepped down and was replaced by Peter Williams. There was no formal structure, but the International Committee invited proposals for the locations of the meetings and they have continued successfully every 2 years. The International Committee ensured that the Proceedings were published in an accessible form, first by Springer, then by Wiley and most recently by Elsevier in Applied Surface Science.

In 2005, at SIMS XV, a new International Committee (IC) was appointed. At a special business meeting held at SIMS XV the new IC was charged with the responsibility to the SIMS Community for its decisions and actions and that the purpose of the IC is to support and encourage the understanding, development and application of SIMS and related topics. In particular it is charged with the oversight of the biennial International Conferences and ensuring

that the Proceedings of these Conferences are available to all scientists in the refereed literature. The new IC was asked to set up a formal structure for the Conference organization and to construct an acceptable procedure for continuing renewal of the IC membership. The following points summarise the spirit of the SIMS conference series and this handbook provides a structure to support the transparent operation of the conference series and to support the prosperity of the SIMS conference series.

Philosophy and Practicality

- (1) The Conferences are aimed at, and intended for, those using and studying secondary ion mass spectrometry and related techniques. The conference covers work from fundamentals to applications. Whatever the subject of a paper, scientific knowledge must be advanced.
- (2) The conference will be held every other year in odd years. The venue is expected to rotate around the three principal regions for SIMS activity; Asia-Pacific, North America and Europe. The venue will be decided by the IC, based on written proposals submitted by a date set by that committee.
- (3) Because instruments are essential for analysis, each Conference will have an associated instrument exhibition.
- (4) To ensure that the product of the Conferences is available to all scientists, the Proceedings will be published and an appropriately bound copy will be offered, included in the conference fee. The journal *Surface and Interface Analysis* (Wiley) is currently being used for this purpose. The choice of journal is the responsibility of the IC. All papers must be robustly refereed according to the Journal requirements. Invited papers will be allowed up to 6 pages and contributions 4 pages. The proceedings should contain a table of contents, a subject index and an author index. The conference chair and their appointed editors will be Guest Editors.
- (5) The Conference shall be organised so that the oral and poster presentations, the Conference exhibition are, as far as possible, all under one roof. The accommodation should be near by.
- (6) The Conference facilities shall be so structured that parallel oral sessions are possible and that adequate area is available for poster displays.
- (7) The Conference language for oral and poster presentations, for written manuscripts and both publicity and material from the Local Organising Committee shall be English.
- (8) The Conference shall last for a period of four days (usually three whole days and two half days).
- (9) The Conference will include a "Conference General Meeting" usually on one of the evenings. This meeting is an opportunity for the community and the IC to raise and discuss issues and for the election of new members to the IC. Note, this is sometimes called a "Business Meeting" or "Annual General Meeting" at other conferences.

- (10) Each Conference shall be a completely separate financial account apart from the contribution to the SIMS fund. Profits or losses for each Conference, except as below, accrue to the guaranteeing organisation selected by the chair of the Local Organising Committee as laid out in his/her proposal. The budget should contain a contingency. It is hoped that a contribution from the profit of the conference would be provided to the IC. This will be held in a separate account to establish a SIMS fund. The SIMS fund will primarily be used as **refundable** seed money for the startup of the next conference. It will also be used to support the SIMS website <http://www.simssociety.org>. A financial statement for the Conference showing costs, profit or loss should be provided to the IC within 6 months of the end of the Conference.

2. INTERNATIONAL COMMITTEE – MODUS OPERANDI

The International Committee (IC) comprises of the Chair, the Secretary and 3 elected members from each of the 3 regions where SIMS is heavily practiced, Asia-Pacific, North America and Europe. Members of the IC and contact details are listed in Annex A.

The Chair of the IC is appointed by the members of the IC. The IC Chair term of office will be a period of up to 6 years.

The Secretary of the IC shall be appointed by the Chair in consultation with the members of the IC. The IC Secretary term of office will be a period of up to 6 years. The Secretary's duties are to arrange the IC meetings, the IC election, conference bid presentations, to keep a record of the IC activities, and to arrange votes of the IC by email for matters affecting the SIMS conference.

