

Call for Proposal

The 10th International Multidisciplinary Conference on Optofluidics (IMCO 2020) and

The 11th International Multidisciplinary Conference on Optofluidics (IMCO 2021)

Dear Colleagues,

The IMCO steering committee is currently soliciting proposal for the 10th International Multidisciplinary Conference on Optofluidics (IMCO 2020) and the 11th International Multidisciplinary Conference on Optofluidics (IMCO 2021).

IMCO is a premier international forum in the multidisciplinary fields of optics, photonics, microfluidics, biomedical science and other related areas. Every year, IMCO invites a large number of high-profile researchers as plenary speakers and keynote speakers, and attracts around 500 attendees. IMCO is strongly supported by the Optical Society (OSA) which would send senior delegates to IMCO to deliver plenary talks and present the annual OSA Young Scientist Award. The “Meet the Editor” session provides a rare opportunity for attendees to interact with editors from many high-impact journals including *Nature*, *Nature Photonics*, *Nature Physics*, and *Nature Communication* which also sponsors the annual Innovation Award jointly with IMCO.

The location of IMCO typically alternates between mainland China and regions outside mainland China. IMCO 2020 is expected to be held in mainland China, and IMCO 2021 is expected to be held outside mainland China. Usually, the conference should not be held in the same city within a 5-year period. Exceptions can be made if the Steering Committee receives a strong proposal.

The detailed proposal requirements are described in the Annex. To briefly summarize, each proposal should contain the information of suggested conference date, descriptions of the proposed venue, support from local entities, and information of the host institutions and individuals who serve key roles in the conference Organizing Committee.

All proposals will be evaluated by IMCO Steering Committee to determine the final winning team who will be invited to present the detailed plan to the Steering Committee. IMCO Steering Committee will provide full support and strong guidance to the Organizing Committee throughout the course of conference preparation.

Interested parties are invited to submit their proposal to IMCO Steering Committee (IMCOSteering@optofluidics.sg). The deadline for IMCO 2020 proposal submission is Jun 10th, 2019. The call for IMCO 2021 is open until end of 2019.

Sincerely Yours,

IMCO Steering Committee

ANNEX: PROPOSAL GUIDELINE

About IMCO

IMCO is a premier international forum in the multidisciplinary fields of optics, photonics, microfluidics, biomedical science and other related areas. Every year, IMCO invites a large number of high-profile researchers as plenary speakers and keynote speakers, and attracts around 500 attendees. IMCO is strongly supported by the Optical Society (OSA) which would send senior delegates to IMCO every year. The “Meet the Editor” session provides a rare opportunity for attendees to interact with editors from many high-impact journals. The annual OSA Young Scientist Award and Innovation Award recognize innovative contributions that demonstrate great scientific impact and profound practical implications in the fields relevant to IMCO.

Previous IMCO Locations

IMCO typically alternates between mainland China and regions outside mainland China. Usually, the conference should not be held in the same city within a 5-year period. Exceptions can be made if the Steering Committee receives a strong proposal.

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|-------------|-----------------|------|------------------|
| 2020 | OPEN | 2015 | Taipei |
| 2019 | Hong Kong SAR | 2014 | Guangzhou, China |
| 2018 | Shanghai, China | 2013 | Hong Kong SAR |
| 2017 | Singapore | 2012 | Suzhou, China |
| 2016 | Beijing, China | 2011 | Xi’an, China |

Typical IMCO Program Components

- Typically, 4-7 plenary speakers from various fields relevant to IMCO are invited
- The organizing committee is encouraged to recruit symposium chairs to help run themed symposiums. The exact number and topics of the symposiums is determined by the organizing committee. IMCO usually hosts 10 symposiums in various fields of optics, photonics, microfluidics, biomedical science and other related areas.
- Besides symposium, oral presentation, poster presentation and/or panel discussion should be included in the technical program
- The organizing committee will form a student award subcommittee to evaluate best student poster and best student paper awards
- As a tradition, there is a special “Meet the Editor” session. Publishers and professional societies who are long-term partners with IMCO will send editors to meet with conference attendees.
- The organizing committee is also encouraged to organize technical tours to local institutions.

PROPOSAL TEMPLATE

Each proposal should include at least the following components.

1. Motivation

- How would the proposed conference benefit the IMCO community?

2. Proposed Host Institution

- Name and a brief description of the proposed host institution(s).

3. Organizing Committee

- Any prior experience in conference organization
- Any support from local academic and research institutions
- List of key members of Organizing Committee
 - Conference Chair – Name and biographical information of the individual who will lead the conference organizing effort.
 - Conference Co-Chair (If any) – Name and biographical information of the individual who will assist the Conference Chair.
 - Technical Program Chair – Name and biographical information of the individual who will lead the Technical Program effort.
- Professional conference organizer
 - A brief introduction of the professional conference organizer and the service they provide
 - Information about the management of paper submission and review, publication production, and registration and fee collection

4. Funding Support

- Any source of funding to co-sponsor the conference†

5. Conference Date

- Date must fall between Jun and Aug
- Include primary and secondary date options

6. Location and Venue

- Name and brief description of the proposed city and country including
 - Signature features and attractions
 - Local academic and research institution
 - Weather prediction at time of conference
- Conference venue and hotel information
- Description of travel and transportation options (from a global perspective)

7. Technical Program

- Overall program structure
- List of symposiums

8. Social Program

- Banquet and trip

9. Industrial Exhibition

- Expected number of sponsors and exhibitors

10. Other Relevant Information

- Other relevant information the steering committee should know

† Once the proposal is shortlisted, the Organizing Committee is required to present the detailed budget to the Steering Committee.