International Society of Sugar Cane Technologists

Technical Program Committee

OPERATIONS MANUAL

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CONTENTS

1. INTRODUCTION 1
2. TECHNICAL STRUCTURE OF ISSCT 1
3. ISSCT TECHNICAL COMMITTEES 2
   3.1 Technical Program Committee 2
   3.2 Technical Panel 2
4. RESPONSIBILITIES 3
5. ISSCT WORKSHOPS 4
6. CONGRESS PAPERS AND POSTERS 4
   6.1 Organisation of the technical program for congress 4
   6.2 Initial submission of paper abstracts 5
   6.3 Instructions to authors 5
   6.4 Handling and evaluating manuscripts 5
   6.5 Programming arrangements for paper presentation at congress 6
   6.6 Possible subsequent publication of papers 6
7. AWARDS 6
   7.1 Early career award 6
   7.2 Mid-career award 6
   7.3 Best papers at congress 7
   7.4 Best poster papers at congress 7
8. CONCLUDING COMMENTS 7

Appendices

Appendix A: Guidelines for the Selection of the Technical Program Committee and Technical Panel

Appendix B: ISSCT workshop and webinar guidelines

Appendix C: Application to host a workshop

Appendix D: Timetable for preparation of congress proceedings

Appendix E: Table summarising the number of papers to be delivered at congress

Appendix F: Intent to submit manuscript

Appendix G: Instructions to Authors – Submission of manuscripts for papers and posters
Attachment G1: ISSCT Publication Agreement form

Appendix H: Procedures for handling ISSCT manuscripts
Attachment H1: handling process for receipt of initial abstracts
Attachment H2: handling process for review of papers and posters

Appendix I: Guidelines for reviewing ISSCT manuscripts

Appendix J: Program arrangements with four parallel sessions.

Appendix K: Guidelines for the publication of communications of ISSCT members

Appendix L: Evaluation of oral and poster presentations

Appendix M: Instructions for session chairs

Appendix N: Instructions to presenters of papers

Appendix O: Sample agenda for TPC at Mid-Term Meeting

OPERATIONS MANUAL
ISSCT - Technical Program Committee

1. INTRODUCTION

This manual is a summary of useful information and action items relating to the Technical Program Committee, the Technical Panel and the activities for which they are responsible. It provides a ready-reference and checklist to assist in co-ordinating the administration of the technical proceedings of ISSCT. This document is also prepared to provide background information for those ISSCT members who are newly appointed to positions within the Technical Program Committee/Technical Panel structure. It covers:

- The roles and responsibilities of the Technical Program Committee and Technical Panel
- The procedures associated with the organisation of the technical program of an ISSCT congress
- The procedures associated with the organisation of ISSCT workshops.

This document gives general guidelines only. If there is conflict between this document and the constitution of ISSCT, the constitution takes precedence.

2. TECHNICAL STRUCTURE OF ISSCT

The technical structure of ISSCT (as opposed to its administrative structure) involves the following:

- The Chair of the Technical Program Committee who has overall responsibility for the ISSCT technical program as well as being a member of the ISSCT Executive Committee.
- The Agriculture, Biology, Factory, Co-products, and Management Commissions, each of which is led by a Commissioner.
- The five Commissions are divided into Sections. The sections are:
  - Biology Commission: Four sections - Breeding, Entomology, Molecular Biology and Pathology.
  - Agriculture Commission: Two sections - Agronomy and Agricultural Engineering. The Agronomy section covers a wide technical range and is often considered to have three sub-sections, Plant and Soil Nutrition, Crop Management Systems, and Agricultural Extension.
  - Factory Commission: Two sections covering Engineering and Processing.
  - Co-products Commission: Has just the one section, Co-products.
  - Management Commission: Has just the one section, Management.
- Each section has a committee of five to eight members (typically).
- The ISSCT Editor who is appointed by the ISSCT Executive Committee.

Guidelines have been established to minimise the risk of overlap between the Factory and Co-products Commissions.

Within the factory Commission, the Engineering Section is responsible for the mechanical, electrical and civil engineering technologies associated with the design, operation and maintenance of sugar factory equipment including:

- Cane (including biomass) deliveries to the factory;
- Juice extraction (milling or diffusion);
- Biomass handling and steam generation;
- Co-generation;
- Equipment maintenance;
- Materials testing.

The ***Processing Section of the Factory Commission*** is responsible for the chemistry, chemical engineering, process engineering and process control of all aspects of sugar production from primary juice through to crystal sugar and includes such unit operations as:

- Juice processing to clarified juice and mud, including membrane filtration and sulphitation;
- Evaporation;
- Syrup treatments including clarification, decolourisation etc.;
- Crystallisation, separation and exhaustion;
- Refining;
- Drying, transport, storage and packaging of sugar;
- Sugar quality;
- Factory balances;
- Chemical analysis and analytical methods.

The ***Co-products Commission*** is responsible for all post-processing technologies of process streams that are diverted from the usual factory processes and include:

- Fermentation of any feedstock and production of bioethanol including distillation, ethanol dehydration, etc ;
- Value-added products using juice, syrup, sugar, bagasse or mud as part of the feedstock;
- Bagasse liquefaction, acid hydrolysis, autocatalysis, torrification;
- Biorefineries.

The guidelines for the selection of members to fill these positions are in Appendix A.

3. ISSCT TECHNICAL COMMITTEES

The Technical Program Committee and Technical Panel are the two committees that oversee the technical operations of ISSCT.

3.1 Technical Program Committee

The Technical Program Committee oversees the technical operations of ISSCT between congresses and the development of the program for the next congress. It meets at each congress and on-line for the 'mid-term meeting', held roughly halfway between congresses (sample agenda in Appendix O) to ensure that the organisation of the next congress is proceeding satisfactorily.

The members of the committee are:

The Chair of the Technical Program Committee
The five Commissioners
The ISSCT Editor
The ISSCT General Secretary.

3.2 Technical Panel

The Technical Panel meets during each congress. The primary responsibilities of the panel are to oversee and manage the technical program of the ISSCT (i.e. the ISSCT workshops and the technical component of the congress). The members of the Technical Panel are:

- The members of the Technical Program Committee
- The Chairs of the Section Committees
- A member appointed by the Affiliated Member hosting the Congress.

4. RESPONSIBILITIES

This section contains a summary of the responsibilities of those people involved in the technical organisation of ISSCT. All these people must be current members of ISSCT.

Chair of the Technical Program Committee:

- Has primary responsibility for the technical activities of ISSCT, including the technical content of congress, the production of the congress proceedings, the workshops and webinars and the composition of Section Committees.
- Reports back to the ISSCT Executive Committee, of which he/she is a full member.
- Works with and reports to the Chair of the Executive and communicates principally with the five Commissioners, the ISSCT Editor and, to a lesser extent, the Section Chairs.
- Chairs the Technical Program Committee and Technical Panel.
- Must attend the mid-term meeting and the congress.

Commissioners:

- Have primary responsibility for one of the five Commissions and the membership of Section Committees.
- Are members of the Technical Program Committee and Technical Panel.
- Work with the Chair of the Technical Program Committee and communicate with the Chairs of the Section Committees in their Commission to achieve the technical objectives of ISSCT.
- Usually chair one of their Section Committees.
- Attend the mid-term meeting of the Technical Program Committee and each congress.
- Liaise with the Chairs of their Section Committees to prepare proposals for consideration by the Technical Panel for workshops and webinars to be held in each inter-congress period by their sections and subsequently ensure that these workshops and webinars re organised and presented.
- Are responsible for the preparation, selection and review of papers and posters for the ISSCT congresses associated with their Commission in liaison with the ISSCT Editor and the Chair of the Technical Program Committee.
- Organise a reviewing panel for papers/posters in consultation with each Section Chair.
- Organise appropriate technical webinars or similar sessions within each congress and/or between congresses in conjunction with Section Chairs..
- Chair technical sessions at congress.

ISSCT Editor (currently assisted by two appointed Assistants to the Editor):

- Is the secretary of the Technical Program Committee (TPC) and the Technical Panel.
- Makes recommendations to the Chair TPC regarding guidelines for the submission and processing of communications.
- Liaises with the General Secretary to ensure that at least one author of each paper/poster is a member of ISSCT, except as otherwise provided in the constitution.
- Liaises with the Congress Organising Committee to check if authors or presenters are registered for the Congress.
- Communicates with the Chair TPC, Commissioners and Section Chairs, and the authors concerning the processing of papers, their acceptance and their presentation at congress.
- Edits all submissions for English expression and ISSCT style and organises the on-line publication of proceedings.
- Liaises with the Chair TPC, the General Secretary and Congress Organising Committee regarding congress organisation to foster communication among members generally.
- Attends the mid-term meeting of the Technical Program Committee and the Congress.
- Liaises with editors of *SugarTech* and *Sugar Industry International* on republication of congress papers and posters.

Section Chairs:

- Work with their Commissioner to achieve the objectives of their particular commission.
- Are members of the Technical Panel.
- Attend each congress, if at all possible.
- Proposes membership of Section Committees to their Commissioner and Chair TPC.
- Proposes future workshops and webinars and subsequently organises these workshops and webinars in conjunction with the relevant Commissioner.
- Work with their Commissioner and the ISSCT Editor to prepare, select and review papers and posters for the upcoming ISSCT congress.
- Chair technical sessions at congress. Instructions for session chairs are included in Appendix M.

Section Committee members:

- Work with the Chair of their Section Committee to organise and run the Section workshop and webinars.
- Assist their Commissioner and the Chair of their Section Committee to select and review papers and posters for the next congress.
- Chair technical sessions at congress.

5. ISSCT WORKSHOPS

Each of the ISSCT Section Committees proposes a workshop to be held in the inter-congress period (or possibly during a congress) and subsequently to organise and run those workshops. Section Committees can propose a joint workshop provided they share themes of mutual interest. There are no firm rules governing what should or should not be done at workshops, but they should provide significant time for discussion rather than formal presentations. The Chair of the Section Committee is responsible for organising the workshop in collaboration with the committee members and the relevant Commissioner. Two appendices are provided for guidance:

- Appendix B: ISSCT workshop guidelines. This document provides general guidelines concerning the procedures associated with proposing, approving, financing and organising an ISSCT workshop.
- Appendix C: Application to host a workshop. This appendix contains the form on which the application to hold a workshop is made. This appendix is available on the ISSCT website as a Microsoft Word document.