The process for electing members is as follows:

- The IC will provide a slate of nominations from each of the three regions including a short biography. The slate of nominations will be chosen so as to maintain a balance on the IC between the different communities within SIMS. In addition, nominations (including a short biography) are gratefully received from those who have been a registered participant at any one of the last three International SIMS conferences. To maintain the balance on the IC committee, the IC may choose to not accept the nomination to the IC. Nominations should be sent to Secretary at least 2 months prior to the SIMS conference.
- Voting will be for each region using a paper ballot at the International SIMS conference (three votes may be cast, one for each region). The slate of nominations will be available on the conference website 1 month before the conference. Voting slips will be included in the conference bag. Only registered participants at the SIMS conference are eligible to vote. Results will be announced at the Conference General Meeting. The elected members term of office will commence at the following International SIMS conference. In the unlikely event of a tied vote, the IC chairman will have an additional casting vote.

The IC member term of office will be a period of 6 years and must have a 2 year period off the committee before re-election.

- Note 1 A slate is a list of candidates who will be on the ballot.
- Note 2 The IC will provide guidance on the role requirements for an IC member to inform nominees and voters.

The principle of rotation of members of the IC has been adopted so that members will normally serve for a period of six years. In addition, the IC will include the CCs of the present and future conferences serving a term of 2 years prior and 2 years subsequent to their respective conferences as *ex officio* voting members of the IC. Consequently, in the steady state, the IC is comprised of up to 14 members.

3. GUIDELINES AND REQUIREMENTS FOR CONFERENCES

- (a) **Bids for Conferences** shall be submitted to the IC Secretary as early as possible and at least three weeks before the start of the SIMS Conference four years prior to the year of the SIMS bid. If more than one bid is available, the Secretary will circulate the bids to the IC electronically. The full proposal shall be made at the IC meeting held at the relevant SIMS conference. Exceptionally, bidders may be notified of an alternative venue and date for the presentation. The bids shall be made by an oral presentation by the designated Conference Chair (CC), or his/her deputy, with the support of an IC member for the relevant region. These two activities may be covered by the same individual. If a bid leader is a member on the IC, they shall recuse themselves from the discussion of the submitted bids, and the bids will not be circulated to those IC members involved in bids. The bid should provide information and documentation on:
- The CC and the Institute/organisation providing guaranteeing funds.
 - The venue options for the conference with floor areas and seating capacities for plenary lectures, parallel sessions and the exhibition (see item 4 for typical values).
 - Typical hotel and accommodation costs, rooms and walking distances (metres) from the hotels to the conference venue (see item 4 for further details of requirements).
 - Travel details (e.g. flight frequency and typical costs) from main airports to the conference venue/hotels and from major centres to the host country airport.
 - Budget with details as per "Summary of Financial Estimates" form in \$US and local currencies (an example breakdown, which should be used for guidance, is given in Annex B).
- (b) **The selection of venue** will be made as soon as possible by the IC members (see <http://www.simssociety.org>). Normally at least two bids are expected for each event. The selection will be made by a ballot on paper or email by the IC members present. If there are more than two bids, the two bids with the highest votes will move to a second round of voting. If an IC member is a bid leader, they shall recuse themselves from the vote. The ballot will be counted by the IC Chair. In the event of a tied vote, the IC Chair will have an additional casting vote. The IC Chair will announce the result to the IC in the absence of the proposers who will be informed of the winning bid but not the distribution of the votes (the numbers of votes do not appear in the minutes). In the event that no suitable bid is available, the IC Chair will seek to find a suitable bid by the earliest date. Information will be circulated for comment or, in the event that there is a choice, for a vote by e-mail.

The IC shall consider the following issues in making their vote:

- Resource of people with sufficient expertise in SIMS and understanding the current needs and future requirements.
 - Enough resource to financially support the conference.
- (c) **The Conference Chair (CC)** has full executive responsibility for the success and budget of the conference. He/she will set up a Local Organising Committee (LOC) and an International Scientific Committee (ISC). CC will be chair of both LOC and ISC. Additionally, he/she may need to set up an Exhibition Committee (EC). No ancillary or other events may use the relevant SIMS XX mark without the clear approval of the IC. It is traditional for the conference to use an emblem of the local region as an identifying logo. The logo is then used on the front cover of the proceedings and advertising material. The IC will provide the CC with mailing lists and typical conference budgets. The CC is responsible for the timely (within 1 year of the conference) publication of the proceedings as described in item (4) in "Philosophy and practicality". This includes establishing a website for electronic submission of manuscripts and a robust reviewing procedure that meets the journal requirements. The CC must also ensure that Alfred Benninghoven is stated to be the Founding Editor of the Conference Proceedings.
- (d) **The LOC** is the executive arm of the Conference Chair. The LOC arranges all local events for the efficient functioning of the conference within the budget defined by CC. The guidelines for the conference are "all under one roof"; Sunday afternoon/evening reception, Monday morning to Friday lunchtime with Wednesday afternoon as a mixer excursion. Typically there are two and sometimes three parallel sessions. Organisers should be aware that a large range of small ill-defined services need to be considered in the budget, ranging from committee facilities and assistance to ill delegates, to the location of missing possessions and email and printing facilities. A companions' programme should be organised.
- (e) The role of the **International Scientific Committee (ISC)** is to draw up an acceptable list of around 20 invited and two plenary speakers, taking into account a balance between scientific topics and geographical distribution. Generally plenary and invited speakers are provided free registration and may be offered a contribution to travel. One plenary lecturer is to give the "Alfred Benninghoven Plenary Lecture" in honour of Alfred Benninghoven, the first Chair of the SIMS Conference. It is preferable if invited speakers are not re-invited to the following conference unless there is a sound scientific reason. A list of previous invited speakers may be found at www.simssociety.org. The IC should be consulted to discuss such cases. It is good to include some invited speakers from outside of the SIMS field to give new perspectives and fresh ideas. The ISC reviews abstracts for inclusion as an oral or poster presentation or for rejection. Additionally, this committee may initiate events such as workshops, discussion groups, etc in an *ad-hoc* way.
- (f) The scientific programme should be developed as follows:

Scientific balance: The LOC shall ensure that the scientific programme is balanced using guidance from the ISC.

Oral sessions: Authors should not normally be given more than one oral contribution unless there are strong scientific grounds. The regular oral presentations should have an obligatory discussion period of no less than 3 minutes for contributed papers and 5 minutes for invited papers. Speakers should be reminded that the SIMS conference has an international audience and so material needs to be clear and carefully communicated. Discussions sessions are likely to be quite different.

Poster sessions: These are a very important part of the conference and shall be given a prominent position in the programme. Authors shall be allowed to leave posters up for **two days**. No other events shall be arranged conflicting with the poster session (for example user's meetings). It is encouraged that poster sessions should be earlier in the day.

4. SUMMARY OF TYPICAL VENUE REQUIREMENTS FOR A SIMS CONFERENCE

(a) Suggested Conference facilities

- One Plenary Lecture Theatre seating 500 persons.
- Two or Three Parallel Session Lecture Theatres seating 200 persons.
- Exhibition Area with power, water, furniture, carpets, facilities, 400 m².
- Poster Area, 400 m².
- More than four refreshment points in Exhibition Area.

(b) Suggested Hotel facilities (mainly single rooms, rate per night)

- Good, three to four star accommodation for 350 persons, typically 130 Euro.
- Student accommodation for 50 persons, often at 60 Euro.

5. GUIDELINES AND REQUIREMENTS FOR EXHIBITION AND SPONSORSHIP

The exhibition and sponsorship provides critical income to the conference budget (typically 25% - see Annex B). It is essential to give this a high priority. A list of previous exhibitors is available on the SIMS website www.simssociety.org. The following provides some helpful advice and experience from previous conferences.

- (a)** The exhibition is an integral and vital part of SIMS. Therefore, coffee breaks and/or poster sessions should be within, or very close to, the exhibition area. Lecture halls should be also very close to the exhibition area.
- (b)** Typically around 400 m² is required for the exhibition.
- (c)** It is normal to offer two types of exhibitor space; a booth and a table top. Exhibitors will want to know the price per m², the minimum area to be rented, equipment of booths, facilities like power (voltage: one, three phase, etc), water, compressed air, security,

insurance (yes/no) together with the opening and closing times of the exhibition. Ensure that it is clear where exhibitors ship to and from.

