

## M&C conference meeting: information and guidelines for bidders (and winners)

### Topics/Technical areas of relevance

- Do not hesitate to seek information from MCD members and officers.
- Ensure sessions/papers are aligned with the topics of MCD.
- The technical program committee of M&C topical should include established experts in all relevant areas of interest of MCD:
  - Identify all leadership and members of the TPC at the bidding stage,
  - Current and past MCD officers can provide support/resource.
- Special sessions are important to MCD. The organizing committee should ask the community early on for the creation of special sessions of interest to MCD and have a process to include them in the conference schedule.

### Templates MS Word and LaTeX

- Organizers are fully responsible for quality and functionality of all versions of proceeding templates:
  - Run LaTeX versions on different systems: MikTeX, Overleaf, MacOS (TeXLive), ...

### Paper reviews

- Each paper needs to be thoroughly reviewed by at least 2 reviewers who know the subject matter (2 for acceptance, 3 to resolve disagreement).
- Make sure you have enough reviewers to carry out the review process.
- The MCD can provide their list of reviewers. Ask us early for help.
- Guidelines for MCD papers: [https://mcd.ans.org/file/730/guidelines\\_2012.pdf](https://mcd.ans.org/file/730/guidelines_2012.pdf)

### Parallel sessions/special sessions

- Special sessions are important to MCD. Open up the conference topics to special sessions from the beginning.
- Organization of parallel sessions should accommodate the least overlap possible with content of papers with similar papers grouped into one session.

### Proceedings

- M&C topical proceedings should be ready and available on the very first day of the meeting (i.e., Sunday) at the latest.

### Awards

- Plan for MCD awards early on:
  - Pomraning awardees should either give a plenary talk or a talk during the opening of the M&C meeting,
  - Young member and service awards should have special awards presentation as well.
- Check with MCD for awards and plaques.

Post-conference summary

- Plan to provide a post-conference summary at a subsequent MCD's Executive Committee meeting.