



# SIMS Europe HANDBOOK

For Conference Chairs and Prospective Conference Chairs

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## History of SIMS Europe

The SIMS Europe was initiated in 1998 by Alfred Benninghoven from the University of Muenster with the idea of holding a scientific meeting on SIMS in a very compact and cost-effective format. This was intended to enable young researchers and students in particular to participate. While the first seven conferences were chaired by Benninghoven himself, Heinrich Arlinghaus, Uwe Karst and the local SIMS team later organised the conferences.

In 2020, the meeting had to be cancelled due to the Corona pandemic, and in 2022, the conference had to be postponed to 2023 due to the rescheduling of the international SIMS conference. The local organising committee discussed the future of the conference with the University of Münster, but the university was not able to provide the infrastructure and staff at that time. Therefore, the local organising committee was very happy that David Scurr from the University of Nottingham agreed at short notice to host the workshop in 2023 and to continue the very successful conference series.

During the conference in Nottingham, it was decided to hold the next meeting from September 7 to 9, 2025 at the University of Giessen. The workshop will be organised by Anja Henss, Marcus Rohnke and Michael Dürr. It was also decided to use the time until the next meeting to set up a scientific steering committee for SIMS Europe and to enable other European SIMS groups to host future meetings. David Scurr and Arnaud Delcorte were asked to take care of this process.



## Philosophy and Practicality

1. The conferences are aimed at all those involved in and applying secondary ion mass spectrometry and related techniques. The conference covers work from the fundamentals to applications of the technique.
2. The conference will take place every two years in September, in the years when there is no international SIMS conference. The event location is always within Europe. The venue will be determined by the Advisory Board (AB) on the basis of written proposals.
3. Since developments in the field of instrument technology form an important part of the conference alongside the fundamentals and applications of the technique, each organizer shall organize an industrial exhibition as part of the conference.
4. The conference should give scientists the opportunity to present their papers in the form of lectures or posters.
5. The conference facilities should allow for parallel oral sessions. In addition, sufficient space should be available for poster displays.
6. The conference language is English.
7. The conference starts with a day of short courses. This short course day shall give students and young researchers the opportunity to learn more about the fundamentals, applications and latest technical developments. The short course shall be free of charge for all conference participants.
8. The conference proceeds the following two days with oral and poster presentations.
9. The conference shall include a casual welcome reception on the evening of the short course day. This event shall give the community the opportunity for scientific discussion and networking.
10. In order to enable many young researchers and students to participate and to maintain the cost-effective format of the conference, the organizers shall offer low conference fees. Therefore, the conference fee for students ought to be half the regular conference fee. The recommended conference fee is 200,- Euro.
11. In order to maintain the cost-effective format of the conference, invited speakers can only have their conference fees waived.
12. The SIMS Europe conference has its own website ([www.sims-europe.org](http://www.sims-europe.org)). The website is hosted and managed by "AB". Future conference organisers can use the website for the conference.
13. SIMS Europe has used the commercially available Conftool for the management of conference participants, abstracts, program, invoicing, etc. Future organizers can also use this conference tool. The "AB" will support new users and also assist in setting up the tool for the respective conference. The costs for the tool (around 1000,- Euro per conference) must be covered by the conference.
14. The Local Organizing Committee (LOC) is responsible for the finances of the respective conference. Profits or losses of the conference go to the guaranteeing organization, which has been selected by the Chair of the "LOC" in his proposal. However, previous "LOCs" have set aside profits for the SIMS Europe conference for future events to minimize the risk for subsequent organizers. If the "LOC" wishes to support this SIMS Europe Fund (SEF), it should inform the "AB" after the conference. The "AB" will maintain a separate account for the "SEF". The "SEF" will also be used as repayable seed money for the next conference and to support the SIMS Europe website. A financial report for the conference showing costs, profit or loss should be submitted to the "AB" within 6 months of the end of the conference.



## Advisory Board (AB)

The Advisory Board (AB) consists of the Chair, the Secretary, 4 scientific members from different areas of SIMS application and 4 representatives of the various SIMS instrument manufacturers.

The Chair of the Advisory Board is appointed by the members of the Advisory Board for a period of up to 4 years.

The Secretary of the "AB" is appointed by the Chair in consultation with the members of the "AB". The term of office of the Secretary of the "AB" is up to 4 years.

The duties of the Chair and the Secretary are to organize the meetings of the "AB" and the presentations of the conference offers, to organize the election of new member of the "AB", to keep records of the activities of the "AB" and to organize the votes of the "AB" in matters concerning the SIMS conference.

The term of office of the 6 scientific members of the "AB" is also up to 4 years. Additional scientific member positions can be created after a unanimous vote of the "AB".

The term of office of the 4 representatives of the various SIMS instrument manufacturers is not limited. The representatives will be appointed by the individual companies and can be replaced at any time by the companies.

Process for electing the scientific members of the "AB"

1. The election of open "AB" positions will be announced during the SIMS Europe Conference before the end of the term of office.
2. Two months before the SIMS Europe conference the "AB" will provide a slate of nominations including a short biography and publish the list of candidates on the SIMS Europe webpage. In selecting nominations, care will be taken to ensure that there is a balance between the different SIMS communities in the "AB". In addition, nominations (including a short CV) will be gratefully received from those who have been registered as attendees at one of the last two SIMS Europe conferences and would like to get involved. Nominations should be sent to the Secretary at least 6 months before the SIMS conference.
3. Voting will take place at the SIMS Europe conference. Only registered participants are eligible to vote. The results will be announced at the end of the conference and published on the SIMS Europe website. The term of office of the elected members begins one year before the next SIMS Europe conference. In the unlikely event of a tie, the "AB" Chair will have an additional casting vote.
4. "AB" members may be re-elected for a second term of office.

## Conference Chair (CC)

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 a Scientific Committee (SC). The "CC" will be the Chair of both "LOC" and "SC".

## Local Organizing Committee (LOC)

The "LOC" is the executive arm of the "CC". The "LOC" is responsible for the organization of the conference.

## Scientific Committee (SC)

The members of the Scientific Committee (SC) shall come from different SIMS areas and are representative of the different European countries. The "LOC" can add and remove members from the "SC" before the conference. The list of the actual "SC" will always be published on the SIMS Europe



webpage. The task of the "SC" is to support the "LOC" in the selection of invited speakers. A balance between scientific topics and geographical distribution should be taken into account. It is desirable that invited speakers are not invited again to the next conference unless there is a valid scientific reason. To provide new perspectives and fresh ideas, the invitation of speakers from research fields outside the SIMS field should be considered. In addition, the "LOC" can always ask members of the "SC" for support in reviewing the submitted papers or in arranging the conference program.

## **Bids for Conferences**

The aim is to be able to announce the next conference location at SIMS Europe by the next conference's LOC. Therefore, bids for conferences should be submitted to the secretary of the "AB" at least 2.5 years before the start of the desired conference organization. The secretary forwards the submitted bids to the "AB". Within the next five months (more than 2 years before the conference), the secretary organizes a meeting of the "AB" at which the bids received are discussed and a decision is made as to which bid will be selected. At this meeting, the applicants should be given the opportunity to make a short oral presentation. If a bidder is a member of the "AB", he/she must withdraw from the discussion of the submitted bids and the bids will not be passed on to the "AB" members involved in the bids. The bid should include information and documentation on the following points:

1. The CC and the institute/organisation providing guaranteeing funds.
2. The venue options for the conference with floor areas and seating capacities for plenary lectures, parallel sessions and the exhibition.
3. Typical hotel and accommodation costs, rooms and walking distances (metres) from the hotels to the conference venue.
4. 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.

## **Typical Venue Requirements**

1. One plenary lecture hall for 250 - 300 people
2. One additional lecture hall for 100- 150 people
3. An exhibition area with electrical power (space for 10+ booths)
4. One poster area (40 – 70 posters)
5. More than two refreshment points in exhibition area.
6. Accommodation for around 200 participants



## Exhibition and Sponsorship

The exhibition and sponsorship provides critical income to the conference budget. It is essential to give this a high priority. A list of previous exhibitors can be found below. The following provides some helpful advice and experience from previous conferences.

1. The exhibition is an integral and vital part of SIMS Europe conference. 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.
2. Typically, space for 10+ exhibitors is required (cf. number of exhibitors in previous editions).
3. Typical exhibition packages:
  - a. **Sponsor booth**  
Dimensions 6 x 2 m<sup>2</sup>,  
Electricity: 1 x 230 V  
Accessories: 3 registrations, logo on the webpage, 2 tables, 4 chairs, optional sponsor talk  
Recommended Price: 2000,- Euro + VAT
  - b. **Standard booth**  
Dimensions 3 x 2 m<sup>2</sup>  
Electricity: 1 x 230 V  
Accessories: 1 registrations, logo on the webpage, 1 tables, 2 chairs  
Recommended Price: 1000,- Euro + VAT
4. Insurance: Exhibitors have to take care of all relevant insurance cover themselves (i. e. damage to persons and property as well as material damage). It is recommended not to leave valuable items at the booth during nights. The organisers do not accept liability for any losses or damages.
5. Typical opening hours:
  - a. Booth setup: Day 1 from 8 – 10 a.m.
  - b. Exhibition: Day 1 from 10 a.m. to Day 2 4:30 p.m.
  - c. Booth dismant: Day 2 from 4:30 – 6 p.m.
6. A shipping address for shipment of exhibition material shall be provided.
7. Access for trucks and cars shall be assured.
8. Exhibitors at previous SIMS Europe conferences: IONTOF GmbH
  - a. Tascon GmbH
  - b. Cameca (SAS)
  - c. Physical Electronics, Inc. (PHI)
  - d. Ionoptika Ltd.
  - e. Hidden Analytical
  - f. Kratos Analytical Ltd.
  - g. SPECS Surface Nano Analysis GmbH
  - h. EO GmbH
  - i. RJL Micro & Analytic GmbH
9. It is recommended to actively reach out to find new and other types of exhibitors, e.g. publishers.



## Data of previous SIMS Europe Conference

### **SIMS Europe 2023 - University of Nottingham**

1. Participants:
  - a. 77 regular
  - b. 46 student
  - c. 13 invited
  - d. 17 exhibitor
  - e. 153 total
  
2. Number of presentations:
  - a. 66 oral presentations
  - b. 42 poster presentations

### **SIMS Europe 2018 - University of Münster**

3. Participants:
  - a. 133 regular
  - b. 40 student
  - c. 7 invited
  - d. 10 exhibitor
  - e. 190 total
  
4. Number of presentations:
  - a. 96 oral presentations
  - b. 51 poster presentations

### **SIMS Europe 2016 - University of Münster**

5. Participants:
  - a. 140 regular
  - b. 56 student
  - c. 10 invited
  - d. 10 exhibitor
  - e. 216 total
  
6. Number of presentations:
  - a. 94 oral presentations
  - b. 58 poster presentations



## Current Advisory Board, 30.03.2024

Chair:	David Scurr	University of Nottingham
Secretary:	Sebastiaan Van Nuffel	Maastricht University
Scientific Members:	Jean-Paul Barnes	CEA-LETI Grenoble
	John Fletcher	University of Gothenborg
	Birgit Hagenhoff	Tascon GmbH
	Anja Henß	University of Gießen
	Sven Kayser	IONTOF GmbH
Company Representatives:	Wolfgang Betz	Physical Electronics, Inc. (PHI)
	Aurelien Thomen	Cameca (SAS)
	Paul Blenkinsopp	Ionoptika Ltd.