6. CONGRESS PAPERS AND POSTERS

The Technical Program Committee has the primary responsibility for organising the technical program of each congress.

The local Congress Organising Committee is responsible for the arrangements at the congress venue, for all social activities, and for the printing of the abstract booklet and the distribution of papers and posters (USB stick) at the congress.

6.1 Organisation of the technical program for a congress

The technical program at an ISSCT congress consists of:

- Papers for oral presentation. Papers of this type are the majority of the papers presented at a congress.
- Papers for the plenary symposia. Generally, in the period before lunch on days 2-4 of the congress, 90-120-minute sessions are arranged with invited speakers addressing topics of general interest to the majority of delegates. No other oral papers are scheduled for presentation

during these periods. The topics and speakers for these symposia are arranged by the Technical Program Committee.

- Poster papers. Poster sessions are an important part of an ISSCT congress. In order to increase the standing of posters and encourage greater involvement, the authors of poster papers must submit a short (1000 word) abstract of their poster. These poster papers are peer reviewed as part of the process of reviewing all papers submitted to ISSCT.
- Other presentations. Workshops, discussion groups, or panel sessions may be arranged for inclusion within the congress program. Items of this type differ among congresses.

The Technical Program Committee has the responsibility to ensure that arrangements are put in hand for these items to be prepared in a timely manner. The Editor becomes actively involved in the organisation of the technical program, along with other members of the Technical Program Committee from the mid-term meeting onwards. At this time, the Section Chairs and their Committee Members begin their involvement as they contribute to the review of manuscripts.

Appendix D gives an indicative timetable for the action between the mid-term meeting and the congress, although it must be stressed that this timetable is only indicative of the activities that have to take place and will be reviewed and updated in detail at each mid-term meeting. The critical aspect of this timetable is ensuring that papers and poster abstracts are available early enough and are edited to a high enough standard to enable the congress proceedings to be produced in time to have them available at registration.

6.2 Initial submission of paper abstracts

A critical component in the process of producing a technical program for congress is the initial receipt of expressions of interest to present papers and/or posters at congress. These expressions are used to indicate the number of papers to be presented and the number of technical sessions that must be programmed. Appendix E summarises the number of papers and posters anticipated at the 2028 congress.

Appendix F provides a template that outlines the information required from prospective authors when they express an interest to submit a paper or poster. The most critical component is a brief outline. Appendix F outlines the components that the outline must contain so that technical merit can be assessed. Appendix F is available on the ISSCT website as a Microsoft Word template. This must be completed by potential authors and emailed to the Editor.

6.3 Instructions to authors

Detailed instructions to authors are prepared for each congress for consideration at the mid-term meeting. The most recent version (as revised at the last mid-term meeting) is in Appendix G. These instructions must be made available on the ISSCT website following each mid-term meeting.

Instructions to authors for the preparation of PowerPoint presentations are given in Appendix N.

6.4 Handling and evaluating manuscripts

One of the most critical activities associated with a congress is the handling, reviewing and editing of manuscripts. The Editor is the point of contact with ISSCT for authors, with the Editor distributing the manuscripts for review. The process to be used is reviewed at each mid-term meeting, but Appendix H and Attachments H1 and H2 provide the current versions.

Appendix I provides guidance for the review process. The entire review process is handled electronically using email and the ‘Review’ option in Microsoft Word as the basic editing process.

6.5 Programming arrangements for paper presentation at Congress

ISSCT Congresses usually span four days with the following general arrangements:

- Monday morning is devoted to the congress opening ceremony.
- The congress closes on the Thursday night with the congress dinner.
- There may be 90-120-minute plenary symposium sessions during Tuesday, Wednesday and Thursday (often during the mornings).

This leaves Monday, Tuesday, Wednesday and Thursday afternoons and about half of Tuesday, Wednesday and Thursday mornings available for the presentation of oral and poster papers. However, there are other activities that reduce the available time including:

- A meeting of each section (allocated one paper time slot)
- Time for 'presenting' and viewing poster papers (probably two time slots per commission), and possibly
- Workshops, symposia or other discussion/focus groups (which vary from congress to congress and are not finalised until the mid-term meeting).

Depending on submissions, each paper is allocated a 30-minute time slot – if there is a large number of submissions, this may be reduced to 20 minutes. There are generally four paper time slots before the morning break and six each afternoon – a total of 40 time slots. There are usually up to five parallel sessions – one for each of the commissions. Appendix J shows a program arrangement when there are four parallel sessions.

6.6 Possible subsequent publication of papers

Papers initially published by ISSCT may be published subsequently in other international journals. Full details on ISSCT's policy on subsequent publication of papers initially published by ISSCT are given in Appendix K.

7. AWARDS

7.1 Early career award

The TPC co-ordinates an award for early career scientists, defined as someone less than 35 years old at their respective workshop. A person will be selected at each workshop by at least three members of the Section Committee on the basis of both their abstract and their presentation at that workshop. They will each be awarded a certificate. Of the nine winners, one will be selected to attend their next section workshop and will be sponsored by ISSCT. The overall winner will be selected by the Chair of TPC, the Editor and the Chair of the Management Commission during the Congress. They will base their selection on score sheets from each workshop. Score sheets to be used for early career award selection are included in Appendix L.

7.2 Mid-career award

The TPC co-ordinates an award for mid-career scientists, defined as someone older than 35 years but younger than 45 years at the beginning of Congress. A person will be selected at Congress as the presenter of one of the best papers at Congress (section 7.3). The award will be return economy airfares, accommodation and registration at the following Congress. Authors will be asked at the time of acceptance of their paper if they want to be considered for the award.

7.3 Best papers at Congress

The same selection criteria (except the age restriction) will be used and there will be awards for five best papers (each Commission) and four posters (each commission except Management). The best paper will be based on the presentation at the Congress with each paper in a Commission being assessed by 2-3 scorers from Section Committees. Score sheets to be used for early career award selection are included in Appendix L.

7.4 Best poster papers at Congress

A similar procedure will be used to judge poster papers, except two people will judge the posters from each Commission.

8. CONCLUDING COMMENTS

This document provides general guidance concerning the activities of the Technical Program Committee and the committees that oversee the technical activities of the various sections within ISSCT. If the ISSCT is to remain a successful organisation serving the needs of sugar cane technologists from around the world, it must adapt to meet changing needs of its members. Consequently, this Operations Manual will also change.

New committee members should be given a copy of the current manual within 1 month of the end of each congress. After the congress, the new Chair of the Technical Program Committee has the responsibility of revising the manual – these revisions will be discussed and ratified at the mid-term meeting. This revised document then provides the basis for the preparation of the technical program for the subsequent congress.

Any comments about this document and its appendices should be emailed to the Chair of the Technical Program Committee.

APPENDIX A

GUIDELINES FOR SELECTION OF THE TECHNICAL PROGRAM COMMITTEE AND TECHNICAL PANEL

1. BACKGROUND

Under the ISSCT Constitution, the function of the Commissioners and Technical Program Committee (TPC) is:

> "The technical work of the Society shall be carried out by the Commissions, which shall foster the study of particular branches of sugar cane technology through co-operative research and publications."

The TPC comprises the Chair of the Technical Program Committee (a member of the ISSCT Executive), the Commissioners, the Editor and the General Secretary.

The Technical Panel also includes the Section Chairs and a representative of the Affiliated Member hosting the Congress.

2. NEED FOR GUIDELINES

Commissioners and Section Chairs are selected and not elected. This is done to ensure that the best people are selected in order to maintain and improve technical standards of ISSCT. Therefore, it is necessary to establish guidelines for filling these positions, so that transparency is maintained and so that there can be no misunderstanding about the procedure for filling vacancies. It should be possible for any member of ISSCT to be proposed for consideration for membership of the Panel or the Committee. However, selection of the individuals will be undertaken according to defined criteria.

3. CRITERIA FOR SELECTION OF THE CHAIR OF THE TECHNICAL PROGRAM COMMITTEE

The Chair of the TPC for the next congress is a member of the Executive Committee and is elected by that Committee to be the Chair of the TPC. The appointment is based on the nominee's experience with the ISSCT paper selection, review and printing process and a demonstrated ability to effectively oversee the whole process. The person elected is most likely to have been an effective Commissioner or perhaps the Chair of a Section Committee.

4. CRITERIA FOR SELECTION AS A COMMISSIONER AND AS A SECTION CHAIR

The criteria to be used in making appointments to the Technical Panel are:

- The member must be committed to furthering the objectives of ISSCT and to monitoring and improving the technical levels of ISSCT, to ensure that ISSCT remains the premier sugar cane technology society.
- The technical competence and experience of the member in the area of interest must be considerable, in order to identify issues that are of current interest and importance, and to assess the quality of contributions.
- The work situation of the member must be such that he/she will be reasonably certain of being able to attend ISSCT congress, workshops, (if appropriate) the mid-term meeting, and effectively participate in sectional activities.
- Each Commissioner should be a Section Chair (except the Biology Commissioner) (or have

been a Section Committee member previously) and is expected to serve a two-term appointment.

5. CRITERIA FOR APPOINTMENT TO THE SECTION COMMITTEES

The same criteria should be applied to the selection of Committee Members as applies to the Technical Panel. In addition:

- The Committees must be chosen so that there is continuity between Congresses.
- Section Chairs and their Section Committees should be chosen so that all aspects of the Section's technological activity in all sugar cane areas of the world are covered.
- Without sacrificing the quality of the Section Committees, consideration must be given to including, where possible, members from as wide a geographical spread as possible, as well as all three official languages of ISSCT.
- Ideally, 30-50% of the members of each committee should be replaced at each Congress, although members are expected to serve two terms.
- Section Chairs are expected to serve at least a two-term appointment. Ideally, they will have served 1-2 terms on the Section Committee before being appointed Section Chair.
- If a committee member needs to be replaced, a Section Chair should contact the Chair of TPC, and he/she will liaise with the General Secretary.

6. PROCESS FOR SELECTION

The selection and composition of Section Committees must be an agenda item at Section meetings held at workshops between congresses and at Section meetings during congress. This should provide the opportunities for those interested in serving on the committees to show their interest, and for discussion to accommodate members' concerns on the appointments.

By the morning of the Wednesday of the congress, the Chair of each Section Committee must submit to the relevant Commissioner the nominees to chair the sections and to be Committee Members. The TPC considers the nominations, requests changes if appropriate, and then recommends the nominations to the Executive. Council approves the appointments on the recommendation of the Executive.