- (d) **Opening hours.** The exhibition should open on Monday afternoon, be closed during the excursion and should close on Thursday evening. This would enable exhibitors to arrive as late as Monday morning. Access of trucks should be assured. Depending on the country, opening hours of customs and local forwarding agents should be available.
- (e) Previous conferences have found sponsorship of scientific sessions attractive to instrument manufacturers. Sponsorship may also include conference dinner, conference bag, reception, drinks at poster sessions, items for the conference bag (pens, paper, umbrellas!).

6. CHECK LIST FOR BID SUBMISSION

- IC member defined and discussions established
- Chair defined
- Venue options defined and facilities compliant with requirements for conference and exhibition
- Typical hotels defined with a range of costs and within walking distance of conference
- Dates options defined and not conflicting with other meetings
- Budget defined (Annex B) and guaranteeing body established
- Identify travel options to the conference venue.
- Bid submitted to the IC Secretary at least 3 weeks before the IC meeting at SIMS 4 years prior to the bid conference. The bid should be submitted electronically preferably in pdf format.

7. DATA ON PREVIOUS SIMS CONFERENCES

SIMS	Year	Venue, Country	Chair, (Co-chair)	Attend -ees	Publication reference (see notes for abbreviations)
SIMS I	1977	Muenster, Germany	Alfred Benninghoven	155	
SIMS II	1979	Stanford, USA	Charles A. Evans, Jr	200	SV-CP 9 ISBN 0-387-09843-7 (1979)
SIMS III	1981	Budapest, Hungary	J. Giber M. Riedel	250	SV-CP 19 ISBN 0-387-11372-X (1982)
SIMS IV	1983	Osaka, Japan	Jun Okano	250	SV-CP 36 ISBN 0-387-13316-X (1984)
SIMS V	1985	Washington, USA	Richard Colton	300	SV-CP 44 ISBN 0-387-16263-1 (1986)
SIMS VI	1987	Paris, France	Georges Slodzian	330	Wiley ISBN 0-471-91832-6 (1988)
SIMS VII	1989	Monterey, USA	Charles A. Evans, Jr	350	Wiley ISBN 0-471-92738-4 (1990)
SIMS VIII	1991	Amsterdam, Netherlands	Helmut Werner K Janssen	380	Wiley ISBN 0-471-93064-4 (1992)
SIMS IX	1993	Yokohama, Japan	Yoshimasa Nihei	350	Wiley ISBN 0-471-94218-9 (1994)
SIMS X	1995	Muenster, Germany	Alfred Benninghoven	400	Wiley ISBN 0-471-95897-2 (1997)
SIMS XI	1997	Orlando, USA	Greg Gillen Richard Lareau	430	Wiley ISBN 0-471-97826-4 (1998)
SIMS XII	1999	Brussels, Belgium	Patrick Bertrand Henri-Noel Migeon	400	Elsevier ISBN 0-444-50323-4 (2000)
SIMS XIII	2001	Nara, Japan	Yoshimasa Nihei	320	ASS Vol. 203-204 (2003)
SIMS XIV	2003	San Diego, USA	Jerry Hunter Bruno Schueler Fred Stevie	265	ASS Vol. 231-232 (2004)
SIMS XV	2005	Manchester, UK	John Vickerman (Ian Gilmore)	398	ASS Vol. 252 (2006)
SIMS XVI	2007	Kanazawa Japan	Masahiro Kudo	405	ASS Vol. 255 (2008)
SIMS XVII	2009	Toronto, Canada	Joe Gardella (IC)	343	SIA Vol 43 (2011)
SIMS XVIII	2011	Riva del Garda, Italy	Mariano Anderle Antonino Licciardello (IC) Enrico Napolitani	390	SIA Vol 45 (2013)
SIMS XIX	2013	Jeju, Korea	DaeWon Moon (IC) Hee Jae Kang Yeonhee Lee	313	SIA Vol 46 (2014)
SIMS XX	2015	Seattle, USA	David Castner (IC)	292	JVST B Vol 34 (2016) BIP Vol 11 (2016)

Notes:

ASS = Applied Surface Science

SIA = Surface Interface Analysis

SV-CP = Springer Verlag Series in Chemical Physics

JVST B = Journal of Vacuum Science and Technology B

BIP = Biointerphases

IC = In the case of more than one conference chair denotes who is appointed to the International Committee.

