

InterPore National Chapters

General:

National Chapters are country-wide activity groups of InterPore. They are considered as an InterPore committee and operate within the by-laws of InterPore. National chapters don't need to be registered separately. The formation of a national chapter must be approved by the InterPore Executive Committee.

National chapters should prepare a Protocol which explains how they operate (number of Steering Committee members, how they are elected, how decisions are made, duties of chair and vice-chairs, etc.)

The Steering Committee of a national chapter is the decision-making body and has the right to make decisions on the running of the chapter.

National chapters should be financially self-sufficient as much as possible. Expenses of annual meetings of National chapters should be financed through participation fees or contribution by member institutes of the chapter. If necessary, income and expenses can be arranged through InterPore account system (e.g. contributions from inhibitors and or sponsors can be received by InterPore and expenses can be paid out by InterPore. This will be done on a neutral basis (any negative or positive balance will belong to the national chapter). Participation of InterPore members in the annual symposium of the national chapter should be free of charge.

If there are activities that require financing, a request should be sent to InterPore Executive Committee and it will be decided on a case-by-case basis.

Each national chapter will have a webpage on InterPore website. The (communication officer of) the national chapter will be given permission to make additions and changes to that page.

In principle, Aims and Scope of national chapters are the same as those of InterPore.

Steps for forming National Chapters:

- A group of interested researchers form a founding committee. As much as possible, representatives from major porous media research groups should be invited to the founding committee. It is important to have the committee members to be from different porous media areas and disciplines and from academia, industry, and research labs.
- The founding committee proposes the formation of the National Chapter to the InterPore Executive Committee. In that proposal, they should give an indication of the size of porous media research in their country, their plan of activities (with some approximate timeline), and what kind of support they need from InterPore
- They should plan the kick-off meeting of the national chapter, including a one-day symposium. InterPore may arrange for inviting a well-known scientist participating in and giving a lecture at the kick-off meeting.
- The steering committee of the national chapter should be elected at the kick-off meeting.

Typical activities:

- Prepare input for the webpage of the national chapter on InterPore website.
- Find ways to bring together porous media researchers from academia and industry, ESPECIALLY THOSE WHO DON'T KNOW EACH OTHER; one effective way to do this is to organize a yearly scientific meeting. This will not replace annual InterPore meeting. Usually a lot more people will participate in the annual meeting of a national chapter, simply because it is much easier. It is usually a one-day meeting and requires much shorter travel distances. For example, more than 100 people participated in the 2014 meeting of Dutch chapter of InterPore. But, the number of Dutch researchers going to InterPore annual meeting is usually around 30. Also, there is a much larger chance of researchers from the industry attending the national chapter meeting. So, although the yearly meeting of national chapter is modelled after InterPore annual meetings (a mix of subjects and lecturers from academia and industry), it has its own function. Our experience in the Netherlands was that the annual meeting created new collaborations among researchers who were doing similar or related research but didn't know each other.
- Make the research carried out in the country known to the general porous media community through publishing "research spotlights" in InterPore Newsletter
- Identify and contact porous media companies who could be interested in sponsoring and/or exhibiting at InterPore annual meetings.
- National chapters will be consulted by InterPore when compiling list of candidates for InterPore elections and suggesting candidates for InterPore awards.
- Set up a webpage for the National chapter. The page will be hosted on InterPore site. So, you only need to provide the content. We take care of the rest. See e.g. <https://www.InterPore.org/activities/national-chapters/netherlands>.
- If you need to take care of some finances, InterPore can do that for you. For example, during the last meeting of the Dutch Chapter, there were local exhibitors who paid some money, and then there was an invited speaker from Germany who had to be paid. These financial transactions went via InterPore (we have online payment facilities as well as bank account). We keep the balance for the Dutch chapter.
- Providing input for InterPore Newsletter (e.g. list of porous media workshops and conferences or PhD research in the country). So, one person should be appointed as the Newsletter reporter. He/she will have to collect the input related to porous media conferences, workshops, short courses, etc. as well jobs and send them to the InterPore newsletter
- Preparing a list of porous media research groups in the country; the Newsletter reporter should ask various groups to prepare a Research Spotlight for publication in the Newsletter (see <http://www.InterPore.org/research-spotlight> for examples)
- Preparing a list of porous media companies in the country; the Newsletter reporter should ask them to prepare a Research Spotlight for publication in the Newsletter.



International Society for Porous Media

- Providing input to WikiPore.
- Recruiting individual members for InterPore ; members of the Steering Committee should actively promote InterPore and try to identify and invite potential members
- Identifying research institutes or companies who could be potential institutional members of InterPore and try to raise their interest to become InterPore members.
- Identifying companies who might be interested to sponsor InterPore Annual meetings and/or participate as exhibitors.
- Providing input to the Annual Meetings of InterPore: propose mini-symposia and suggest invited speakers .
- Organizing national meetings at least once a year
- National Chapters who are active, will get an honorable mention during the InterPore annual meeting and one free registration at the Annual Meeting will be allocated to them.