**FPCP Guidelines Document**

**Draft of April 18, 2012**

# Goals and Purpose of the Flavor Physics and *CP* Violation (FPCP) Conferences

The Flavor Physics and *CP* Violation (FPCP) conferences are intended for the exchange of new ideas, for presentation of the latest experimental and theoretical results in the areas included in the conference title, and for discussions about future projects in the field. The conference site is rotated among Europe, Asia, and the Americas, typically on an annual basis.

The conference is open to all experimental and theoretical physicists interested in the field.

This conference series results from the merging of two previous conferences: the Heavy Flavor Physics Conference, begun in Heidelberg (Klaus Schubert, Dresden) and last held at Caltech (David Hitlin, Caltech, 9th conference) and the biannual International Conference on *B* Physics and *CP* Violation, begun in Nagoya (A.I. (Tony) Sanda).and last held in Ise, Japan (A.I. (Tony) Sanda, Nagoya, BCP4).The first FPCP conference was held in 2002 in Philadelphia (Nigel Lockyer, U. Pennsylvania).

The Conferences have had an all-plenary format for oral presentations by invitation of the organizers. Poster submissions have been encouraged, and discussions of accepted poster presentations have taken place in proximity to the mounted posters during breaks in the plenary sessions. Additionally, contributed papers may be accepted. Technological opportunities have been embraced to allow the widest availability of presentations; *e.g*., using digital availability of presentations and electronic publication of write-ups of presented materials.

Topical coverage at recent meetings has included reviews and recent results on

*CP* Violation
CKM Matrix Elements
Semileptonic *B* Decays
Charm and Charmonium Spectroscopy
Rare *B*, *D* and *K* Decays
*B* and *D* Mixing

Related Charged Lepton Topics
Neutrino Oscillations
Beyond the Standard Model Physics
Future Facilities

The goal for the presentations is to have concise, well prepared talks by knowledgeable, effective communicators. Typically, the oral presentations are of a mixture of talks on hot topics and more extended reviews. Traditionally the conference leaves time for individual collaborations to present their latest results that were not anticipated during the time of defining the program in the form of a "hot topics" session.

# Structure of Flavor Physics and *CP* Violation (FPCP) Conferences Organization

## Introduction

In general, the structure of the FPCP organization and conferences are based on collegiality and consensus. Some structure is nonetheless useful to ensure the timely execution of the efforts required to sponsor and assure quality conferences. To the largest extent possible, discussions of plans and issues should be done in a transparent way, typically by electronic communication. If recommendations from individuals or parts of the more formal organization are not accepted, or significantly changed, the full IAC should be given the opportunity to react and suggest alternatives.

## International Advisory Committee (IAC)

* 1. IAC Roles and Responsibilities:
		1. Ensuring attractiveness, continuity, and appropriateness of conferences.
		2. Selecting the membership of the Executive Committee (see below).
		3. Selecting conference sites (with appropriate regional rotation) and approving organization proposals after receiving recommendations of the Site Recommendation Subcommittee (see below).
		4. Advising the Local Organizing Committee on program and arrangements. Except for necessary last-minute changes, the program shall be subject to approval of the IAC.
		5. Amending this document as deemed necessary or appropriate.
		6. Approving new members of the IAC.
	2. IAC Membership
1. At the time of the initial adoption of these guidelines, the IAC had 27 members. Additions occur at every meeting since the chair becomes a member and usually recommends others. However, the committee size should be about 15-25 members, no larger. This implies a method of reducing the size of the committee yearly. In the past this has occurred by people dropping out on their own volition. It would be useful if each year the person running the IAC meeting, who is the current chair, email the membership and ask if people are willing to continue.
2. General guidelines for people staying on the committee are (1) an active participation in the discussions on meeting planning, and (2) attendance at least at one third of the meetings. In addition, experimentalists should be members of an experiment (or laboratory) that regular reports results at FPCP. Theorists should be actively producing papers related to heavy flavor physics or neutrino physics or CP symmetry.
3. Membership should not be allocated on the basis of membership in a particular experiment. The IAC chair should ensure, each year, that there is adequate representation from all experiments on the committee, and from all geographical regions. Suggestions for additions to the committee should be solicited by the chair from IAC. The IAC then should approve any additional members. These members would have an initial term limit of three years, and would be first in line to become permanent members should vacancies occur.
4. If the IAC chair views that there is a members who is not satisfying the criteria above, the chair should inquire if the member wishes to continue on the committee. If there is a continuing issue with membership then the IAC can vote on removing a member via secret ballot (see below), although hopefully this will never be necessary.
5. As it is believed that the accumulated experience is useful, there should not be any term limits to IAC membership for the current members.
6. It is envisioned that this policy will begin immediately after FPCP 2012.
7. The chair of the local organizing committee of an FPCP conference automatically joins the IAC once the IAC votes to select their proposal to host the conference.
8. The IAC may hold a vote to invite additional members, for example, in order to expand membership from a scientific or geographic area deemed lacking in representation. This vote shall be carried out by secret ballot (see below).
9. Meetings of the IAC
	1. The IAC shall meet at least once at each FPCP conference, at a time not to conflict with the plenary sessions. Those present shall act on behalf of the full IAC, but not without soliciting input and relevant votes from those not present, either before or following the FPCP meeting. A summary of the meeting shall be prepared by the chair of the EC, or another on the EC in the absence of the chair, and distributed to the IAC electronically.

