Operational Guidelines
International Conference on Defects in Semiconductors (ICDS)
(updated SKE: June 2013 – approved by the IAC: July 2013)

The ICDS is a working meeting for the discussion and documentation of research on the fundamental physics of defects and impurities in semiconductor materials. The conference is labeled both by year and number (e.g., the 27th ICDS is ICDS-2013).

The International Advisory Committee (IAC)

The IAC is the executive oversight body which legislates policy for the planning and organization of the ICDS. The IAC is charged with development of an oversight policy which limits the proliferation of meetings in the field. In addition, the IAC approves a conference proposal at the ICDS meeting four years prior to the Conference date. No two voting members of the IAC shall be affiliated with the same institution. The membership of the IAC shall be chosen as follows:

    1) Ten members shall be elected by the IAC. Elected members shall serve for a four-year, renewable term with five members elected every two years by the standing IAC. The election is to be conducted by the chair of the ISC at the ICDS meeting, or by mail ballot immediately preceding it. The names on the ballot shall consist of members of the IAC whose terms are about to expire if they wish to run again, additional names proposed by the ISC and nominations from the attendees of the ICDS. The mechanism of seeking these nominations is left to the chair(s) of each ICDS. Nominations will be requested with two lines of supporting reasons from delegates at the time of their registration.

    2) The four members of the ISC shall be members-at-large.

    3) Five members shall be appointed for a two-year term by the Chair of the next ICDS.

    4) The Chair and the Vice Chair of the Gordon Conference on Defects in Semiconductors are ex-officio (non-voting) members of the IAC.

    The IAC shall meet at the ICDS and at the Gordon Conference on Defects in Semiconductors. Items to be considered shall be included on the Agenda and received by the IAC members at least two weeks prior to the meeting.

    The IAC shall develop an annual list of topics which define the primary areas of interest in the field. This list should guide the organization of ICDS and other conferences sanctioned by the IAC.

The International Steering Committee (ISC)

The purpose of the ISC is to ensure continuity in the function of the IAC and conference organization. The ISC shall consist of three former ICDS chairs and the chair elect of the next ICDS. Should a member of the ISC be unable to serve, the IAC shall address the issue on a case-by-case basis.

    The position of Chair and Secretary of the ISC will be filled in the following sequence: For the two-year period prior to and ending at the closing of ICDS-XX, the chair of ISC will be the former conference chair of ICDS-(XX-3), the secretary will be the former chair of ICDS-(XX-2) and two members will be the chairs of ICDS (XX-1) and ICDS-XX. In case an ICDS has co-chairs, only one of the chairs serves in the ISC.

Conference proposals

ICDS proposals shall be submitted to the Secretary of the ISC before May 1 of the year during which the IAC will consider the proposal. The Secretary will review the proposal for completeness, confirm receipt, request modifications or clarifications, and distribute a set of all proposals to the IAC by June 1 of the same year. It is expected that each proposal originator give a brief presentation and answer questions prior to the vote at the IAC meeting at the ICDS. Solicitations and the date for a final decision will be announced at the ICDS. It is desirable to rotate the ICDS site among Continental locations, e.g. America, Europe and Asia in succession.

The proposal shall follow the guidelines established by IUPAP and include any additional material required by the IAC. The candidate Conference Chair is expected to have experience organizing major conferences. The proposal shall be initiated by the candidate Conference Chair and shall include the following information.

1) Names of chair(s), secretary, treasurer, proceedings editor(s), and program committee;
2) site and dates;
3) meeting and housing facilities;
4) estimated funding and costs: sponsors, registration fee including proceedings, range of housing costs, transportation methods and costs to the site;
5) proceedings publisher and review procedures;
6) number and format of sessions planned;
7) estimated attendance and number of papers.

The criteria for site selection are based on the following priorities:

1) scientific expertise in the organizing committee;
2) availability and cost of the site;
3) quality of planning exhibited by the conference proposal;
4) amount of supplementary financial support.

Technical Content of the Meeting

The ICDS is held biannually and should include all important advances in the field since the previous meeting. Invited contributions should emphasize recent advances over review material unless new and relevant correlations are included. All other submissions should be considered as new material with the same criteria as candidates for rapid publication. Round table discussions among preeminent experts are considered as valid.

Conference Organization

The organizing committee shall consist of the chair(s), secretary, treasurer, and proceedings editor(s). The conference chair (or delegate) should report on the status of his or her ICDS meeting to the IAC (i) at the prior ICDS meeting, (ii) the prior Gordon Conference, and (iii) at his or her meeting. Plans for the conference, the conference budget, and any special problems should be discussed.

The program committee must include two former ICDS conference chairs. The membership of the program committee shall be international in character and approved by the IAC. Invited talks

should normally not be given by members of the organizing or program committees. In general, invited speakers should not give invited presentations at consecutive meetings.