APPENDIX B

ISSCT WORKSHOP AND WEBINAR GUIDELINES

Each Section is expected to organise a workshop in the period between congresses or at congress. The Management Section always holds its workshop at congress. Joint workshops between two sections may be appropriate.

Webinars provide a mechanism when conventional workshops cannot be held, and for presentations and discussion around topics of broad interest to ISSCT members.

There are no rules governing what should or should not be done at a workshop or in an online webinar. This is largely at the discretion of the Section Committee. The following are general guidelines which have resulted in the organisation of previous successful workshops and webinars

WORKSHOPS

1. **Workshop Proposals:** Application to host a workshop must be made on the form in Appendix C. This form outlines many of the requirements for holding a workshop. The relevant Commissioner must arrange for proposals for workshops to be lodged with the Chair of the Technical Program Committee as soon as possible after the Section workshop but at least 2 weeks before the next congress.

2. **Approval:** Proposals for workshops will be considered by the Technical Program Committee, who will then submit recommendations to the Executive for subsequent approval at the final Council meeting at Congress. In choosing the host for a workshop, the Technical Program Committee and the Executive shall consider the host's ability to organise it and the relevance of the issue to be addressed. Consideration shall also be given to spreading the Society's activities among countries of affiliated members and in geographical regions to give maximum opportunities to different members for participation. Workshops should be spread over the inter-congress period to ensure that they do not fall in any one budget year.

3. **Change of Venue:** Any change of venue for hosting a workshop after approval by the Executive must be initiated by the Section Chair through the relevant Commissioner and finally approved by the Chair of the Technical Program Committee.

4. **Finances:** Council approves funding to assist with the organisation of the workshop and to subsidise airfares for Committee Members attending the workshop. Council has approved potential funding of US$10,000 for each workshop. These funds are administered by the General Secretary on the advice of the Chair of the Technical Program Committee in consultation with the relevant Section Committee Chair. There will in general be up to US$1000 available to cover administrative costs associated with the organisation of the workshop, plus US$8000 to subsidise travel costs associated with the travel of Section Committee members to the workshop. US$1000 may be used to engage guest speaker(s) or allow students or early-career people to attend the workshop; further funds could be taken from the amount used to subsidise travel costs of Section Committee members. US$500 may be used as an award for best presentation from a young scientist.

   Section Committee members must advise the cost of the cheapest direct economy return airfare or alternative travel to the Chair of the Section Committee, who then allocates the available funds

and requests payment through the Chair of the Technical Program Committee. The subsidy is allocated pro-rata in relation to these airfares. Full information is required on names and addresses of recipients of the money, e.g. many Committee members will want it to go to the organisation for which they work. The ISSCT General Secretary will not transfer any ISSCT funds without prior authorisation by the Chair of the Technical Program Committee.

5. **Workshop Registration Fee:** Attendees may be charged a registration fee to cover legitimate costs incurred by the Workshop Organising Committee such as meals, transport, room hire, documentation, etc. The cost of registration should be kept to a minimum.

6. **Organisation of a Workshop:** Section Committee members are expected to play an active role in the organisation of workshops under the guidance of the Chair of the Section Committee.

7. **Website information:** The organisers of the workshop must develop a website specific to the workshop that provides information about the workshop and allows for registration. A link to this should be displayed on the ISSCT website. Individual ISSCT membership must be paid through the ISSCT website.

   Preliminary brief information must be available within 3 months after a congress. This information must at least include the theme of the workshop, the ISSCT section responsible, the location and approximate date of the workshop, and email contact details for the organisers.

   At least 1 year before the workshop, detailed information must be available on the website to enable potential delegates to decide whether they wish to attend the workshop and arrange for appropriate funds to be budgeted.

8. **Attendees:** The workshop must be open to any member of ISSCT with an interest in the topic of the workshop, as well as additional observers from the host country.

   Workshop delegates must be current members of ISSCT before registering for the workshop and membership must be paid on the ISSCT website. This must be stressed in advertising. Observers need not be ISSCT members.

9. **Workshop program:** The theme(s) and format should be relevant for the particular discipline, and the agenda should be well structured. Since these are 'workshops', the organisers must ensure that there is plenty of interaction among participants. There may be some hands-on experience and field trips.

10. **Reports:** No proceedings are produced for workshops. However, organisers may request brief abstracts from presenters prior to the workshop that can be made available to delegates on arrival. At the discretion of the workshop organisers and agreement of the presenters, PowerPoint presentations made during the workshop may be made available for posting on the ISSCT website. These should be saved as 'PowerPoint Show' or in PDF format to avoid unauthorised changes.

    The Chair of the Section Committee must submit a full report to the General Secretary within 1 month of the workshop (with a copy to the workshop delegates, the relevant Commissioner and the Chair of the Technical Program Committee) for display on the ISSCT website.

    This report should be prepared as a full congress paper to be presented as an oral paper or alternatively summarised to the section meeting held during the congress. It should be sent to the Editor as soon as possible for review and formatting.

    Section Chairs should recommend outstanding presentations at workshops for presentation as full

papers or posters at the next congress.

WEBINARS

1. **Webinar Proposals:** Application to host a webinar as an alternative to a formal workshop must be discussed with the relevant Commissioner, the Chair of the Technical Program Committee and the General Secretary. A written proposal should be lodged with the Chair of the Technical Program Committee (with a copy to the General Secretary) at least 6 months before the proposed date.

   Proposals for webinars on topics of broad interest to ISSCT members can come from Sectional Committees, Commissioners, the Chair of the Technical Program Committee or the Executive Committee. A written proposal should be lodged with the Chair of the Technical Program Committee (with a copy to the General Secretary) at least six months before the proposed date.

2. **Approval:** Proposals for webinars will be considered by the Technical Program Committee, who will then submit recommendations to the Executive for approval.

3. **Change of Timing:** Any change of timing for hosting a webinar after approval by the Executive must be initiated by the Section Chair through the relevant Commissioner and finally approved by the Chair of the Technical Program Committee.

4. **Finances:** ISSCT funds are not available for webinars. Any costs should be recouped through a registration fee, which should be minimal given that participants will have to pay ISSCT membership dues before registering.

5. **Webinar Registration Fee:** Online attendees may be charged a registration fee to cover costs incurred by the Webinar Organising Committee. The cost of registration should be kept to a minimum and can be covered by sponsors that each Organising Committee will identify.

6. **Organisation of a Webinar:** Section Committee members are expected to play an active role in the organisation of webinars under the guidance of the Chair of the Section Committee.

7. **Website information:** The organisers of the webinar must develop a specific web-based platform for the webinar that provides information about the webinar and allows for registration. A link to this should be displayed on the ISSCT website. Individual ISSCT membership must be paid on the ISSCT website.

   Information must be available at least three months before the proposed date of the webinar. This information must at least include details of the webinar, the ISSCT section responsible, the date and timing of the webinar, email contact details for the organisers, and how to register for the webinar.

8. **Attendees:** The webinar must be open to any current member of ISSCT with an interest in the topic of the workshop.

   Webinar registrants must be current members of ISSCT before registering for the webinar, and details of the link must not be shared with others. This must be stressed in advertising and on the webinar website. Log-in details must only be sent once the attendee has confirmed their current ISSCT membership number with the webinar organisers. Note that ISSCT membership runs from

the completion of a congress until the completion of the following congress. Application for membership can be made through the ISSCT website.

9. **Webinar program:** The theme(s) and format should be relevant for the particular discipline and in line with strategic directions set by the Executive. The agenda should be well structured. The organisers must ensure that there is sufficient time for questions and discussion among participants.

10. **Reports:** No proceedings are produced for webinars. However, organisers may request brief abstracts from presenters prior to the webinar that can be made available to delegates before the webinar. At the discretion of the workshop organisers and with the agreement of the presenters, PowerPoint presentations made during the webinar may be made available for posting on the ISSCT website after the webinar. These should be saved as 'PowerPoint Show' or in PDF format to avoid unauthorised changes.

    The Chair of the Section Committee must submit a full report to the General Secretary within one month of the webinar (with a copy to the relevant Commissioner and the Chair of the Technical Program Committee) for display on the ISSCT website.

    This report should form part or all of a full congress paper to be presented as an oral paper during the congress.

    Section Chairs should recommend outstanding presentations at webinars for presentation as full papers or posters at the next congress.

APPENDIX C

INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS
APPLICATION TO HOST A WORKSHOP

This is a Microsoft Word template. Please enter the responses into the spaces provided.

The completed form should be emailed to the Chair of the Technical Program Committee (with copies to the ISSCT General Secretary and the relevant ISSCT Commissioner and Chair of the Section Committee). The form must be received no later than 2 weeks before the start of the next ISSCT Congress. Applicants should note that additional "ISSCT Workshop Guidelines" are contained in Appendix B of the TPC Operations Manual and also on the ISSCT website.

1. DETAILS OF APPLICANT

Only sugar-related organisations with substantial resources will be suitable as hosts for workshops. Preference will generally be given to Affiliated Members (i.e. technical societies affiliated to ISSCT).

1.1 Name of Host Organisation

1.2 Contact Details

Name:	
Title	
E-mail:	
Phone:	
Institution:	

1.3 Office Bearers

Please give names and positions of those who will actually organise the workshop.

Name	Position

1.4 Nature of the Organisation

Please summarise the sugar-related activities and functions of the organisation.

Functions and Activities:	
Other Relevant Information:	

1.5 ISSCT Workshop Guidelines

Have you read and taken note of the information available in the "ISSCT Workshop Guidelines" available on the ISSCT website?	Yes/No *Please delete one.*
Have you consulted with your national society?	Yes/No *Please delete one.*

2. PROPOSED ACTIVITIES

2.1 Proposed Topic for the Workshop

2.2 Preliminary Discussion with ISSCT
Please provide details of preliminary discussions concerning this topic at ISSCT workshops and/or with the relevant Commissioner or Section Chair.

2.3 Proposed Sub-topics

2.4 Proposed Visits and/or Field Trips associated with the Workshop

2.5 Proposed Country, City and Venue

2.6 Proposed Dates

3. NATIONAL POLICY IN RESPECT OF ENTRY OF REGISTERED MEMBERS

ISSCT recognises that the applicant may be unable to influence or alter Government policies in respect of entry to that country of all members who desire to attend the workshop. Please indicate:

3.1 Any known limitations to entry

3.2 Special visa requirements (if any)

4. RECOGNITION OF OBLIGATIONS

Workshop hosts must undertake to recognise that:

(a) the Section Committee appointed by ISSCT has ultimate responsibility for organising the sub-topics and speakers for the workshop. This Committee will usually have a representative from the host organisation and will work closely with the hosts.

