

**Rules of the International Particle Accelerator Conference
(IPAC) when taking place in Asia**

Approved by 17th ACFA meeting on December 1, 2010

RULES (1)

The Organization of the International Particle Accelerator Conference (IPAC) when taking place in Asia

Article 1: Scope

The International Particle Accelerator Conference (IPAC) takes place every year, alternating between three regions. It aims to provide a comprehensive world-wide overview of the field of particle accelerators, as well as presentations of technical progress in all technologies involved.

Article 2: Decision of Venue and OC Chair

Venues and Organizing Committee (OC) Chairs of the next IPAC to be held in Asia are normally decided at the first OC meeting of the conference being organized, following a call for proposals by the Chair of the conference being organized¹. All OC members have the right to vote. The decision is made by a simple majority vote.

Article 3: Organization

3.1: Organizing Committee (OC)

The OC is composed of a Chair, 16 members from Asia, 8 members from Europe, and 8 from Americas. The OC Chair shall choose the members from Asia in consultation with the previous² Asian IPAC Chair. The membership from Asia shall be approved by ACFA. The OC members from outside of Asia shall be decided in consultation between the OC Chair and the Chairs of the preceding³ and following⁴ IPACs. The previous IPAC Asia OC and SPC Chairs and the preceding and the following IPAC OC and SPC Chairs shall be members of the OC. The OC Chair may co-opt a few additional OC members as required.

The OC has the mandate to set up the Scientific Programme Committee (SPC), the Local Organizing Committee (LOC) and the Editorial Board (EB). It nominates the Chairs, and approves the membership, based on their proposals.

3.2: Scientific Programme Committee (SPC)

The SPC is composed of a Chair from Asia, plus 8 members from Asia, 4 from Europe, and 4 from the Americas. The Chair and 8 members from Asia are also members of the OC; The eight members from Asia are nominated by the SPC Chair. The SPC Chair selects the non-Asian members from the members of the OC following consultation with the preceding and the following IPAC SPC Chairs. The principle of the selection of SPC members shall be on the basis of expertise of members. It is advisable that the preceding and the following IPAC SPC Chairs be members of the SPC if this does not conflict with the principle. The SPC Chair may co-opt a few persons onto the SPC in consultation with the OC Chair as necessary.

¹ For example, the venue and OC Chair of IPAC'16 should normally be decided during the first IPAC'13 OC meeting following a call for proposals from the IPAC'13 OC Chair.

² For example, in the case of IPAC'13 the previous Asian IPAC is IPAC'10.

³ For example, in the case of IPAC'13 the preceding IPAC is IPAC'12.

⁴ For example, in the case of IPAC'13 the following IPAC is IPAC'14.

Each session will be coordinated by 2 members of the SPC, one from Asia and the other from the rest of the world. The Chairs of the OC and the LOC are invited to attend SPC meetings. The SPC Chair may invite a few more persons from the OC or at large to SPC meetings if he or she sees fit.

The SPC has the mandate:

- to select and propose to the OC the members of the Scientific Advisory Board (SAB),
- to propose to the OC the topics and speakers for invited talks,
- to review the contributed papers and their classification, and, normally with the assistance of the OC, propose to the OC the papers for oral presentation,
- to provide assistance, as necessary, to the LOC concerning the overall organization of the scientific program.

3.3: Scientific Advisory Board (SAB)

The SAB is nominated upon proposals from the SPC. Its composition should guarantee the widest possible input for the programme of the Conference as well as comments about various aspects of conference organization.

3.4: The Local Organizing Committee (LOC)

The LOC is mandated with all aspects of the material preparation and running of the Conference. In particular, it assumes legal responsibility for the financial transactions in the context of the Conference and seeks regional sponsorship. The conference budget presented by the LOC must be approved by the OC.

The LOC is composed of as many members as required for the execution of its business, especially, to ensure sufficient information flow between SPC and LOC. It is advisable to have a few SPC members to serve on the LOC.

3.5: Editorial Board

The specifications for both the conference proceedings and the infrastructure for their production are the responsibility of the Editorial Board. The LOC provides the resources required locally for the preparation of the proceedings. The Editorial Board is composed of a Chair nominated by the OC, the Chairs of the SPC and LOC, and as many LOC members as necessary.

4. Revision of the Rule

This Rule can be changed by a simple majority vote of the ACFA members.

RULES (2)

Attribution of Accelerator Awards of the Asian Committee for Future Accelerators (ACFA)

Article 1: Introduction

ACFA offers four awards during the International Particle Accelerator Conference (IPAC) taking place in Asia.

The awards are for individuals:

- a) for outstanding work in the accelerator field with no age limit,
- b) for a recent outstanding achievement in the accelerator field with no age limit,
- c) in the early part of his or her career, having made a recent significant, original contribution to the field,
- d) for the best and most meritorious student-posters awarded to 2 students whose works are presented in the special student poster session.

Article 2: Nature of the Awards

The recipients of awards a) and b) receive a medal or a plaque and a certificate. The recipient of award c) receives a medal or a cash prize and a certificate. The recipients of award d) receive a cash prize and a certificate. The amount of the cash prize is determined by ACFA in consultation with the OC Chair.

The award winners receive the prizes during a short public ceremony at each International Particle Accelerator Conference (IPAC) taking place in Asia. The winners of award a), b), and c) make a short oral presentation on the work which earned them the prize.

Article 3: Procedure

A call for preliminary nominations for awards a), b), and c) with a deadline for proposal of candidates is mailed to a number of prominent accelerator scientists. Best candidates are shortlisted, and formal proposals are then elicited, indicating the motivation for the award, a brief curriculum vitae and a short list of major publications. Letters of support from authorities in the field outlining the importance of the work are also required. There is no restriction as to nationality.

All information is treated as strictly confidential by the Selection Committee (SC) and, although proposals are acknowledged, there is no further correspondence.

Neither the Chair nor the members of the SC may be nominees for the award. The same applies to the OC and SPC Chairs, and the ACFA Chair and the ACFA Vice-Chair.

In the absence of truly outstanding candidates and in order to maintain a high standard, the SC has the right not to propose the award.

Recipients of the student poster award are selected by the SPC members.

Article 4: The Selection Committee (SC)

The SC is composed of 4 members and a Chair. The mandate of the committee is for one conference. The Chair is nominated by the ACFA, in particular with a view to ensuring continuity from one SC to the next

The Chair of the SC is free to invite two members of his own choice. The Chair of the OC, after consultation with ACFA, proposes two further members, selected from among the Asian OC members.

Neither the Chair nor the members can serve for more than two IPACs in Asia.

The SC agrees on its mode of proceeding on the basis of a proposal by the Chair.

The Chair of the SC communicates the names of recipients of the awards a), b), and c) to the Chair of ACFA and Chair of OC, allowing sufficient time to enable the Chair of the OC to invite the recipients to make an invited presentation during the IPAC taking place in Asia.

5. Revision of the Rule

This Rule can be changed by a simple majority vote of the ACFA members.