The first announcement shall be distributed no later than one year in advance of the meeting. It should include a return form for indicating anticipated attendance and suggesting invited speakers. Selecting invited and plenary speakers is a key aspect of the conference program: the list shall reflect recent developments and ongoing activities in the field; the diversity of researchers and the geographical distribution of the work around the world; and the new directions suggested by the IAC. Plenary talks shall be chosen based on the excellent quality of the research, but may also reflect interesting new areas into which research efforts are currently expanding.

Suggestions for speakers and topics shall be solicited from the Program and Advisory Committees, and from the community at large. Suggestions should include a one-paragraph description of the relevance and highlights of the research, and at least one reference to published work. The Program Chair shall compile all the submitted suggestions, including the descriptive paragraphs, and distribute them to the Program Committee for rating and comments. The Program Chair shall use the ratings to produce a tentative list of speakers reflecting scientific quality and a balance of scientific topics, diversity, and geographical distribution. A tentative list of invited and plenary speakers shall be distributed to the Program Committee, and at least one week shall be allowed for comments. A small number of slots for additional invited speakers shall be reserved for assignment at the time of the abstract selection process.

The second announcement with registration material shall be distributed no later than six months before the meeting. The plenary and most invited speakers should be listed in the second announcement. The deadline for submission of abstracts should be three months before the meeting date. Abstract selection, final designation of invited speakers and receipt of the program committee decision by participants should be complete by two months before the meeting. Preregistration should close one month before the meeting with a final conference program being sent upon receipt of registration material.

The Conference shall consist of *plenary session(s)* with two or three speakers; no more than two parallel *oral sessions* with invited and contributed talks; *poster sessions* with a maximum of 100 posters each. Invited talks should not be given simultaneously in parallel sessions. The times (in minutes) allotted for talks + discussions shall be: plenary: 40+5, invited: 35+5, contributed, 15+5.

Any budget surplus from an ICDS conference shall be carried on to the next ICDS to be used as start-up funds. Arrangements for transferring funds to the next conference chair shall be made by the conference Chair at or shortly after the ICDS meeting.

The Corbett Prize
The Corbett Prize is named after James W. Corbett who consistently helped and promoted young researchers in the field of defects in semiconductors. The Corbett Prize is given to the best young researcher(s) at each ICDS. It shall be prominently announced in all conference materials. Candidates must be under 35 years old on the first day of the conference.

Candidates shall submit an extended abstract (1-2 pages) marked "Corbett Prize" by the conference abstract deadline with a letter from their advisor/supervisor stating that they meet the

requirements and spelling out the specific contributions of the candidate to the work that is being submitted. Only one abstract per applicant shall be considered. Invited speakers are not eligible.

The Chair of the ICDS shall select a Corbett Prize Committee of 5 scientists who will attend the conference. The Committee shall be balanced in terms of geographical representation and scientific expertise. The Committee members shall abstain from voting on candidates with whom they have a conflict of interest. The Committee members select the best submitted abstracts ("finalists", typically 5-8) for the poster competition. The abstracts that are not selected are added to the pool of general abstracts. The finalists shall be informed that they need to present their poster during the first poster session of the ICDS. The Corbett poster shall be held in a designated area that will be restricted to the Corbett Prize Committee until the deliberations are over. During that session, the Corbett Prize Committee members view the posters and interview the candidates about their work. Within 24 hours of this poster session, the Committee members select the winner(s). The winner(s) shall receive a certificate and a monetary award at the Conference banquet.

The criteria for judging the contribution are the
1) scientific quality and originality of the work;
2) excellence of the candidate's contribution;
3) knowledge and depth of understanding exhibited by the candidate.

Conference Proceedings

The ICDS Proceedings is a reference volume which documents progress in the understanding of defects in semiconductors and their applications. If possible, a single publisher should be established for long term involvement with the meeting. Publication with an archival reference journal is preferred. All ICDS attendees whose work is presented shall be reminded that submission of a manuscript for the proceedings is an integral part of the conference. Rapid publication is desired, if possible within six months of the conference. The conference Chair shall recommend a publisher to the IAC for approval.

The Proceedings editor(s) is (are) responsible for obtaining reviewers for each manuscript and adjudicating all decisions regarding content. Reviews shall be completed in a timely manner consistent with the desired publication date. The manuscripts shall be corrected as specified in the editors' final decision and returned to the Proceedings Editor within the specified deadline. The manuscripts of papers which are not presented by at least one of the authors at the ICDS will not be included in the proceedings.

Guidelines Revisions

Any action concerning the name of the conference and its affiliation with technical societies or other meetings shall require a two-thirds vote of the IAC. The Operational Guidelines may be revised by a two-thirds vote of the IAC.

Distribution

All members of the IAC shall receive a copy of these Operation Guidelines. A copy shall also be available to all ICDS participants from the ICDS conference website (downloadable pdf file).