(b) the hosts are responsible for local arrangements, such as:
- safety and security of participants
- arranging publicity
- organising the venue
- recommending and coordinating accommodation
- assisting delegates on arrival and departure
- organising field trips
- seeking sponsors for some events
- collecting ISSCT membership fees and sending them to the General Secretary
- ensuring that guidelines for workshops are adhered to.

(c) the workshop topic and venue cannot be changed without permission from the Chair of the Technical Program Committee of ISSCT.

(d) ISSCT funding for the local organisation is limited to US$1000.

(e) the hosts are required to comply with the Workshop guidelines.

5. COST OF ATTENDANCE

5.1 Sponsorship

Please provide an indication of any sponsorship envisaged.

5.2 Registration Fee

Please estimate the likely registration fee to be charged.

6. SIGNATURE(S) ON BEHALF OF THE APPLICANT

Signature:	
Name:	
Position:	
Date:	

Please Note:

(1) Applications to hold a workshop must be discussed with the relevant ISSCT Commissioner and should be discussed with the relevant national society prior to submission

(2) Applications must be lodged with the Chair of the Technical Program Committee at least 2 weeks prior to each congress. Please:

- Email a completed application form as soon as possible, and
- Bring a second original copy to the congress and check with the Chair of the Technical Program Committee that the posted original has arrived.

APPENDIX D

TIMETABLE FOR PREPARATION OF CONGRESS PROCEEDINGS

The timetable for the involvement of the Technical Program Committee in the production of the congress proceedings is typically as outlined below. The table gives both general timing guidelines, as well as the dates *(in brackets)* required for the 2028 congress.

Time before Congress	ACTION TO BE TAKEN
Mid-Term meeting *(21 October 2026)*	**Review and update the Operations Manual.** Decide on general arrangements for presentation of papers, posters, themes for the technical symposia. Liaise with the Congress Organising Committee for publication of relevant information in Newsletters, for inclusion on the ISSCT web page, and for publication of the proceedings.
Between 18 and 12 months *(31 July – 31 January 2027)*	**Call for papers distributed in Congress newsletter.** Commissioners and/or Section Chairs approach speakers to become authors of selected theme papers, symposia papers and/or reviews and also arrange a team of reviewers.
Between 12 and 10 months *(31 January – 31 March 2027)*	**Deadline for submitting titles and outlines for papers and posters.** In one month the commissioners and section chairs must review and accept/reject all submissions.
Between 11 and 9 months *(28 February – 30 April 2027)*	**Editor informs authors of acceptance (or rejection) of paper and poster proposals.** Possibly recommend that some paper submissions be converted to posters.
Between 8 and 7 months *(31 March – 31 May – 30 June 2027)*	**Deadline for receipt from authors of manuscripts for oral papers, symposium papers and poster papers.** Manuscripts submitted to editor who acknowledges receipt and forwards them to the relevant section chair who arranges for the manuscripts to be reviewed. Editor contacts authors who did not submit manuscript. NOTE: It is critically important that receipt of manuscripts be confirmed at each transmission.
Between 8 and 4 months *(31 May – 30 September 2027)*	**Review process for oral papers, symposium papers and poster paper s** All papers reviewed. Editor MUST be kept aware of status of all papers in progress. Authors informed of reviewer's comments and asked to revise the papers. There may be recommendation that some papers be resubmitted as posters.
Four months *(30 September 2027)*	**ABSOLUTE FINAL DEADLINE FOR RECEIPT OF FINALISED PAPERS BY THE EDITOR.** Any papers received after this deadline will not be included in the proceedings and will not be accepted for presentation at congress.
Six weeks *(19 December 2027)*	**All material must be with the printers and USB manufacturers.** COC must have finalised all artwork and detailed arrangements with printers.
Congress registration *(30 January2028)*	**Congress proceedings available to delegates.**

APPENDIX E

TABLE SUMMARISING THE NUMBER OF PAPERS POTENTIALLY TO BE DELIVERED AT THE 2028 CONGRESS

Commission	Section	Oral/Full Paper Slots
Agriculture	Agronomy	48
	Agricultural Engineering	12
Biology	Breeding	12
	Entomology	12
	Molecular Biology	12
	Pathology	12
Factory	Processing	24
	Engineering	24
Co-Products	Co-Products	24
Management	Management	15

Note: (1) If the number of papers justifies it, the Agronomy papers may be subdivided into sub-sections of Plant and Soil Nutrition, Crop Management Systems and Extension.
(2) Generally, there are 180 30-minute time slots for the presentation of papers (less the number required for sectional meetings, viewing poster papers etc).

APPENDIX F

ISSCT - INTENT TO SUBMIT A MANUSCRIPT FOR THE GUATEMALA CONGRESS JANUARY - FEBRUARY 2028

This is a Microsoft Word template. Please type the required information in the spaces provided and email this document to Dr Peter Allsopp, the ISSCT Editor (issct.editor@bigpond.com). One copy for each submission. If you do not receive an acknowledgement within two days that the email has been received, please resubmit the email.

I/We submit an abstract outlining a paper/poster we wish to submit for presentation at the above ISSCT congress. We understand that this outline will be reviewed by the ISSCT Technical Program Committee and that we will be informed within five weeks after the closing date for this submission whether a full paper/poster manuscript can be accommodated in the congress program.

This outline is submitted for inclusion in the following ISSCT Technical Section.

ISSCT Commission	Technical Section	Please enter "yes" in one row only
Agriculture	Agronomy	
	Agricultural Engineering	
Biology	Breeding	
	Entomology	
	Molecular Biology	
	Pathology	
Factory	Engineering	
	Process	
Co-products	Co-products	
Management	Management	

I/We request that the manuscript be considered for presentation in one of the following categories.

Type of Manuscript	Please enter "yes" in one row only
Full congress paper	
Poster paper	
Either a full paper or a poster paper	

The principal author for this paper/poster and the person to whom all emails should be sent is:

Family Name	Given Name and other Initials	Email address (1)	Current ISSCT Membership No. (2)

The name of the person who we hope will be able to attend congress to present the paper (subject to confirmation at a later date) will be:

Family Name	Given Name and other Initials	Current ISSCT Membership No. (2)

The co-authors of the manuscript will be:

Family Name	Given Name and other Initials	Current ISSCT Membership No. (2)

OUTLINE: Please enter the title and the outline in the box below. The outline MUST be constructed with the following components. Please indicate:

- why the study was done (maximum two sentences),
- how the study was done (maximum four sentences),
- the results obtained (maximum six sentences), and
- the conclusions drawn from the study (maximum four sentences).

Be concise and precise. Overall, there should not be more than 300 words. Excessive length will be viewed negatively.

Title	
Outline	

PERMISSION: ISSCT may wish to publish information about this abstract on its website as part of its publicity about the forthcoming congress. Please indicate your agreement to this.

As Principal Author I agree on behalf of all authors that ISSCT can publish this outline or information associated therewith on its website. (see also note 3 below)	YES/NO (Please delete one)

PLEASE NOTE:

(1) All communications concerning papers and posters must be by email with the ISSCT Editor (issct.editor@bigpond.com). Authors are asked to acknowledge immediately the receipt of all emails from the editor, otherwise the editor will resend the email. The editor will usually acknowledge receipt of all emails he receives within two working days. If no acknowledgement is received in that time, please resend the email.

(2) Please supply current membership number for 2025-2028. Before the paper/poster is accepted, at least one author must be a member of ISSCT. Membership application is available on the ISSCT website at http://issct.org/member.html.

(3) ISSCT has a policy of encouraging subsequent publication of congress papers in selected international journals. ISSCT will only agree to the subsequent publication of a paper if it has the agreement of all authors of that paper.

APPENDIX G

INSTRUCTIONS TO AUTHORS
SUBMISSION OF MANUSCRIPTS FOR PAPERS AND POSTERS
GUATEMALA CONGRESS
JANUARY - FEBRUARY 2028

The ISSCT Technical Program Committee has prepared the following guidelines as an aid to authors submitting full-length congress papers and poster papers. Since the abstract is the only part of the paper that is printed in hard copy, there are specific requirements concerning construction and contents (see below).

The proceedings for the congress will be produced on a USB stick and will be available to all delegates when they register at the congress. In addition, there will also be a hard-copy book containing copies of the English abstracts of all papers and posters.

Please follow these guidelines strictly. Major deviations will result in manuscripts being rejected.

SUMMARY

Deadline for receipt of intent to submit a full length and/or poster paper:	**31 MARCH 2027** Deadline for emailing the title and outlines for full-length and poster papers to the Editor at issct.editor@bigpond.com. Authors will receive confirmation to proceed to prepare the paper/poster by **15 APRIL 2027.**
Deadline for receipt of full-length papers and posters:	**30 JUNE 2027** **Microsoft WORD manuscripts of full-length papers must be received by the above date. This deadline will be strictly enforced.**
Subject matter:	Papers should be of interest to an international audience, of sufficient technological worth, and not excessively commercial in nature.
Length of congress papers:	Strictly no more than 3500 words excluding title, list of authors and abstract (no longer than 300 words). The number of tables and figures must be strictly limited and only included if absolutely necessary. Information in text, tables, and figures should not be duplicated.
Length of poster papers:	No more than 1000 words excluding title, list of authors and abstract (no longer than 200 words) plus **strictly limited** tables and figures.

DETAILED INSTRUCTIONS

Notification of intent to prepare a paper or a poster: By **31 March 2027** email the title, author name(s) and outline to the Editor using the template available on the ISSCT website. So that adequate information is available to ISSCT to assess the outlines and to ensure that all necessary information is available, the format of the abstract must be as indicated in the **Format of the Abstract** paragraph below.

Subject matter: Papers and posters should be of interest to an international audience and should present original data, new concepts, novel analysis, or innovative presentation or interpretation of previously published material. Papers may be of a scientific, economic or technological nature but *must not* be of an overtly commercial nature or written with inadequate disclosure of relevant information for commercial reasons.

Length of Full Papers: These should be no more than 3500 words, excluding the title, list of authors, and the abstract. Only tables, figures and references that are **strictly** necessary for the presentation should be included. The abstract must conform to the format outlined below.

