

MANUAL for IFToMM BEST PAPER AWARDS

(update: August 2018)

1. Introduction

The awards bestowed by the IFToMM community on its colleagues in the field of MMS are an important and valuable method of showing appreciation for outstanding contributions made toward increasing technical knowledge, improving understanding, or achieving noteworthy scientific application. The International Scientific Committees for IFToMM Best Paper Awards understand and appreciate the amount of work required and is deeply grateful to nominators and evaluators for their service to the IFToMM Community.

This manual describes, in section 2:

The three IFToMM best paper awards for:

- Research;
- Application;
- Student paper.

and in section 3, the procedures for nomination and evaluation.

At each IFToMM sponsored conference event awards may be granted. A complete award package will be forwarded, preferably by e-mail, in due time, to the Coordinator of the Scientific Committee of an IFToMM sponsored conference event.

Each IFToMM Best Paper award will consist of a personalized diploma (see Appendix) and possibly a gift depending on the budget availability of the organizing committee of the IFToMM sponsored conference event. If several individuals are co-authors of a winning paper the award will be shared by having a diploma for each author but the gift will be shared amongst the authors. If a paper is selected for the Best Student Paper Award and has more than one young researcher in the author's group, all young researchers will share the award gift.

At the IFToMM World Congress Best Paper awards can be given in each area corresponding to a PC or TC when at least 10 papers are accepted to be included in the program. Each PC and TC will handle the review with the PC/TC Chair as Chair of the award Committee and the candidates will be reported to the WC Organizing Committee to coordinate the preparation of the award diplomas and the award ceremony.

2. The Three Different Best Paper Awards

IFToMM has three different awards established to recognize individuals, working in the area of MMS or coming within the IFToMM community to present their achievements in one IFToMM sponsored conference event. These are:

Research Best Paper

The IFToMM Best Paper *Research* Award recognizes a significant achievement in MMS. The achievement must be an important advance upon which subsequent work has been built, or is expected to be built. It may be an invention, a development with theoretical contributions, or a software artefact.

Application Best Paper

The IFToMM Best Paper *Application* Award recognizes a significant application of MMS. The application must be an important advance that has been applied with successful results in a practical implementation. It may be a methodology, a technique, a design solution, a research

implementation with validated results, performances, and applicability that are demonstrated with real systems.

Student Best Paper

The IFToMM Best Paper *Student* Award recognizes a significant achievement of a student-based work in MMS. The achievement must be an important result of student work upon which subsequent work has been built, or is expected to be built. It may be a result of a young author (preferably a PhD student) alone or a result of a team in which one or more young authors had an essential role. A certificate will be provided by the candidate(s) to state the student status and the relevance of the student contribution in the team work. A young author will be considered to be less than 35 years old.

3. The procedure for nomination and evaluation

An Award Committee will be organized to complete the evaluation process during an IFToMM sponsored conference event by assisting with the presentation of the candidate papers. Setting the deadline for the procedure is a duty of the Award Committee that will complete the selection and evaluation during the IFToMM sponsored conference event but in time before the Award Ceremony held at the Conference banquet.

The Award Committee will be composed of at least four people as follows: one, who will be the chair of the Award Committee, from a corresponding IFToMM body (TC, PC or MO); one from the Local Organizing Committee of the IFToMM sponsored conference event; two other independent experts, who need not be from the IFToMM community.

The nomination and appointment of the members of the Award Committee will be discussed and decided by the Organizing Committee of the IFToMM sponsored conference event, in due advance of the time of the IFToMM conference event. A pre-selection can be considered by using the results of the reviewing process for the acceptance of papers for a conference.

General necessary conditions for the paper selection are the following:

- Candidate papers must be scheduled and presented at the IFToMM sponsored conference event in the days before the Award Ceremony
- Candidate papers will be pre-selected during the reviewing process with a final judgment by the Award Committee
- No person who is in the Award Committee may be considered for award nomination.

The decision for a best paper award is made by a majority vote in the Award Committee, although it is preferable to have a unanimous consensus, by considering the above-mentioned necessary conditions and the awarding specifications in section 2.

Annex – Template of the Award Diploma



LOGO OF THE CONFERENCE AND OR THE ORGANIZING BODY

**The International Federation for the Promotion of Mechanism and Machine Science
at the ...name of the conference**

presents a Best Paper Award to

name of recipient(s)

In testimony of significant achievements in Research/Application/ Student Work
to advancing the state of knowledge in the field of mechanisms and machine science.

name:
President of the Award Committee

name:
Chair of the Conference Organizing Committee

Date: