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| Materials Today ProceedingsConference Proposal Form |
| Thank you for your interest in publishing with Materials Today Proceedings. Please complete the following form in full and submit it MTProceedings@elsevier.com with the **subject line: MT Proceedings Conference Proposal: <Conference Short Name>**. You must send your application from an institutional email address to be eligible for evaluation. Application form checklistBefore submitting your application, please verify that you have:[ ]  Completed the application form in full[ ]  Provided institutional email addresses for all listed organisers/editorsIn addition to the proposal form, we require the following documents: please send these as attachments together with your proposal form.[ ]  A draft conference timetable/outline (a finalised copy will be required prior to final publication)[ ]  A copy of each guest editor’s CVPlease allow 4-6 weeks for the evaluation of your proposal. |

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| Section 1: Conference Overview |
| In this section of the form, you will be asked to provide an overview of the conference. |
| Conference Details |
| Full Title | Click or tap here to enter text. |
| Short Title (max 14 characters) | Click or tap here to enter text. |
| Conference Organiser | Click or tap here to enter text. |
| Affiliate Institution (if applicable) | Click or tap here to enter text. |
| Event Dates | *Start* | Click or tap to enter a date. |
|   | *End* | Click or tap to enter a date. |
| Website | Click or tap here to enter text. |
| Mode | Choose an item. |
| Conference Scope | Click or tap here to enter text. |
| *Notes: MT Proceedings only considers conferences for publication which primarily focus on materials science research. If you are planning a conference with a broader scope than materials science (i.e. in engineering or health) then we are only able to publish works which directly relate to materials science, and you must seek an alternative partner for work which falls into other research fields.* |
| Conference History |
| Has the conference run before? | Choose an item. |
| How many times? | Click or tap here to enter text. |
| Prior URL(s) | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Link(s) to proceedings | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Conference Venue  |
| *Street\** | Click or tap here to enter text. |
|
| *City\** | Click or tap here to enter text. |
| *State/Province* | Click or tap here to enter text. |
| *ZIP/Postal Code\** | Click or tap here to enter text. |
| *Country\** | Click or tap here to enter text. |
| Participant Information | Estimated # participants | Click or tap here to enter text. |
| % Domestic | Click or tap here to enter text.  |
| % International | Click or tap here to enter text.  |
| Estimated # Manuscripts | Click or tap here to enter text. |

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| Section 1b: Conference chair |
| In this section, please provide the following information about the primary conference chair. If you have multiple conference chairs, please list them in the space below. |
| PRIMARY CONFERENCE CHAIR |
| Personal Details |
| Name | Click or tap here to enter text. |
| Role | Click or tap here to enter text. |
| Affiliation | Click or tap here to enter text. |
| Institutional email address | Click or tap here to enter text.  |
| Website/Online CV | Click or tap here to enter text. |
| Prior Conference Experience |
| Has the conference chair previously chaired conferences? | Choose an item. |
| If yes, which?*Please include links to websites/conference proceedings.* | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Publication History |
| Please list the three most recent publications |
| Authors | Title | Journal | Publisher | Vol/Issue | DOI |
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| Additional Conference Chairs |
| Name | Affiliation | Institutional Email Address |
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| Section 2: Managing Guest Editor |
| Each conference proceeding must have a minimum of one and a maximum of eight guest editors. You must nominate one person to act as the managing guest editor: their details should be provided here. Additional editors should be listed in the relevant space below.Please also send copies of each editor’s CV together with the application form. |
| Managing Guest Editor |
| Personal Details |
| Name | Click or tap here to enter text. |
| Role | Click or tap here to enter text. |
| Affiliation | Click or tap here to enter text. |
| Institutional email address | Click or tap here to enter text.  |
| Website/Online CV | Click or tap here to enter text. |
| Prior Conference Editing Experience |
| Has the managing editor previously edited conference proceedings? | Choose an item. |
| If yes, which?*List up to 3, and include the link to the published proceedings.* | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Please describe any additional editorial experience: |
| Click or tap here to enter text. |
| Prior Reviewer Experience |
| Has the managing editor previously reviewed for international journals? | Choose an item. |
| If yes, which? *List the top 3*. |
| Journal | Publisher | # Papers reviewed | Year (s) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Publication History |
| Please list the three most recent publications (preferably in Scopus indexed journals) |
| Authors | Title | Journal | Publisher | Vol/Issue | DOI |
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| Additional Guest Editors |
| **Name** | **Affiliation** | **Institutional Email Address** |
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| Section 3: Editorial Information |
| Information for Editorial Manager |
| Expected date of first submission (date when portal should be opened by) | Click or tap to enter a date. |
| Expected date of final (revised) submission (date when the portal should be closed by)Please note: we recommend allowing at least three months to allow adequate time for review and revision. | Click or tap to enter a date. |
| Expected date of final accepted article (date the issue should be compiled after) Please note: we recommend allowing at least six weeks after the final revised submission has been received. | Click or tap to enter a date. |
| Section 4: Publishing Information |
| The following information will *not be used* to assess the suitability of the conference for publication in Materials Today: Proceedings – however, the information must be completed to permit prompt processing. |
| Publishing Route |
| MT Proceedings offers Open Access and Subscription publishing options:* **Open Access:** Publishing proceedings Open Access means that articles will be immediately and permanently free for everyone to read and download. The conference is responsible for the cost of publication. Each published paper is charged at $150 in this option.
* **Subscription:** Publishing proceedings via the Subscriptions route means that articles are accessible to institutions and individuals that subscribe to the journal: with journal subscribers ultimately responsible for the publication costs. The first fifty articles are free, with additional papers above this charged at $30 each.
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| Which publishing option do you require? | Choose an item. |
| Publishing Additions |
| If you require large numbers of physical copies of the proceedings (>100), please fill in the following section: we will be in touch with a quote. If you require small numbers of copies, please visit the Elsevier Webshop: [https://webshop.elsevier.com/myarticleservices/.](https://webshop.elsevier.com/myarticleservices/)Please indicate quantities next to desired items. |
| Hardback Copies | Click or tap here to enter text. | CDs | Click or tap here to enter text. |
| Softback Copies | Click or tap here to enter text. | USBs | Click or tap here to enter text. |
| Section 5: Declarations |
| Please confirm that only materials science papers will be submitted to the journal:  | Choose an item. |
| Please confirm that all submitted papers will be subject to a full and proper peer review process, including a minimum of two reviewers per paper: | Choose an item. |
| Please confirm that all Guest Editor(s) are familiar with Elsevier Policies relevant to peer review (these can be viewed here: <http://www.elsevier.com/reviewers/peer-review#policies>): | Choose an item. |
| Please confirm that all Guest Editors have reviewed Elsevier’s Publishing Ethics Policies:<https://www.elsevier.com/about/policies/publishing-ethics>  | Choose an item. |

**Thank you for completing this application. We look forward to reviewing your submission.**