Length of Poster Papers: No more than 1000 words will be accepted, excluding the title, list of authors and the abstract, and **strictly** limited tables and figures.

Format of the Abstract: The abstracts for both full length and poster papers are the only parts of the papers/posters that are printed in hard copy. It is therefore *most important* that the abstracts are reasonably comprehensive and give the reader an adequate summary of the paper. Consequently, the abstracts should be about 300 words and must cover the following topics:

- Why the study was done (maximum two sentences)
- How the study was done (maximum four sentences)
- The results obtained (maximum six sentences), and
- The conclusions drawn from the study (maximum four sentences).

The abstracts must not contain any figures or tables.

Language: Papers and abstracts must be presented in English. .

Eligibility: At least one of the authors must be a member of ISSCT before the paper/poster is accepted. Authors must make every effort to present their paper at the congress. However, if they are unable to attend, they ***must*** ensure that someone ***with a good knowledge of the work*** can make the presentation on their behalf. The presenter must be able to answer detailed questions on the paper. This must be advised to the Chair of the Technical Program Committee at least 2 weeks before the congress.

Peer Review: The ISSCT Commissioners in collaboration with the Section Chairs and the Editor will arrange for papers and posters to be peer reviewed.

Preparation: Commissioners may reject papers that require excessive editing. Before submission, authors *must* have their papers reviewed by colleagues, and, if appropriate, by a person fluent in English. **Authors who are not fully conversant with technical English and the type of sentence construction used in technical papers of the type required by ISSCT must have their paper reviewed by a person fluent in English before emailing their paper to the Editor.** If there is any doubt on this point, authors must email their paper to the Editor well before the stipulated deadline. Furthermore, authors are encouraged to contact the relevant Commissioner before submitting their papers to clarify any doubts they may have concerning

the technical content and related matters for their papers.

Deadlines: Manuscripts of full papers and poster papers **must** be received by the Editor by email by **30 June 2027** to be eligible. Email will be the only form of communication between the Editor and the authors.

Agreement Form: ISSCT must obtain assurances from authors that the papers and posters are the original work of the authors, have not been published previously, and do not violate existing copyright or intellectual property rights. Authors are required to complete an 'ISSCT Agreement Form' to give these assurances (see Attachment G1).

LAYOUT OF FULL-LENGTH PAPER

Overall Layout of the Paper: An example that should be used in the preparation of a full-length paper is available on the ISSCT website at http://www.issct.org. The template shows the overall layout and format of the papers.

Title: The title should be as brief as possible, in capital letters not underlined, and followed by the author's name(s), using initials or preferred given name.

Detail of Author(s): The name(s) of the author(s) should be accompanied by the institution they represent and its abbreviated address. In the case of multiple authors from different institutions, the name of each author should be marked with a superscript number beginning with 1. The addresses corresponding to each author should also be marked with the same superscript number. The professional title and rank of the author should **not** be included. The email address of the principal author should be presented under the addresses.

ISSCT discourages the listing of more than four authors. Authors must have made a significant contribution to the substance of the paper and the Editor may ask for this to be justified. Persons who only offered advice, who assisted with the experimental program and/or who directed the work of an institution should be mentioned in the Acknowledgements (see below).

Abstract: An abstract of no more than 300 words must be supplied, positioned below the title and author headings. It must be reasonably comprehensive and self-explanatory and give:

- why the study was done (maximum two sentences),
- how the study was done (maximum four sentences),
- the results obtained (maximum six sentences), and
- the conclusions drawn from the study (maximum four sentences).

The abstract will be published in a separate hard-copy document. **The abstract will help a reader decide whether to read the full paper from the USB stick, so it must have sufficient detail for the reader to make this decision.**

Keywords: Immediately following the abstract, authors should write 'Keywords: …' and give no more than five keywords that cover the main elements of the paper.

Introduction: The introduction should inform the reader of the overall purpose of the paper and provide information on the previous work or experience on the theme of the paper.

Main Body of the Paper: In the case of scientific papers, it is suggested that authors follow the standard presentation involving the following sections: materials and methods, results, discussion and conclusions. For reviews and description of technological processes, authors should decide on the layout most suitable for their presentation. However, a section of conclusions should be included.

Acknowledgments: Authors may include a short section of Acknowledgments. It should not be more than 50 words. If there are more than four authors listed for the paper, serious consideration should be given to acknowledging some of the 'authors' in the acknowledgements section and removing their names from the authors listing.

References: References to literature are given in the text as Bloggs (1992) or (Bloggs 1992), or Bloggs and Higgins (1992) for two authors, or Wilkins *et al*. (1993) for three or more authors. While use of the term *et al.* is appropriate in the text for references to more than two authors, all author names must be provided in the list of references except that, if there are more than six authors, only the first three should be listed, followed by *et al*. This list is collected at the end of the paper in alphabetical order of the first author's surname, in the following format: Author(s) – surname first, initials last –, date in parentheses, the title, publication, publisher and place of publication (for books), volume number, page numbers for journals.

References to articles presented in Proceedings should include: name(s) of the author(s), the year of publication in brackets, the full title of the article, the title of the proceedings, the venue and date of the meeting, the name(s) of the editors, the publisher and the inclusive pages of the article cited.

Each reference to a book should include: author(s) name, year of publication, title of the book, publisher and place of publication, and total number of pages.

Each of these elements **MUST** be present to constitute a **VALID** reference. If a work cannot be found because of insufficient detail, it will be deleted as useless, and authors risk accusations of plagiarism. Valid DOI references should be inserted where known.

The above three fictional references would then be cited as:

Bloggs CP. 1992. A sugarcane productivity model. *Australian Journal of Agricultural Research* 21: 91-96. https://doi.org/10.1056/sdata.2018.214

Bloggs CP, Higgins JC. 1992. Sugarcane photosynthesis. In: Proceedings of the World Photosynthesis Symposium, Trivandrum, India, 1991. D Snooks and S Tan (Eds). Pathan Press, New Delhi pp. 120-128.

Wilkins SY, Yoshida T, Chen SK. 1993. Photosynthesis of Sugarcane. Caneworld Publishers, New York.

Conference papers produced on CD or USB stick without continuous pagination should have the following format:

McBain GD, Harris JA, Miller KF, Vigh SN. 2002. Temperature distribution in a vertical cooling crystalliser. *Proceedings of the Australian Society of Sugar Cane Technologists* 24: 7 pp.

If the reference is to an article from a website, please use the following format:

Poland D. 1998. The hot button. Roughcut. Turner Network Television. Accessed 28 Oct. 1998. http://www.roughcut.com

References in the text that are not in the list of references will be deleted; similarly, references in the reference list not referred to in the text will be deleted. If several papers by the same authors in one year are cited, a, b, c etc. are placed after the year of publication.

Tables: Tables **MUST** be kept to a minimum number and size. They should usually fit onto an A4 page in portrait format. Tables must be numbered consecutively, eg Table 1, Table 2, followed by a brief explanatory heading, referred to in the text as such. Authors must give due consideration to the necessity and relevance of data tables, rather than include them simply because they are readily available on computer. Note that data should *not* be presented in both a table and in a figure. In general, it is better to present the data in graphical form than in a table. Please remember that tables should be placed at the most appropriate place in the text, not in separate files or at the end of the text. All tables must be inserted in a format that allows them to be changed by the Editor (not inserted as a 'picture').

Equations: Simple equations (i.e. one-line equations with subscripts and superscripts) should be typed directly into the text. Others should be rendered in Microsoft Equation Editor, so that errors, changes or corrections can be applied to the electronic document. If appropriate, the equations should be numbered.

Figures/photographs: Figures, diagrams and photographs should be supplied in .jpg format. Figures should be numbered consecutively, eg, Figure 1, Figure 2, followed by a brief explanatory title, and referred to in the text as such. Colour illustrations are encouraged.

All photographs, figures and diagrams should be placed at the end of the text.

Style: Do NOT underline headings or text. Please use capital letters sparingly. Do not confer capital letters on every mill station, tool, piece of equipment or apparatus etc. Whole numbers under 10 should be spelt out in the text, except when referring to identifiable quantities, eg 5 t/ha, and in tables. Botanical and zoological genus and species names should be rendered in *italics*. Names of chemicals should be written out in the text, at least at their first occurrence, except when reaction equations or complex compounds are dealt with, when standard symbols should be used.

Numbers, symbols and abbreviations: Use metric units for all measurements. Standard abbreviations should be used such as mm, cm, m^2, km, km^2, m^3, ha (hectares), t (tonne), L (litre), mL, h (hour), kW, kWh, kJ, °, ', " (degree, minute, second), r/min, kPa, N, °C. Please use kg/m^3 in preference to $kg.m^{-3}$, t/ha rather than $t.ha^{-1}$, etc. Numbers greater than 9999 should be written with a comma to denote the thousands separator, e.g. 15,687.

Page numbers: Number all pages in the upper right-hand corner.

Electronic format: Papers must be submitted to the Editor by email. **The manuscript must be provided in Microsoft Word.** Authors are requested to remove from the text file all highlights, comments, merge commands, and hyperlinks of all kinds, eg automatic table of contents links, reference links, etc. Papers must be submitted in one file, with all photographs, tables, and figures placed at the end of the text and also supplied in .jpg format. If the resulting file is very big (e.g. the manuscript contains several photographs), the files should be WinZipped to reduce its size.

Communication with ISSCT: All communication between authors and ISSCT concerning full papers and posters MUST be with the Section Chair or Editor via email so that the processing and reviewing of papers is under effective control. The Editor will acknowledge receipt of all communications with authors. If authors do not receive acknowledgement of an email within two working days, they should assume that the email has failed to arrive and resubmit it.

LAYOUT OF POSTER PAPERS

Poster papers should follow the layout and instructions for full-length papers, as far as feasible. However, poster papers are limited to 1000 words (excluding the title, authors and abstract) and strictly limited tables and figures. If figures and/or tables are included, the number of words must be reduced to maintain approximately the same total length. The abstracts of the poster papers will be published in the separate hard copy document along with the abstracts from full-length papers.

Abstracts should have a maximum of 200 words.

Main body of paper: Authors should decide on the layout most suitable for this presentation.

BRIEF GUIDELINES ON POSTER PREPARATION

Poster boards will allow portrait-format A0 posters, so posters cannot exceed 841 mm width and 1189 mm height. They can be attached by drawing pins, Velcro or Blue Tac. Space will be provided for posters from each section, over a period nominated in the program.

