

## **BY-LAWS - January 18, 2023**

### **Online Low-Temperature Plasma (OLTP) seminars**

#### **Article 1 - Introduction**

The Online Low-Temperature Plasma (OLTP) seminar series is an online seminar for the purpose of providing the international community with regular opportunities to hear from leading researchers in the field of low-temperature plasmas. The OLTP seminars are free to access from anywhere in the world.

This document provides By-Laws designed for the continuity of the OLTP seminar series through provisions for the OLTP committee and co-chairs, the selection of speakers and the scheduling of seminars.

#### **Article 2 - OLTP co-chairs and committees**

##### **Co-chairs:**

2 co-chairs are elected by the executive OLTP committee members in September /October of a given year and start chairing the OLTP seminars in January of the next year for 1 year. Between September/October of the year of their election and January of the next year, they interact with the current co-chairs and prepare the selection of speakers for OLTP talks for the first half year (January to July) of the next year.

##### **The OLTP committee:**

The committee of OLTP is proposed to consist of twelve (12) members including 2 co-chairs. The OLTP committee members represent the diversity of the low-temperature plasma research field and different parts of the world. The continuous term of each OLTP committee member is 3 years maximum.

There is a rotation, such that every year in September/October, between 4 to 6 members of the committee step down and 4 to 6 new members join the committee (of maximum 12 members). New members are nominated by the OLTP committee members and then chosen by election of the OLTP committee. The term of each OLTP committee member starts as soon as the election is done. The term of each OLTP committee member ends at the end of December of the year of their term. Between September/October and December, outgoing committee members may chair the seminar of speakers they nominated but do not participate in the nomination of OLTP speakers of the next year.

#### **Article 3: Duties of the OLTP co-chairs and of the OLTP committee:**

##### **Role of the OLTP committee members**

The role of the OLTP committee members is to nominate seminar speakers, participate in committee meetings to select speakers, attend the OLTP seminars, chair

the OLTP seminars of the speakers they nominated, facilitate the discussion at the end of seminars and promote the OLTP seminars in a broader community.

The OLTP committee members make recommendations to the co-chairs on all the aspects of the organization of OLTP seminars to maintain the high scientific level of the seminars for the low temperature plasma community and represent the diversity of our field in the different parts of the world.

Every year, the members of the OLTP committee nominate new committee members and co-chairs and participate in the election of new committee members and co-chairs.

**Role of the co-chairs:**

The co-chairs are in charge of organizing the speaker selection two times per year together with the OLTP committee (See Article 4).

The co-chairs are in charge of sending invitations to the selected speakers and schedule the program of talks.

They are in charge of keeping information on the OLTP seminar up to date on a website.

Current website:

<https://theory.pppl.gov/news/seminars.php?scid=17&n=oltp-seminar-series>

The co-chairs manage the OLTP mailing list and can be contacted directly by the community with requests to be added to this mailing list.

2 weeks before the seminar, the co-chairs contact the speaker and ask for updated title, abstract, photo and short bio and send a form for giving the rights to record the video and post the slides on the OLTP website.

1 week before the seminar, the co-chairs send an email to the OLTP mailing list (+ speaker in bcc) with the invitation to attend the seminar and one day before the seminar they send a reminder. The invitation contains a link to attend the seminar and in attachment a pdf with an abstract of the talk and a short bio of the author. The logo of the OLTP seminar is used in the pdf file.

The co-chairs make sure that the seminar is recorded (if the speaker has agreed for the video recording).

After the seminar, the co-chairs contact the authors to have a copy of the slides and post them with the video of the seminar on the OLTP website.

**Article 4 - Procedure for nomination/selecting speakers:**

The speaker selection takes place 2 times per year to select speakers from January to July and July to December. Two to three months in advance, the co-chairs invite

members of the OLTP committee to nominate speakers based on their recent works and particularly in promoting best recent journal papers. The co-chairs and OLTP committee members can also accept nominations from the community. A speaker at the OLTP seminars can give only one OLTP talk in 3 consecutive years. The nominations should represent the diversity of the LTP research field and different parts of the world. The nominated speakers should be very good speakers who can engage the audience and give didactic presentations. During their term, OLTP Committee members (except co-chairs during their 1 year term) can be nominated as speakers. Self-nominations of speakers are not allowed.