Additional data that may be helpful in conference organisation and planning is given in the table below.

Conference	Number abstracts	Number papers
SIMS XI	350	252
SIMS XII	342	242
SIMS XIII	265	191
SIMS XIV	262	195
SIMS XV	335	215
SIMS XVI	310	208
SIMS XVII	345	165
SIMS XVIII	340	150
SIMS XIX	307	102
SIMS XX		60 (BIP) + 93 (JVST B)

8. DIARY

Date	Event	Location
September 13 – 18, 2015	SIMS XX	North America
September 28 - October 2, 2015	ECASIA 15	Granada, Spain
October 18 – 23, 2015	AVS 2015	San Jose, California
2017	SIMS XXI	Krakow, Poland
September 24th – 29th, 2017	ECASIA 17	Montpellier, France
October 29 – November 4, 2017	AVS 2017	Tampa, USA

9. ACKNOWLEDGEMENTS

This handbook has been developed from the ECASIA Handbook. The SIMS IC is grateful to the ECASIA International Steering Committee for their help.

ANNEX A. CURRENT AND PAST MEMBERS OF THE INTERNATIONAL COMMITTEE

1. CURRENT MEMBERS OF THE INTERNATIONAL COMMITTEE

Name	Region representing	Contact details Email	IC Term started	IC Term ends
Amy Walker (Secretary)	North America	University of Texas at Dallas, USA amy.walker@utdallas.edu	Sep 09	< Sep 19
David Castner (Member and Past CC)	North America	University of Washington, USA castner@uw.edu	Sep 11	Sep 17
Jerry Hunter	North America	University of Wisconsin, USA mjhunter5@wisc.edu	Sep 13	Sep 19
Anna Belu	North America	Medtronic, US anna.belu@medtronic.com	Sep 15	Sep 21
Tae Geol Lee	Asia Pacific	Korea Institute of Science & Technology, Korea tglee@kriss.re.kr	Sep 15	Sep 21
Jiro Matsuo (Member and CC Elect)	Asia Pacific	Kyoto University, Japan matsuo.jiro.7s@kyoto-u.ac.jp	Sep 13	Sep 19
Yong Chien Ling	Asia Pacific	National Tsing Hua University, Taiwan ycling@mx.nthu.edu.tw	Sep 11	Sep 17
Ian Gilmore (Chair)	Europe	NPL, UK Ian.Gilmore@npl.co.uk	Sep 05	< Sep 19
Arnaud Delcorte	Europe	Université catholique de Louvain, Belgium arnaud.delcorte@uclouvain.be	Sep 15	Sep 21
Hubert Gnaser	Europe	University of Kaiserslautern, Germany gnaser@rhrk.uni-kl.de	Sep 13	< Sep 19
Peter Sjövall	Europe	Chalmers University, Sweden Peter.Sjovall@sp.se	Sep 11	Sep 17
Zbigniew Postawa (CC)	<i>Ex officio</i> member	Jagiellonian University, Poland zbigniew.postawa@uj.edu.pl	Sep 15	Sep 19

2. PAST ELECTED MEMBERS OF THE INTERNATIONAL COMMITTEE

Name	Region representing	Contact details & email	IC Term started	IC Term ends
Greg Gillen	North America	NIST, USA greg.gillen@nist.gov	Sep 05	Sep 09
Dae Won Moon	Asia Pacific	KRISS, Korea dwmoon@kriss.re.kr	Sep 05	Sep 09
Birgit Hagenhoff	Europe	Tascon GmbH, Germany birgit.hagenhoff@tascon-gmbh.de	Sep 05	Sep 09
Fred Stevie	North	North Carolina State University, USA	Sep 05	Sep 11