A poster should be self-explanatory and give the essentials of your message. Do not overload it with findings or text. Keep sentences short and pithy. The information flow within the poster should be given by arrows or numbers.

The poster will be viewed generally from 1.5 to 3 m distance. Letters must be larger than 10 mm, lines heavier than 1 mm, and headings at least 20 mm.

Photos and figures must be at least 20 x 28 cm, preferably up to 30 x 41 cm. Limit the number of items in a table or curves in a graph. Use colour to add emphasis or contrast.

Authors must be present at their posters during the times nominated in the program, in order to explain and discuss it further. You may also wish to have a short handout.

ATTACHMENT G1

TECHNICAL PROGRAM COMMITTEE
PROPRIETORSHIP OF INFORMATION
RELEASE AND LICENCE TO PUBLISH FORM

Dear Contributor

In consideration of the International Society of Sugar Cane Technologists (ISSCT) accepting for publication in its 2028 Congress Proceedings your Paper entitled:

_____
_____
_____
_____

and for you (or your nominee) to present the Paper at the 2028 ISSCT Congress in Guatemala City, this letter, when countersigned by you, will serve as the Society's agreement.

You hereby declare that:

- The Paper has not been published previously, is not presently being considered for publication elsewhere and that all necessary permission has been given for you to disclose the content of the Paper
- To the best of your knowledge, nothing in the Paper infringes any intellectual property right or discloses any confidential information vested in a third party
- The Paper does not contain any subject matter that contravenes any laws (including any defamatory material and misleading and deceptive material) – ISSCT will not accept liability for any such statements
- The Paper meets ethical standards applicable to the research discipline, and
- All authors have read the Paper and have agreed to its publication.

Terms of Licence to Publish
In consideration for publication of the Paper, the Author(s) grants to ISSCT an exclusive worldwide licence to approve fair and reasonable permission requests from third parties to reuse material contained in the Paper for the purpose of study, research or subsidiary publication.

In addition to the Author's moral rights in the respect of the Paper, the Author(s) retain the rights to:

- Use the Paper for non-commercial purposes within his/her institution subject to the usual copyright licensing agency arrangements
- Use the Paper for further research and presentations at meetings and conferences
- Use the illustrations (line art, photographs, figures, plates) and research data in his/her own future Papers
- Share print or digital copies of his/her Paper with colleagues for personal use or study
- Include the Paper in part or in full in a thesis or dissertation, provided it is not published for commercial gain
- Place his/her pre-publication version of the Paper on a pre-print server, and
- Place his/her pre-publication version on a personal website or institutional repository on condition that there is a link to the definitive version on the ISSCT website.

The Author(s) agree to:

- Include a link and/or reference to the Paper as published by ISSCT on all digital copies used within his/her institution
- Not reproduce or authorise others to reproduce adaptations of the Paper that are substantially identical to the Paper for any commercial publication
- Not permit digital copies of the Paper as published by ISSCT to be systematically networked to external users, and
- Not use the Paper in any way that implies that ISSCT, The Proceedings or the Technical Program Committee endorses any product or procedure described in the Paper.

When exercising any rights assigned or granted, each party is required to give sufficient acknowledgement of the contribution made by any other party to the published material, including a citation to the Proceedings.

If the paper is rejected by the Technical Program Committee in writing (including electronic transmission), all rights under this Licence revert to the Author(s).

The Author(s) agrees to use PowerPoint for his/her presentation and to send that presentation to the Congress organisers at least 1 week before the Congress. The PowerPoint presentation: (i) remains the property of the Author(s) and is not part of the worldwide licence, (ii) will not be provided to any other party by ISSCT and/or the Congress organisers and will not be used for

any other purposes than the Congress presentation, and (iii) will be destroyed by ISSCT and/or the Congress organisers as soon as possible after the Congress.

The Corresponding Author acknowledges that he/she is signing on behalf of all authors *with their authorisation*. Scanned signatures are acceptable.

Corresponding Author _____ Date _____

Does the <u>presenting</u> author wish to be considered for ISSCT's Mid-career Award? They must be older than 35 years but younger than 45 years at the beginning of Congress. YES / NO

This form should be emailed to the Editor at:

Email issct.editor@bigpond.com and peter.allsopp0351@gmail.com
'

Dr Peter Allsopp
Editor
International Society of Sugar Cane Technologists

Dr Michael Butterworth
Chairman, Technical Program Committee
International Society of Sugar Cane Technologists

APPENDIX H

PROCEDURES FOR HANDLING ISSCT MANUSCRIPTS

NOTE: Whenever an email is received by anyone in the ISSCT editing process, an acknowledgement of receipt must be sent immediately.

1. Authors will only send the manuscripts of abstracts, full papers or poster papers to the ISSCT Editor. Only email will be used. Upon receiving a manuscript, the Editor will:
   - Acknowledge receipt,
   - Log in the pertinent information,
   - Provide a paper reference number and
   - Email the paper to the appropriate Assistant and/or Section Chair who will handle the reviewing process (with a copy to the relevant Commissioner).
2. During the editing process, most communication with the author will be to and from the Editor. The exception to this will be that Section Chairs will correspond with the author regarding revision to the paper or poster (copies of emails to be sent to the editor).
3. **In all email communications concerning manuscripts, the email subject will be "Paper reference number – principal author's family name". The subject must remain unchanged in all subsequent communications.**
4. The flow diagram and communication channels for the processing of initial abstracts is indicated in Attachment H1 "Handling process for receipt of initial abstracts". For full papers and poster papers, the communication channels are indicated in Attachment H2 "Handling process for review of papers and posters". These attachments must be used as the reference document for the abstract and paper/poster review processes.
5. Each referee should review the manuscript for technical merit (see Appendix I) and return his/her suggestions and recommendation to the Section Chair within three weeks. Referees should be prepared to offer limited assistance to non-English-speaking authors with matters of English usage but major revision to improve English usage is not appropriate. If referees need to contact authors directly to clarify technical aspects of the paper or poster, this should be done through the Section Chairs.
6. When the Section Chair has received the reviews from both referees, decisions must be made about the extent to which the paper is acceptable. The options at this stage are:

   (a) Papers submitted for oral presentation:

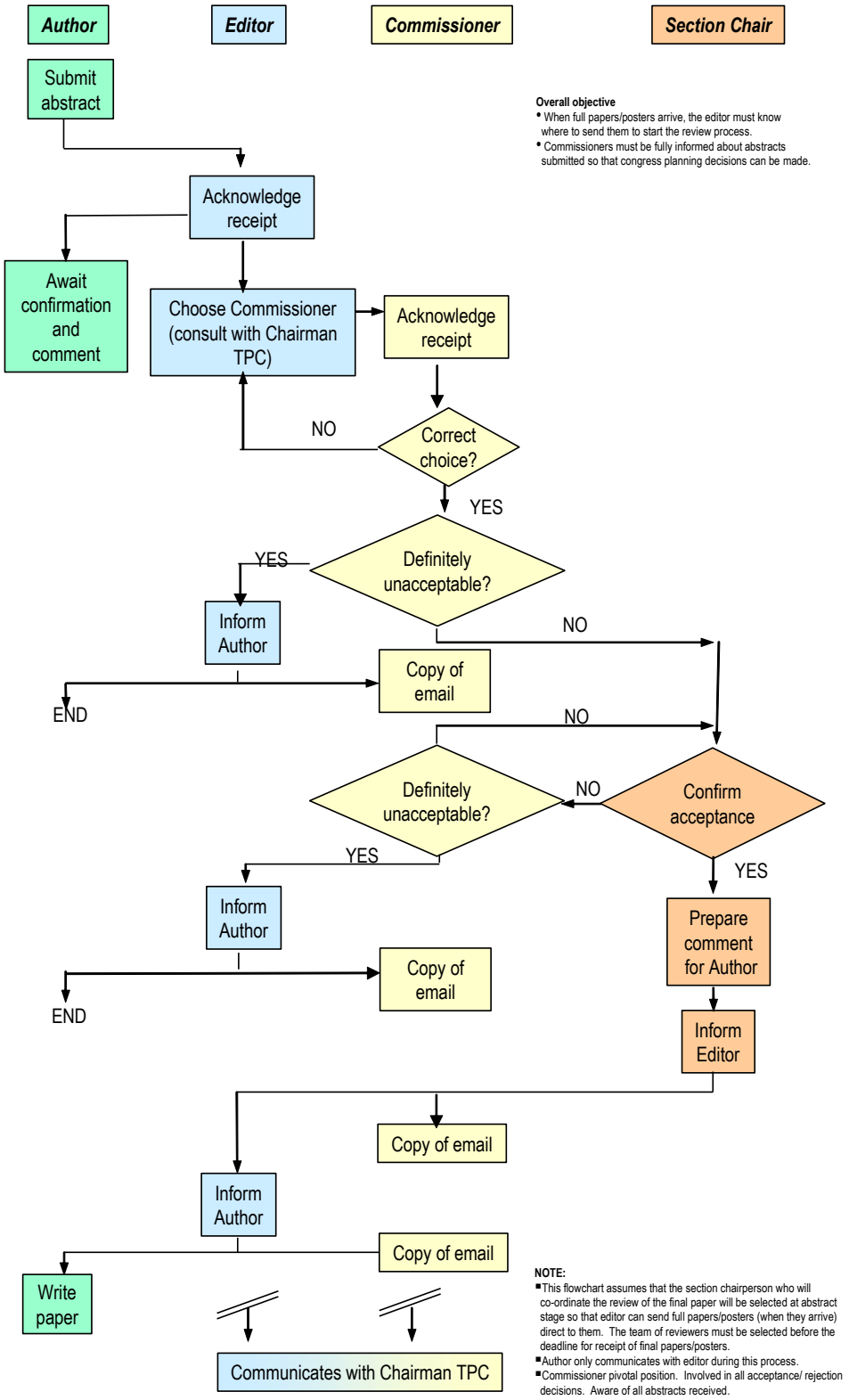
   - Acceptable in its current form with no need to refer back to the authors.
   - Acceptable in its current form but requires some revision by the authors.
   - Requires major modification/editing – accept as a paper only if the Editor/Commissioner believes the paper is required to complete the full paper presentation program (or recommend change to a poster paper).
   - Unacceptable in its current form but recommend change to poster paper.
   - Totally unacceptable as either oral or poster paper

(b) Papers submitted for poster presentation:

- Acceptable in its current form with no need to refer back to the authors.
- Acceptable in its current form but requires some revision by the authors.
- Requires major modification/editing – accept only if the Editor and Commissioner believes the poster is required to complete the poster paper program.
- Totally unacceptable

In making these decisions, the Section Chair may wish to discuss the decision with the relevant Commissioner.

