

Policy and Procedures for Organizing CAPA Sino-US Chemistry Professors Conference

1. CAPA Sino-US Chemistry Professors Conference (“CONFERENCE”, CAPA 中美化学教授会) is held on a regular basis, preferably every year, as a common forum for chemistry professors from USA, China, Canada, and other countries to present their most recent research results.
2. The decision on the **location** and a local host of a CONFERENCE is based on applications and decided by vote by the CAPA Conference Advisory Board (“BOARD”), at least two years in advance. Venues should rotate among various Chinese Universities/Institutes. If condition allows, occasionally the CONFERENCE can also be held in the US or other countries with the approval of the BOARD.
3. The BOARD Chairperson or Secretary shall, at least 9 months ahead of the decision meeting and in writing, invite applications for organizing a future CONFERENCE.
4. Applicants shall submit an application together with a supporting letter from a relevant organization, preferably a University or a major research Institute in China, to the BOARD Chairperson at least 3 months before the vote.
5. The application shall contain the basic features and essential information with the understanding that each CONFERENCE shall be financially self-supporting. The applicants shall give a concise presentation of their proposals to the BOARD members prior to the vote.
6. The CAPA president will nominate a chair and two or three committee members to form a Steering Committee every two years. After being approved by the BOARD, the Steering Committee will be responsible for the everyday management of CAPA conference related issues.
7. The CONFERENCE will be managed by a chair and a co-chair. The Chair will be the local organizer; the Co-Chair will be a CAPA member from US/Canada nominated by the CAPA president and approved by the BOARD.
8. The application should include:
 - brief introduction of the university/institute, the department
 - focus area of conference
 - commitment of conference organization (hotel, conference center, retreat)
 - proposed meeting dates
9. An application for a CONFERENCE can only be considered if the prospective organizers agree to the following **commitments**:
 - adhere to the CAPA Procedures and Practices
 - take all steps to ensure that every interested scientist is able to attend the conference without hindrance and that visa paper work is provided without undue delay
 - keep the Steering Committee informed on the progress and any difficulties encountered in the organization
 - arrange a visitation by the Steering Committee about 18 months before the conference to discuss all aspects of the organization
 - arrange keynote speeches for the CAPA distinguished research awardees
 - encourage young scientists to participate, especially by offering inexpensive accommodations, and by allocating a generous number of oral presentation slots to them
 - invite guest speakers from industry to promote the industry/academia collaboration
 - strive for balanced participation and have a tentative list of speakers 3 months before the conference