	America	fastevie@unity.ncsu.edu		
Liangzhen Cha	Asia Pacific	China University of Mining & Technology, China chalz@mail.tsinghua.edu.cn	Sep 05	Sep 11
Joseph Gardella	<i>Ex officio</i> member	State University New York, USA gardella@buffalo.edu	Sep 07	Sep 11
Nick Winograd (chair)	North America	Pennsylvania State University, USA nxw@psu.edu	Sep 05	Sep 13
Masahiro Kudo	Asia Pacific	Seikei University, Japan Kudo@apm.seikei.ac.jp	Sep 05	Sep 13
Wilfried Vandervorst	Europe	IMEC, Belgium ydvorst@imec.be	Sep 05	Sep 13
Antonino Licciardello	<i>Ex officio</i> member	University of Catania, Italy aliciardello@unict.it	Sep 09	Sep 13
Yeonhee Lee	Asia Pacific	Korea Institute of Science & Technology, Korea yhlee@kist.re.kr	Sep 09	Sep 15
DaeWon Moon	<i>Ex officio</i> member	KRISS, Korea dwmoon@kriss.re.kr	Sep 11	Sep 15
Laurent Houssiau	Europe	University of Namur, Belgium laurent.houssiau@fundp.ac.be	Sep 09	Sep 15

ANNEX B. SUMMARY OF TYPICAL FINANCIAL ESTIMATES FOR THE BID/REPORT FOR A SIMS CONFERENCE

Note to user: this completed form is a guide to the typical values for the minimum information to those submitting bids for new SIMS conferences or reporting on a past conference. For a particular conference it may be necessary to change some of the items and the distribution of resources. This illustration is not to be used as a straitjacket. Allow for inflation from 2007 when the estimates given below were valid. Note that the number of attendees at the different conference examples varies.

Summary of Typical Financial Estimates for the bid/report for a SIM

USA (SIMS XIV)

Income	Cost (Euro)	Cost (\$)	%
Sponsorship income	€ 14,388	\$ 19,234	12
Exhibition income	€ 14,079	\$ 18,820	12
206 Full price delegates	€ 96,037	\$ 128,379	80
41 Delegates as students	€ 8,216	\$ 10,983	7
	€ 132,721	\$ 177,416	
Expenditure			
Conference centre facilities	€ 19,746	\$ 26,396	17
Conference administration	€ 29,251	\$ 39,101	25
Conference centre meals	€ 15,305	\$ 20,459	13
Excursion and social activities (including co	€ 32,793	\$ 43,836	28
Invited speaker expenses (20)	€ 13,516	\$ 18,068	11
Proceedings	€ 19,683	\$ 26,311	17
Contribution to SIMS IC funds (voluntary) or financial backer	€ 2,428	\$ 3,242	0
	€ 132,721	\$ 177,416	

Europe (SIMS XV)

Income	Cost (Euro)	Cost (£)	%
Sponsorship income	€ 20,854	£ 14,183	9
Exhibition income	€ 37,073	£ 25,215	15
340 Full price delegates	€ 183,822	£ 125,024	75
40 Delegates as students	€ 15,447	£ 10,506	6
	€ 257,196	£ 174,929	
Expenditure			
Conference centre facilities	€ 31,667	£ 21,538	13
Conference administration	€ 38,618	£ 26,266	16
Conference centre meals	€ 52,520	£ 35,721	21
Excursion and social activities (including co	€ 85,732	£ 58,310	35
Invited speaker expenses (20)	€ 16,992	£ 11,557	7
Proceedings	€ 27,805	£ 18,911	11
Contribution to SIMS IC funds (voluntary) or financial backer	€ 3,862	£ 2,627	2
	€ 257,196	£ 174,929	

Japan (SIMS XVI)