Attachment H1– Handling process for receipt of initial abstracts



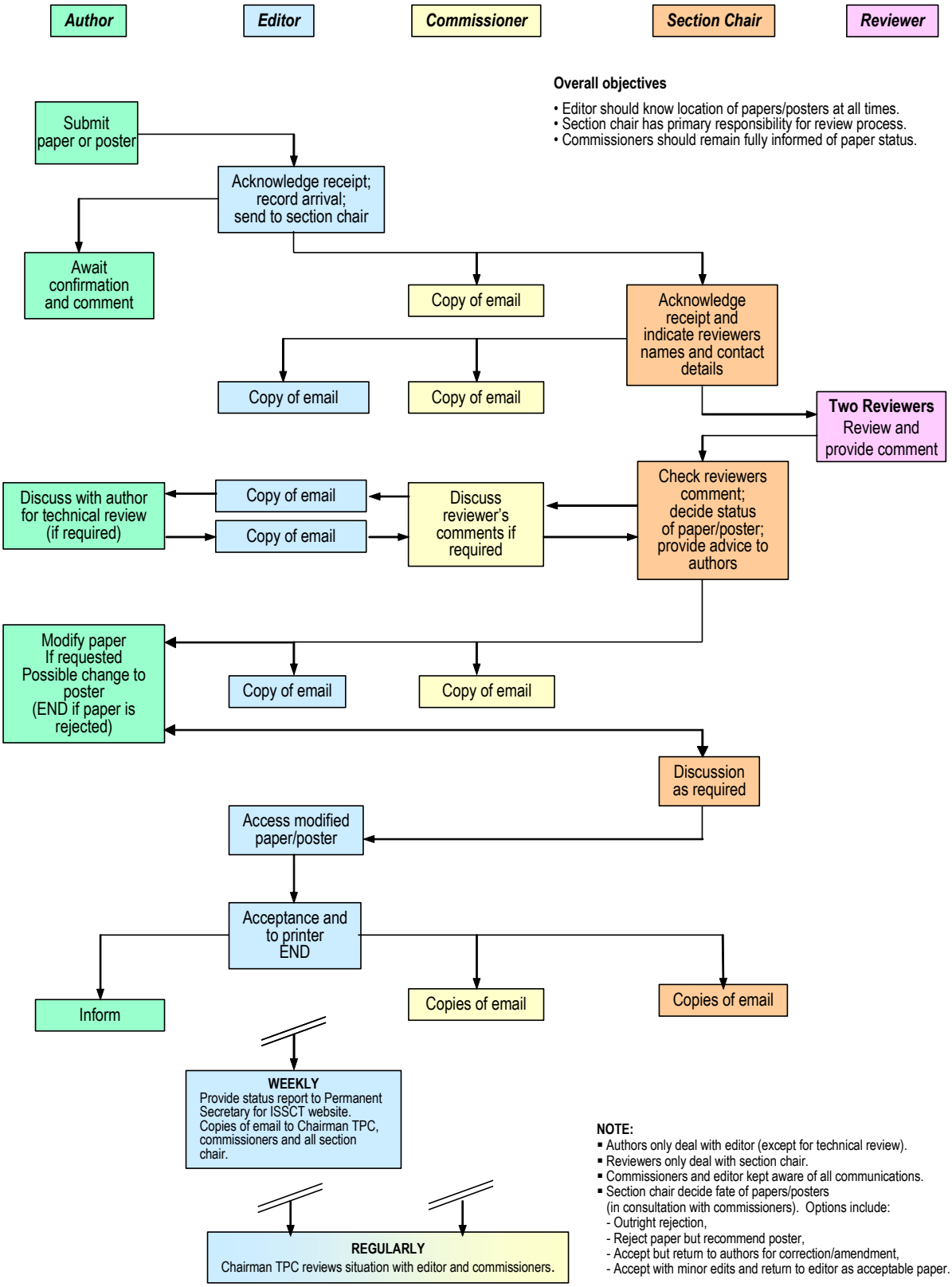
Overall objective

- When full papers/posters arrive, the editor must know where to send them to start the review process.
- Commissioners must be fully informed about abstracts submitted so that congress planning decisions can be made.

NOTE:

- This flowchart assumes that the section chairperson who will co-ordinate the review of the final paper will be selected at abstract stage so that editor can send full papers/posters (when they arrive) direct to them. The team of reviewers must be selected before the deadline for receipt of final papers/posters.
- Author only communicates with editor during this process.
- Commissioner pivotal position. Involved in all acceptance/ rejection decisions. Aware of all abstracts received.
- Commissioner is also a section chair.
- Commissioner and section chair can be reviewers.
- "Definitely unacceptable" means that there is **NO DOUBT** abstract is unacceptable. If there is any doubt, the section chairperson should be involved.
- Chairman TPC maintains contact with editor and commissioners.

Attachment H2 - Handling process for review of papers and posters



APPENDIX I

GUIDELINES FOR REVIEWING ISSCT MANUSCRIPTS

*This is a Microsoft Word template. Please enter the required information in the spaces with the **bold** borders and email back with the reviewed manuscript. The manuscript should be reviewed using the Microsoft Word reviewing process (see View/Toolbars/Reviewing).*

Reviewer's name	
Email address	
Paper/Poster Reference Number	
Type of Paper *[Delete one]*	Full Paper / Poster Paper
Name of Principal Author	
Title of Paper or Poster	

To be acceptable, the paper/poster must satisfy the majority of the following criteria. Please add comments on negative responses at the end of this document.

	Assessment Criteria	Yes or No
1	Is the subject suitable for and/or of interest to ISSCT?	
2	Does the paper comply with the requirement that it is not overtly commercial in nature?	
3	Does the paper disclose all relevant facts? (Nothing withheld for commercial reasons?)	
4	Is the novelty, originality and/or industry significance sufficient to justify acceptance?	
5	Is the organisation of the paper satisfactory and the material clearly presented?	
6	Is the paper title appropriate? Does it reflect the topic? (If not, please suggest alternative.)	
7	Does the author information align with ISSCT guidelines concerning the number of authors, identification of their institution and listing of an email address?	
8	Is the abstract an effective summary of the paper (not just an introduction)? **Please review the abstract critically. It is the only part printed in hard copy**.	
9	Are the keywords appropriate?	
10	Is the acknowledgement section appropriate?	
11	Are the references full, accurate and correctly formatted?	
12	Are all the tables, figures and photographs appropriate? Are they of adequate quality? Are there too many? Do they conform to the requirement that data should not be presented in both tables and figures/graphs?	
13	Does the general style conform to ISSCT requirements?	
14	Does the introduction provide a clear explanation of why the research was done?	
15	Is the explanation of the research process clear and concise?	
16	Are the results adequately presented?	
17	Are clear and concise conclusions drawn from the work?	
18	Are the interpretations and conclusions reasonable and adequately supported by the data?	
19	Do the authors highlight the main findings and place them in context of previous work?	
20	Is much effort needed to raise the paper to an acceptable standard? [Delete two options]	None/some/much
21	Can the ISSCT editor finalise the paper or must the authors do this? [Delete one option]	Editor/Author

OVERALL ASSESSMENT: Please indicate your recommendations.

Assessment	Please indicate "Yes" in *one location* and provide comment if appropriate.
Accept paper/poster as written (or with only minor changes that can be made by the ISSCT editor) *Content and presentation good*	
Accept paper/poster after modifications and/or editing by the author(s). *Contents good but presentation needs improvement.*	
This paper/poster requires major modifications and/or editing – accept if required. *Contents good to marginal and /or presentation needs major improvement.*	
For papers only: Reject as a full paper and recommend conversion to a poster paper. *Topic is still in progress or otherwise not suitable as a full paper but of sufficient value as a poster.*	
Reject. *Either flawed (logic, design, interpretation) or requires too much revision to bring to an acceptable standard.*	

Please provide comment here in a form that the Section Chair can pass on to the authors.

APPENDIX J

POSSIBLE PROGRAM ARRANGEMENTS WITH FOUR PARALLEL SESSIONS

Start	Monday	Tuesday	Wednesday	Thursday
8.00				
8:30				
9.00				
9:30				
10.00	OPENING CEREMONY	TEA/COFFEE		
10:30		PLENARY SYMPOSIUM	PLENARY SYMPOSIUM	PLENARY SYMPOSIUM
12.00	LUNCH			
13:30				
14.00				
14:30				
15.00	TEA/COFFEE			
15:30				
16.00				
16:30				

APPENDIX K

GUIDELINES FOR THE PUBLICATION OF COMMUNICATIONS OF ISSCT MEMBERS

This document provides guidelines associated with the publication in other journals of any paper or similar article first published by ISSCT in its congress proceedings. The document primarily addresses the situation where the initiative for the publication in other journals will come from the editors of those journals rather than from the authors. Currently, these journals are *Sugar Industry International*, *SugarTech*, and *Sugar Journal*.

Brief reference is also made to the situation in which the author(s) or the ISSCT Commissions or Sections wish to take the initiative and seek or arrange publication either in the above journals or in other journals.

1. Agreement with authors

1.1. The principal author of each paper selected for publication will be contacted by the ISSCT Editor to seek the approval to publish in the above journals.

1.2. The primary requirement is that all authors must agree that their communication may be published. It is the responsibility of the principal author to obtain the agreement of the co-authors. The principal author must assure the Editor that the co-authors agree. Without this agreement, ISSCT will withhold permission to publish.

1.3. If more than one journal wishes to publish the paper, the principal author must indicate which journal he/she prefers to publish his/her paper.

1.4. The final decision for publication lies with ISSCT. Such permission will not be unreasonably withheld.

1.5. Authors whose papers have been selected as indicated in paragraphs 1.1 to 1.4 above and have agreed to such publication, shall not publish their papers in journals other than those listed in the introductory paragraph above without written agreement from ISSCT.

2. Arrangement with Journals

2.1. During or soon after a Congress, the Editor shall discuss with the journals listed in the introductory paragraph which communications they want to publish and a tentative program for their publication.

2.2. After the authors have been consulted (section 1 above), the Editor shall indicate to each journal those papers that the authors and ISSCT have agreed can be published in their journal. At this time, the Editor shall also provide the contact email details of the principal author.

