

RULES AND GUIDELINES FOR CMDAYS SYMPOSIUM

A series of annual symposia under the name *Condensed Matter Days* or CMDAYS is being organized since 1993. It is intended to act as a catalyst to promote a healthy culture in science. The norms and traditions developed over the years form the basis of the following document. Henceforth this document shall guide the organization of CMDAYS.

1. General

- 1.1 The symposium shall be called “CONDENSED MATTER DAYS — 20XX” or “CMDAYS-XX” in short (XX stands for the last two digits of the year).
- 1.2 The symposium is meant primarily for researchers in Condensed Matter Physics which shall be interpreted in the broadest possible way. The symposium shall be open to all scientists. If constrained by logistics, the focus shall be on the research work done in the East and the North-East regions of India, especially in Universities and Colleges.
- 1.3 The aim of the symposium shall be to provide a forum for researchers to interact and present their research work fruitfully in a concise manner.
- 1.4 The symposium shall be held annually on the last three days or the last three consecutive working days of August.
- 1.5 The proceedings may be published in a journal with the local convener as the guest editor. In case the proceeding is decided to be published,
 - (i) only papers presented in the conference shall be considered for publication and shall be accepted only after refereeing,
 - (ii) the number of contributions from a given set of authors shall be restricted to two only,
 - (iii) manuscripts for publication must be submitted by 31st October of the year of the conference, and
 - (iv) every attempt should be made to finish the required editorial work by February next year.
- 1.6 A meeting of the registered participants, to be called the “Annual General Meeting” (AGM), shall be held during each CMDAYS symposium. The choice of venue and local convener of the next CMDAYS, and other issues, as specified in the Guidelines (Sec. 2), shall be included in the agenda of this meeting.
- 1.7 There should be two committees, a Central Committee (CC), headed by the Chairperson, and a Local Organizing Committee (LOC) with a Local Convener. These committees shall be constituted as per rules given in the Guidelines.
- 1.8 The LOC shall select topics, invited speakers, and participants.
- 1.9 The CC shall act as the advisory body to the LOC. In this role, the Chairperson, in consultation with other members and the LOC, shall decide the programme for half a day.
- 1.10 The LOC is encouraged to choose one invited speaker and two oral presentations from their organization to highlight their academic activity.
- 1.11 Funding shall be arranged by the LOC.

- 1.12 In case of any controversy, the decision of the Chairperson shall be final. However, this clause shall not be applicable to any change, modification or alteration of this set of Rules and Guidelines.
- 1.13 Any change, modification or alteration in this Set of Rules and Guidelines can be proposed through open discussion in the AGM for consideration by the CC. It shall be binding on the CC to consider the proposal and the decision thereof shall be made effective by the Chairperson who shall report the same in the next AGM.
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2. Guidelines

2.1 On formation of Central Committee

- 2.1.1 The Central Committee (CC) shall consist of 12 members:

- (i) the Chairperson,
- (ii) five Local Conveners of the preceding years, (iii) the current Local Convener, and
- (iv) five other researchers of repute to be chosen by the Chairperson in consultation with the other members of the committee.

Each year the constitution of the CC shall be announced by the Chairperson in the AGM.

- 2.1.2 The Chairperson shall be elected in the AGM preferably by voice vote.

- 2.1.3 The tenure of the Chairperson shall be five years. However, this can be relaxed for special reasons only by a majority decision in the AGM.

- 2.1.4 The CC shall be reconstituted with every term of the Chairperson.

2.2 On Local Organizing Committee

- 2.2.1 The Local Convener shall form a Local Organizing Committee (LOC) as per convenience.

- 2.2.2 The names and addresses of the members of LOC shall be given to the central committee through the Chairperson.

- 2.2.3 The Local Convener shall keep the central committee or the Chairperson informed of the developments till the work related to the symposium is over.

2.3 On Venue

- 2.3.1 Each year the Venue of the next symposium shall be chosen or sanctioned in the AGM.

- 2.3.2 The proposers are expected to have consent of appropriate authorities to host CMDAYS in their institutions. They shall consent to a visit by CC representatives to their institutions to discuss infrastructural facilities.

- 2.3.3 The Venue and the Local Convener shall preferably be chosen by consensus. If, however, there are more than one proposal, a priority list shall be decided by open voting. The chosen convener shall confirm hosting of CMDAYS to the Chairperson within sixty days of AGM.