Income	Cost (Euro)	Cost (Yen)	%
Sponsorship income	€ 41,426	6,450,000	21
Exhibition income	€ 30,829	4,800,000	15
250 Full price delegates	€ 88,954	13,850,000	44
50 Delegates as students	€ 9,634	1,500,000	5
Seminar	€ 31,150	4,850,000	15
	€ 201,993	31,450,000	100
Expenditure			
Conference centre facilities	€ 32,134	5,003,220	16
Conference administration	€ 13,448	2,093,870	7
Conference centre meals	€ 16,074	2,502,700	8
Excursion and social activities (including co	€ 40,925	6,372,000	20
Invited speaker expenses (20)	€ 27,971	4,355,000	14
Proceedings	€ 32,716	5,093,910	16
Others	€ 38,724	6,029,300	19
	€ 201,993	31,450,000	

Notes

1 Euro = 0.68014 £ UK
 [Exchange rate on 29 March 2007] 1.33676 \$ USA
 155.69859 Yen
 1.54696 \$ Canada
 10.33245 Chinese Renmimbi

Allow for inflation from 2007

Canada (SIMS XVII) 2009

Income	\$	%
Total business/sponsorship	100000	37.2
173 Delegates	130950	48.7
72 Student Delegates	15000	5.6
14 Accompanying Persons	2800	1
Social Activities	4900	1.8
SIMS Soc (Student Awards)	2000	0.7
Hotel Commission	13000	4.8
Tax Rebate	13873	
	282523	

Expenditures	\$	%
Conference Facilities	31290	12.3
Conference Centre Meals	48309	19
Conference Administration	12900	5.1
Management	54000	21.2
Excursion/Social Activities	30899	12.1
Invited Speaker Expenses	12500	4.9
Proceedings	4000	1.6
Printing	14500	5.7
Subsidies	8100	3.2
Miscellaneous	3500	1.4
Banking	13873	5.4
Taxes	20867	8.2
	254738	

Italy SIMS XVIII 2011

SIMS XVIII			
Riva del Garda Fierecongressi September 18-23 2011			
Ads nr	di data	CdC	Responsabile

EXPENDITURE	Euro
School organization	€ 5.930,12
General Organization	€ 5.456,70
Venue	€ 51.287,30
Participants costs (fellowships)	€ 2.538,00
Speakers and guests	€ 2.147,37
Food and beverage	€ 40.656,00
Social Events	€ 27.094,50
Leisure activities	€ 6.035,00
Transportation	€ 500,73
Stationery and materials	€ 6.837,95
Promotion	€ 15.055,48
Administration and Secretariat expenses	€ 42.745,79
Other	€ -
TOTAL SCHOOL + CONFERENCE	€ 206.284,94
	€ 200.354,82

School	Fee	Total Income	Quantity
School only - student early	€ 250,00	€ 500,00	2
EXTRA SCHOOL - STUDENT	€ 150,00	€ 300,00	2
School only - student late	€ 300,00	€ 300,00	1
School only - student on-site	€ 350,00	€ -	0
Other	€ -	€ -	0

Registration fees			
conference REGULAR - early	€ 520,00	€ 74.880,00	144
conference REGULAR - late	€ 580,00	€ 24.360,00	42
conference REGULAR - on site	€ 650,00	€ 5.850,00	9
student: early	€ 220,00	€ 7.040,00	32
student: late	€ 260,00	€ 2.600,00	10
student: on site	€ 320,00	€ 640,00	2
accompanying person - early	€ 150,00	€ 2.550,00	17
accompanying person - late	€ 170,00	€ 2.040,00	12
accompanying person - on site	€ 200,00	€ 400,00	2

REVENUE	Euro
School fees	€ 1.180,00
Registration fees (Conference)	€ 115.640,00
Registration fees (Conference+School)	€ 15.205,00
Accompanying persons	€ 4.990,00
Sponsors - exhibitors	€ 57.000,00
Fellowship grants	€ 6.350,80
FBK effort - secretariat expenses	€ -
Proceedings, exhibition catalogue etc. expenses reimbursement	€ 8.185,20
Social events registration fees	€ -
Sponsorship - others	€ -
TOTAL	€ 208.551,00

