

AD HOC STUDENT PAPER AWARD COMMITTEE

DUTIES

Advertise the competition along with call for papers.

Eligibility of contestants:

1. full time student or having student status in the Society, ESC or in another regional society of Canada, and
2. registered at the ESM annual meeting.

A total of three judges to be chosen by the Scientific Program Committee well in advance of session, and provided with student evaluation forms and names of competing students.

Judges selection criteria are:

1. judges must be a member of the Society,
2. one student judge (if possible) be included,
3. judges should be familiar with the fields presented, and
4. judges may not be a coauthor of a paper to be presented in the contest.

The recipient of the award and the names of the judges to be announced and the award to be made at the ESM banquet and name of the recipient to be included in the next Newsletter.

The judging criteria are to be distributed to all contestants upon entering the contest.

The decisions of the judges are final.

LOCAL ARRANGEMENTS COMMITTEE

COMPOSITION

One member who will work with the chairpersons of the Scientific Program and the Social Committees.

APPOINTMENT

By the executive of the ESM.

TERM OF OFFICE

One year; successive appointments may occur.

OBJECTIVES

To make local arrangements for the annual general meeting of the ESM.

DUTIES

To book meeting rooms, arrange for coffee, juice, etc. for daily sessions of the meeting, set up a registration desk in cooperation with treasurer.

CHECKLIST: MEETING ROOMS

- Book 6–8 months in advance (Freshwater Institute first choice).
- Inform security guard of dates, times of day rooms will be used.
- Ensure chairs, podium, coat racks are set and lights, microphone are in working order.
- Arrange parking and set up signs designating ESM parking.
- Arrange audio-visual equipment for seminar room.
- Designate clean-up crew for meeting and coffee rooms.

CHECKLIST: REGISTRATION DESK

With treasurer.

- Arrange for staffing.
- Collect registration fees, membership dues and sell banquet tickets.
- Provide maps to mixer and banquet, and name tags.
- List location of cafeteria and washrooms.

CHECKLIST: REFRESHMENTS

- Arrange with cafeteria for coffee, tea, juice for two mornings, one afternoon at least one month in advance.
- Notify cafeteria staff of meeting dates and expected use of cafeteria for lunch and remind staff of arrangements one week before meeting.