Based on the list of nominees, the co-chairs assemble a pool of speakers and propose a list of selected speakers to the OLTP committee for discussion and a consensus is found on the final list of speakers (see Article 7).

#### **Article 5 - Chair of the seminar lecture:**

The chair of the seminar lecture is the OLTP committee member who nominated the speaker. If not available, one of the co-chairs hosts the seminar lecture.

The chair of the seminar lecture introduces the speaker at the beginning of the OLTP seminar based on the bio sent by the speaker and chairs the discussion session. The recording of the video is carried out either by the support staff and if not available by co-chairs or by a dedicated person.

#### **Article 6 - Duration and Day/time/frequency of the OLTP seminar**

The OLTP seminars last about 1h in total: 40-45 minutes of seminar lecture followed by questions/discussions.

Since 2020, OLTP seminars have been held on Tuesdays. Time and frequency of seminars can be adjusted by chairs every year.

In 2022, two times were tested (9:00 am Princeton time and 10:00 Princeton time). It seems that 10:00 am (Princeton time)/ 4:00 pm (Paris time) is a good compromise.

Since 2020, seminars are organized once per fortnight, (twice a month not the same week as GEC-IOPS) with a short break in summer, and in October (due to several conferences, GEC, DPP APS, AVS).

#### **Article 7: Meetings**

It is recommended that the co-chairs call for an OLTP committee online meeting twice per year for the final selection of speakers. Additional meetings can be called by co-chairs anytime during their term as needed to address different issues: change in by-laws, choice of speakers, analysis of attendance, etc.

### **Article 8: Change of By-Laws**

The by-laws of the OLTP seminars may be modified by a two thirds ( $\frac{2}{3}$ ) majority vote of the OLTP committee members.

### **Article 9: Code of conduct of OLTP seminars**

The OLTP committee members and participants of OLTP seminars follow the APS code of conduct: <https://www.aps.org/meetings/policies/code-conduct.cfm>

## **Appendix:**

### **Creation of OLTP seminar series**

Because of the pandemic caused by COVID-19, most scientific conferences, workshops, and symposia were canceled or postponed. The unfortunate consequence of this was that the low temperature plasma (LTP) community, like many other research communities, was isolated without the opportunity to meet, network, and learn what's new in our field. To remedy this situation, a bi-weekly online seminar founded by Prof. Mounir Laroussi of Old Dominion University, was meant to fill the gap left open by the lack of scientific meetings and conferences. Mounir formed the first OLTP committee to select speakers.

### **Websites and archive of past seminars:**

In 2020 and 2021, the OLTP website was hosted at MIPSE (Michigan Institute for Plasma Science and Engineering):

[https://mipse.umich.edu/ltp\\_seminars.php](https://mipse.umich.edu/ltp_seminars.php).

Since 2022, the OLTP is hosted by the Princeton Plasma Physics Laboratory:

<https://theory.pppl.gov/news/seminars.php?scid=17&n=oltp-seminar-series>

The slides and videos of past seminars are provided on these websites.

It is preferable that the talks are archived permanently and accessible to the general community.

### **List of OLTP co-chairs since 2020**

In 2020: chair: Mounir Laroussi

In 2021: co-chairs : Y. Raitses and M. Keidar

in 2022: co-chairs : A. Bourdon and I. Kaganovich

In 2023 co-chairs: V. Guerra and M. Shneider

### **2022 OLTP committee members**

Ken Ostrikov

Xinpei Lu  
Yevgeny Raitses  
Mohan Sankaran  
Mounir Laroussi  
Annemie Bogaerts  
Igor Kaganovich - co-chair  
Anne Bourdon - co-chair  
Michael Keidar  
Peter Bruggeman  
Sander Bekeschus  
Katharina Stapelmann  
Mark Kushner

**2023 OLTP committee members (12 members):**

Ken Ostrikov  
Xinpei Lu  
Yevgeny Raitses  
Mohan Sankaran  
Mounir Laroussi  
Annemie Bogaerts  
Igor Kaganovich  
Anne Bourdon  
Michael Keidar  
Deborah O'Connell - new OLTP committee member  
Mikhail Shneider - 2023 OLTP co-chair  
Vasco Guerra - 2023 OLTP co-chair

**Joint seminars with GEC-IOPS**

Since 2020, several seminars have been jointly organized by OLTP and IOPS-GEC (8 in 2022). The joint seminars are advertised by both organizers but run independently. This practice can continue or not depending on mutual agreement.