Registration fees SIMS SCHOOL + CONFERENCE			
School + conference REGULAR - early	€ 600,00	€ 5.400,00	9
School + conference REGULAR - late	€ 730,00	€ 2.920,00	4
School + conference REGULAR - on site	€ 800,00	€ 1.600,00	2
School + conference - student: early	€ 370,00	€ 4.810,00	13
School + conf - student: late	€ 450,00	€ -	0
School + conf. - student: on site	€ 500,00	€ -	0
Ritirati - cancellation fee	€ 70,00	€ 140,00	2

RESULT		€	
		136.330,00	305

RESULT € 2.266,06

Korea SIMS XIX 2013

Income	Cost(Euro)	Cost(Won)	%
Registration	€ 134,943	195,668,000	55
Sponsor/Exhibition	€ 109,776	159,176,000	44
Others	€ 2,164	3,138,000	1
	€ 246,883	357,982,000	100
Expenditure			
Conference centre facilities	€ 37,669	54,621,000	15
Conference administration	€ 35,638	51,675,000	14
Conference centre meals	€ 26,361	38,223,000	11
Excursion and social activities(including conference dinner)	€ 30,254	43,869,000	12
Invited speakers	€ 25,986	37,680,000	11
Proceedings	€ 30,593	44,360,000	12
Others	€ 44,206	64,098,000	18
Tax	€ 16,177	23,457,000	7
	€ 246,884	357,983,000	100

USA SIMS XX 2015

Fixed Expenses	Fixed Expense
Room Rental	\$0.00
Audio/Visual	\$27,740.26
Poster Board Rental	\$1,395.00
Exhibits & Signage	\$1,615.80
Publicity/Web/Design	\$3,016.00
Student Travel Awards	\$2,000.00
Invited Speakers	\$1,000.00
Database Programmer	\$1,673.50
Misc. (shipping/copies/calls/etc.,supplies)	\$1,619.33
AVS Program Management Services	\$32,965.00
AVS Program Management Staff Travel	\$1,562.99
Total Fixed Expenses	\$74,587.88
Variable Expenses	Variable Expenses
Welcome Reception	\$13,103.78
Breaks (Morning/Afternoon) (9)	\$37,383.20
Lunches (3)	\$55,688.31
Poster Receptions (2)	\$22,365.34
TOC Break	\$256.73
Committee Lunch	\$994.82
Menu Discount	(\$13,057.30)
Committee Dinner	\$1,125.40
Conference Dinner	\$42,385.00
Landmarks Excursion	\$7,644.00
Museum Excursion	\$6,490.00
Music Excursion	\$2,016.00
Global Credit Card/Wire Fees	\$8,968.80
PayPal Credit card fees	\$172.55
Abstract Booklet	\$3,721.98
Conference Proceedings	\$9,644.95
Total Variable Expenses	\$198,903.56
Total Expenses	\$273,491.44
Income	283
Revenue from Invited Speakers Waivers (\$0) (21)	0
Revenue from Student Attendees (\$500)	\$30,500.00
Revenue from Student Attendees (\$600)	\$1,800.00
Revenue from Regular Attendees (Early Rate \$700)	\$113,600.00
Revenue from Regular Attendees (Late \$800)	\$11,200.00
Revenue from One Day Attendees (\$350)	\$1,400.00
Revenue from Exhibitor Staff	\$6,300.00
Refund Fees	\$0.00
Revenue from Excursions	\$1,300.00
Revenue from Conference Banquet	\$1,485.00
Revenue from Sponsors	\$114,300.00
Revenue from Exhibitors	\$9,000.00
Total Income	\$290,885.00
Final Conference Balance	\$17,393.56

Tutorial	
Fixed Expenses	
Honoraria	\$0.00
Rental	\$668.56
Audio-Visual	\$2,000.51
Misc.	\$27.40
Total Fixed Expenses	\$2,696.47
Variable	
Coffee Break (1)	\$945.34
Materials/Schedule	\$0.00
Total Variable Expenses	\$945.34
Total Expenses	\$3,641.81
	<u>58</u>
Income	
Waivers (5)	\$0.00
Revenue from Regular Attendees (\$100)	\$5,300.00
Total Income	\$5,300.00
Final Tutorial Balance	\$1,658.19
Combined Balance	\$19,051.75