#  IAC Structure

The IAC shall conduct its business as a committee of the whole, but will be assisted by an Executive Committee (EC) and a Site-Recommendation Committee (SRC). The chair of the Executive Committee shall serve as chair of the IAC.

1. Executive Committee (EC) of the International Advisory Committee
	1. Roles and Responsibilities
		1. Ensuring smooth and efficient operation of the IAC.
		2. Staying aware of progress in preparation of upcoming IAC and FPCP events.
		3. Preparing for and calling meetings of the IAC as appropriate.
		4. Appointing *ad hoc* committees; *e.g*. nominating and/or election subcommittee of new IAC members.
		5. Assisting the IAC and the LOC as requested.
	2. EC Membership and chairmanship
2. The EC shall consist of three members of the IAC, representing as well as possible the various regions.
3. EC members will serve a 3-year term, with staggered start dates to provide continuity. A member may be reelected to the EC once, after being off the EC for one year or more.
4. The person serving on the EC for the third (and last) year shall serve as the chair of the EC and of the IAC.
5. Each year, no more than two months after the conference, the IAC chair will conduct the election of a new EC member by secret ballot (see below). Candidates may be self-nominated, nominated by others, or by a special subcommittee. Immediately after the election, the elected member will join the EC, the chair will leave the EC, and the EC member who was elected two years earlier will become the new chair.
6. The chair shall be responsible for the smooth and efficient operation of the EC and the IAC, monitoring the activities of the appointed committees, monitoring the conference preparations by the LOC, and the timely informing of the EC and wider IAC of significant FPCP issues.
7. Conference-Site-Recommendation Committee (SRC)
	1. SRC Roles and Responsibilities
8. Calling for expressions of interest and full proposals. Locations should be chosen two years in advance to allow time for proper selection of dates and venues, and provide ample time for preparation and publicity. In order that all interested parties are able to bid to sponsor an FPCP conference, there should be a wide canvassing for expressions of interest leading to full proposals. The call for submissions should take due note of the regional rotation of sites for the FPCP conferences.
9. Reviewing submissions and requesting clarifications and additional information as needed. The subcommittee should ensure that adequate information is available in each proposal to evaluate the proposal for consistency with the goals of the FPCP conference series, and for comparison with any other proposals.
10. Making timely site-selection recommendations to the IAC. Traditionally, the site recommendation is voted on at the IAC meeting during the conference two years in advance, and announced at the same conference.
	1. SRC Membership
11. The members of the SRC shall consist of volunteers requested by, and selected by the EC with the concurrence of the full IAC. The EC shall make the effort to assure appropriate representation on the Site-Recommendation Committee (focused on regional distribution of members). The Executive Committee shall also designate the chair of the Site-Recommendation Committee.

#  Local Organizing Committees (LOC)

1. Roles and Responsibilities.
	1. A LOC handles the organization of a specific conference event. This includes the program definition (including the daily schedule), the list of specific talks, and the invitation to the speakers (or collaborations), after the LOC has solicited advice and approval from the IAC on these issues.
	2. Publicity for the specific conference and ensuring participation.
	3. Assuring sufficient financial resources and responsibility for the event.
	4. Providing free electronic access to the presentations and proceedings of the event.
2. Membership and structure of the LOC.
	1. The membership and structure of the LOC should be part of the proposal to host the meeting, with any change to the chair(s) of the LOC after selection made only with the approval of the EC.

.

#  Additional procedures

1. Execution of secret-ballot votes.
	1. In several places, this document specifies that a vote shall be done by secret ballot. Ideally, completely anonymous voting is preferred. However, if it is deemed that mechanisms for anonymous voting appear inadequate (e.g., complex or error prone), the following rules are to be observed:
		1. All votes shall be communicated electronically by the voting members to two “voting officials”, appointed by the chair. The chair may be a voting official, except in votes pertaining to the chair in person.
		2. The voting officials shall ensure that all IAC members receive sufficient notice of the vote and are given adequate time to vote. They shall ensure that both of them have identical votes. Finally, they shall communicate the results to the IAC.