



Procedure for Participation in and the Support of Conferences and Workshops by CITAC

1. The aim of the procedure is to provide guidelines for CITAC participation in the organisation or support of conferences and workshops (from now on called meetings).
2. Organisers of a meeting related to metrology in chemistry (MiC) may apply for an “In cooperation with CITAC” designation, when a CITAC member (delegate) is actively involved in the meeting organisation. It should be understood that the label "In cooperation with CITAC” indicates a specific high quality of the meeting and the desire for international participation.
3. The written application, signed by both the meeting Chair and the CITAC delegate, should be submitted to the CITAC Secretary at an early stage of the meeting preparation.
4. The CITAC secretary will inform its members of the request to ensure that there is no conflict of interest.
5. After the written consent from the CITAC executive committee, the meeting organisers can use the CITAC logo and state the cooperation in their announcements.
6. The meeting will be listed on the CITAC website (News) and an announcement will be published in the internal CITAC News issue.
7. The CITAC delegate participating in the meeting organisation shall deliver a short presentation on behalf of CITAC on its composition, objectives, aims and current programmes.
8. The CITAC delegate will provide an informative oral report at the closed CITAC Members' Meeting following the event, and a written report for inclusion in the internal CITAC News issue.
9. Where CITAC is involved at the level of organisation of a session(s) on MiC, or a workshop on MiC in the framework of a conference, and the conference is planned on a commercial basis, an agreement on a payment to CITAC may be developed and approved by the CITAC executive committee.