2.3 It will be a condition of publishing a paper that the journals acknowledge ISSCT as the original source of the paper. The preferred wording is "Paper presented at the *xxth* Congress of the International Society of Sugar Cane Technologists, *[Location], [dates]* and published here with the agreement of the Society", preceded by a small copy of the ISSCT logo.

2.4 All correspondence concerning the initial approval to publish the requested papers shall be directed to the Editor until such agreement is transmitted to the appropriate journal.

Thereafter, the journals may communicate directly with the principal author with regard to proof reading and other editorial matters.

3. Arrangement within ISSCT

3.1. All communication with the principal authors and the journals regarding agreement to publish papers shall be with the Editor until the agreement to publish has been given to the journals.

3.2. It is envisaged that the primary method of selecting papers shall be a request by the editors of the journals for agreement to publish specific papers. However, two other methods are available and can be considered.

3.2.1 ISSCT Commissions and Sections have the opportunity to select from the congress proceedings those papers that they feel are worthy of publication in other journals and to recommend their publication to the author(s) and to those journals. They are also encouraged to seek publication from their sectional members on topics of interest to the sugar cane industry.

3.2.2 Authors whose papers have not been selected for publication in the above journals must obtain the written agreement of ISSCT before they can publish the papers in other journals. If the paper is identical with or only a very minor modification of the paper as published in the congress proceedings, it will be a requirement that these other journals shall give due acknowledgement to ISSCT as the original source of the paper. If the paper differs from the congress paper but is clearly based closely on that paper, an acknowledgement will still be required. The suggested wording should be "This paper is an extension with additional information *[or similar wording]* of a paper originally presented, etc, etc." If the paper is clearly a 'new' document, the original congress paper should be referenced.

3.3 The Editor will be responsible for providing electronic copies of the papers to the journals once agreement by the author has been received.

APPENDIX L

EVALUATION OF ORAL AND POSTER PRESENTATIONS

Author: _____ Session:____ Date:_____ Evaluator:_____

Category: Over 35 / Under 35

Prerequisites (Please mark)

1. **Title: suitable / not suitable**
2. **Structure: suitable / not suitable**
3. **Results: presented / deficient**
4. **Timing: in time / contravene**

Meaning of scores
1 = Below standard
2 = Slightly below standard
3 = Acceptable
4 = Very well
5 = Exceptionally well

CONTENT

Objectives relate to title.	5	4	3	2	1
Rationale relate to introduction, focused, condensed	5	4	3	2	1
Materials/ Methods/Site description described and layout	5	4	3	2	1
Results					
Sequence	5	4	3	2	1
Related to objectives	10	8	6	4	2
Discussion					
Were the results presented sufficiently exploited?	5	4	3	2	1
Clear, relevant, to the point?	10	8	6	4	2
Summary/Conclusions					
Objectives reached satisfactorily	5	4	3	2	1
Related to results and discussion	5	4	3	2	1
Practical impact: International / National / Local / Little / None	10	8	6	4	2

PRESENTATION

Presenter (*No score for poster*)					
Confidence / enthusiasm	5	4	3	2	1
Clarity of speech	5	4	3	2	1
Body language / eye contact	5	4	3	2	1
Timing (subtract 1 per minute exceeding time)	5	4	3	2	1
Material presented / Poster layout					
Presented in easy to follow format	5	4	3	2	1
Balance between text / figures / tables	5	4	3	2	1
Visual aids attractive	5	4	3	2	1

Final score:_____

Oral / 100 Poster / 80

APPENDIX M

INSTRUCTIONS FOR SESSION CHAIRS

Oral presentations of scientific information through well-run sessions is one of the most important activities at an ISSCT Congress. Please follow the guidelines below to ensure that your session is moderated as professionally as possible.

1. Prior to the session, arrive early and please familiarize yourself and presenters with the operation of the computer and pointer. Verify all presentations are loaded and running correctly with the Congress Organizing Committee staff assigned to your room. Remind presenters that all presentations should be in English.

2. Remind presenters of their time limits and inform them of the manner in which you will "call time" if they are contravening their time allocation.

3. At the beginning of the session remind the audience that no photographs are allowed. They are encouraged to contact authors at the email address provided in the abstract book if they would like to ask for a copy of presentation. Also, remind audience to silence their cell/mobile phones.

4. Presentations are 20 minutes with 10 minutes for questions. Show hand signal to presenters at 20 minutes. Stand up at 25 minutes and move progressively closer to authors to encourage them to finish.

5. Prepare questions for the presenter during their talk in case you do not get audience questions.

6. In case of no-shows, you have the option of taking a break or initiating discussion. Do not change the order or time of succeeding presentations. Provide the Section Chair with the names of any no-shows.

7. In case of emergency, familiarize yourself with the room exits and where to instruct the audience to go.

8. People asking questions need to identify themselves.

APPENDIX N

INSTRUCTIONS TO PRESENTERS OF PAPERS

(to be sent to the lead author by the Editor)

The use of PowerPoint files to assist in the presentation of a paper is mandatory in ISSCT. Guidelines have been established to ensure readability and relevance. Submission prior to the Congress is required to ensure compatibility with Congress computers and software to be checked

Presentations MUST be in English. Presenters are allowed a maximum of 20 minutes for the oral presentation and 10 minutes for questions; questions across a session may be combined into a panel session. Extensions beyond the 30-minute time slot will not be permitted.

1. CONTENT

Each slide should contain text no smaller than 24-point and the font should be sans-serif script (Arial). This applies to tables included in the slide. If you need a smaller font to fit everything into a slide, you're trying to fit too much on that slide! Graphs and photographs should project clearly.

The slides should only present information relative to the paper in the Proceedings. Authors should avoid presenting data/information that has not been included in the peer-reviewed paper.

Presenters should limit the number of slides to 20-24.

2. SLIDE BACKGROUND

<Identification Code><First Author>.

3. ANIMATION AND THE USE OF POP-UPS

The excessive use of animation schemes distracts from the message of the presentation and is discouraged. This practice requires many additional mouse-button operations and consumes additional time. However, the occasional use of animation in the presentation can highlight some important issues.

Video clips should be inserted into the presentation as an 'object-type video clip' rather than a 'movie'. A video sequence may not run if inserted as a movie.

4. NUMBERING SLIDES

Slides must be numbered sequentially and include the total number of slides in the format of 3/13, meaning slide 3 of 13. This should be in the bottom right corner of the slide. This will provide the technicians operating the system with a reference to assist in scrolling to other slides during question time and will allow the section chair to measure the presenter's progress relative to the time allowed for presentation.

5. SUBMITTING POWERPOINT PRESENTATIONS

To avoid problems with PowerPoint presentations associated with different versions or computers with different set-up configurations, all presentations MUST be loaded on to the Congress computers the day before the scheduled presentation. Authors are asked to email their PowerPoint presentation to the Organising Committee before 15 January 2028

Emailed presentations must include the paper's identification code in the subject line of the email and the file must be named <Identification Code><First Author>.ppt.

Presenters must notify the Presentations Coordinator of any custom animation or video sequence embedded in the presentation, including how the sequence is triggered.

An update to the PowerPoint presentation may be allowed up to one day before the scheduled time for the presentation.

6. AUTHORS' BIOGRAPHIES

Two weeks prior to the Congress the first author should confirm with the Editor who will present the paper and should submit a short biography for each author that will be used as an introduction to the presentation. The biography should be sent to the Editor at issct.editor@bigpond.com with the header <Identification Code><First Author>.

APPENDIX O

SAMPLE AGENDA FOR TPC AT MID-TERM MEETING

INTERNATIONAL SOCIETY OF SUGAR CANE TECHNOLOGISTS
TECHNICAL PROGRAM COMMITTEE
MID-TERM MEETING PLACE
DATES

Executive's comments following each joint session are given in italics following each item.

Attendance:

Apologies:

1. **Planning for the next Congress**

Plenary sessions
Indicative number of slots for papers
Indicative number of papers for each Commission
COC to-do checklist

- General congress preparation
- Support personnel
  - Someone (runner/microphone and AV specialist) looking after AV in each room
- Required room seating for each commission
- Setup of session rooms (A/V system, laser pointers, timers, no photographs signs, etc.)
  - Large clock that presenter can see
  - Table and chair for session chair near front but able to see screen
  - No-photograph signs
  - Chairs and table for discussion panels (4)
  - Laser pointers
  - AV system
  - Roving microphone for questions
  - Presenter needs screen in front to see the presentations
  - Extra side screens especially in large rooms
- Poster locations
  - Posters to be set up for entire congress
  - A0 size
  - Need blue-tac/velcro to attach
  - Up to 120, but will know 3 weeks before
  - Each position needs a number – to be supplied by editor
  - Need to be in main traffic routes and with enough room to walk through
- Commuting arrangements from hotels to Congress
- Editor's contact
- USB Stick
  - To be produced in month before Congress – editor to send text as PDF files
- Abstract book
  - To be produced in month before Congress – editor to send text as PDF file
- Pocket program
  - Needs to be readable
- Large display program
  - Needed at central location

  - Pocket program essential
  - Program could go on an app but would be needed in 3 languages
- Management Workshop room allocation
  - Last 2 days of congress Wednesday/Thursday
  - Flexibility in seating layout
  - Similar AV needed
  - Whiteboards and pens
- Slide preview room and presentation loading system
  - Need 5 computers
  - Need people well trained in PowerPoint
  - Editor to work with COC to arrange Dropbox facility or similar
- TPC meeting room separate from Executive
  - Need assistant able to do copies, coffee, etc
- Discussion tables at lunch time
  - Need 6 tables at lunch but in quieter area
- Need presenters to alert about videos etc within their presentations
- Post-congress tours– questions to be answered to allow potential participants to decide on worth of going on tour
  - Will technical lists of equipment be provided?
  - Which sections of plant will be visited on foot for inspection?
  - How long will they spend at each location?
  - Will photographs be allowed?

Paper submission timetable and work-flow
- As in TPC Ops Manual

Quality of manuscript review
Translation of abstracts
Commercial content in papers or presentations
Form of publication of congress proceedings
Honorary life membership nominations
No-shows at Congress

2. Workshops and Webinars

General
Update on current-cycle workshops and webinars
Planning for post-Congress workshops and webinars

3. Committees

Planning for post-Congress committees, section chairs, commissioners, TPC Chair

4. Revised TPC Operations Manual

5. Strategic Initiatives

6. Other business

Action items:

Chairman:

Editor: