

ISA International Symposium on Archaeometry

Standing Committee: Y. Maniatis (Chairman), M.S. Tite (President), L. Barba, K.T. Biro, J. Perez-Arategui, R. Tykot, P. Degryse, M. Walton, N. Zacharias, J.L. Ruvalcaba, M. Isabel Dias

Dear Potential Organizer of an ISA Conference,

Please kindly provide the following information:

- 1) Venue for the Conference, including the institution(s) involved in the organization, the members of the local organizing committee, and the exact location, within the city (centre or outskirts and other relevant information).
- 2) Access of the city through the international transportation systems.
- 3) Range of dates over which you would be able to hold the Conference.
- 4) Size, nature, and facilities of the lecture theatre.
- 5) Space available for posters (i.e. would it be possible for, 1/2 or all of the posters be up at any one time?). The room for posters should be spacious (consider a total of about 300 posters – half in each session) and close to the auditorium. It would be best if the coffee breaks were located inside the poster room or adjacent to it.
- 6) Estimated registration fee for the conference for regular participants. Student registration should be half-price. Also indicate whether these registration fees will cover the cost of lunches or the conference banquet. Please bear in mind that we always try to keep the conference fees low by obtaining grants from foundations and sponsors.
- 7) Availability and costs of hotels, dormitories and hostel accommodation. Proximity to conference facilities and means of transportation.
- 8) Possibility of providing grants to support some overseas participants (particularly students).
- 9) Suggested topic for a locally organized theme session.
- 10) Publication of the proceedings. The Standing Committee has signed a contract with Money Publishing for the publication of the Proceedings in the open access electronic journal *Science and Technology of Archaeological Research (STAR)*. For this purpose a surcharge of 25 € per register participant should be collected during registration and the total amount transferred to the SC to cover the cost of the publication. A contract for this will be signed between the SC of ISA and the local organisers.
- 11) Any other information that you consider important for your proposal.

The information that you provide will be circulated to the Standing Committee who will establish a shortlist of suitable venues. The final choice of venue will then be made by the participants in the preceding symposium with voting.

Once the organizer of the next venue is selected the Chairman of the local organizing committee will automatically become a member of the Standing Committee of ISA. Please also read carefully the Guidelines for the Symposium organization.

We look forward to hearing from you soon.

Yours,
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