

CECAM website & event management tool

CECAM Flagship Proposal submission

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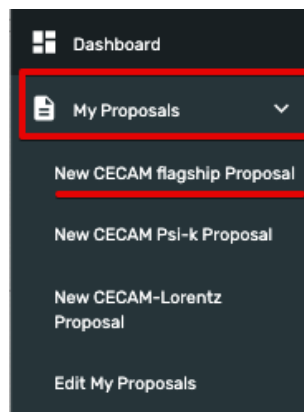


Introduction

This guide will take you through the steps necessary to submit a proposal for a CECAM Flagship event. The guide is a living document and we look forward to improving it based on your experience and input. If you have specific questions, please email the CECAM Event Manager at aude.failletaz@epfl.ch.

Create a new proposal

First, login to your CECAM account [here](#) or create a CECAM account [here](#) if you do not have one yet. Then, from your Dashboard, Click on "My Proposals" and on "New CECAM Flagship proposal". This will create a new proposal and open a form with 8 tabs to fill.



Complete the proposal

Complete each of the tabs described below with the required information and always remember to save periodically as it is not done automatically. Please take note of the text on the page. It contains relevant recommendations and information for the submission and might help you to become more familiar with typical CECAM priorities and formats, improving your chances of being funded.

Basic info

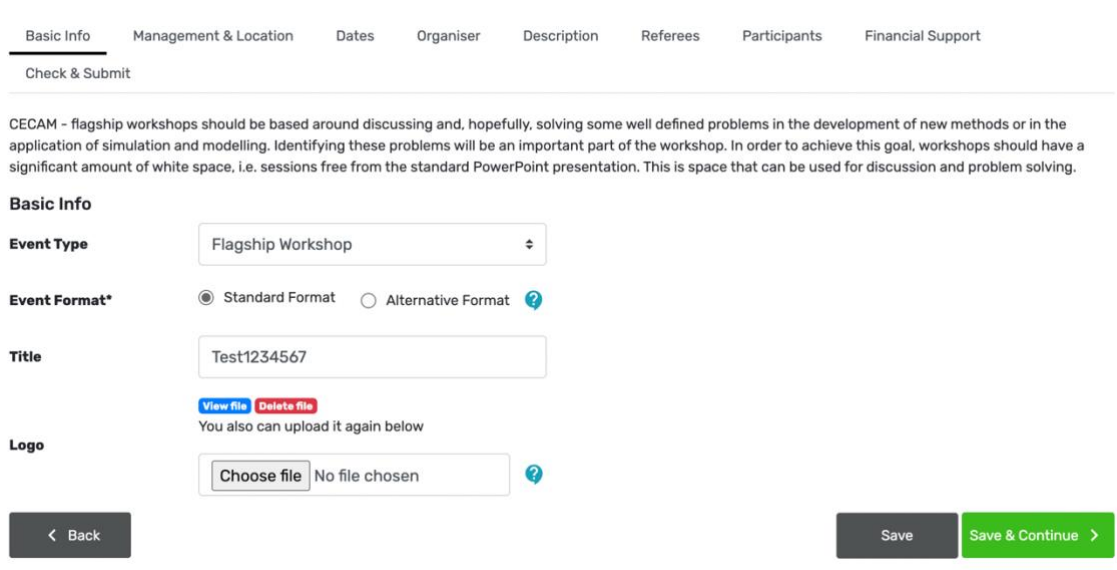
Start by filling in all the required basic information:

- Event type: Flagship Workshop, Flagship School, CECAM conference or E-CAM workshop;
- Event format: standard or alternative. If you choose the latter, make sure that you provide a detailed explanation of the reasons and of the new type of format when you fill the form in the Description tab (fourth tab in the submission process);
- Title;
- Logo;

All these actions have to be completed before you can save the page and move forward. This step is also mandatory to create a first version of your proposal that will be recorded in our system. You will then be able to access and modify your entries until the proposal submission deadline.

Once completed, click on “save and continue”. This will take you to the next section.

If there is an error or a missing field in what you have entered, a message will appear, preventing you from going to the next tab.



Management & location

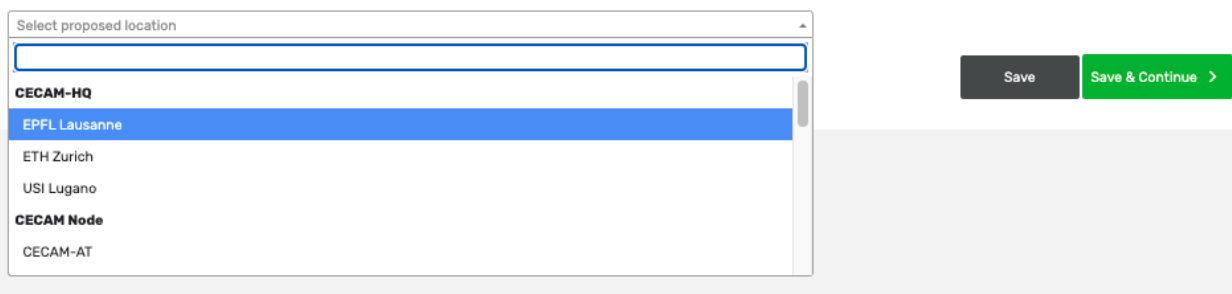
Fill in first the information concerning the funding and management of your event by selecting CECAM-HQ or a node in the drop-down list. Note that for HQ events taking place at ETH Zurich, a local organizer from ETH is necessary.

If more than one node is financing the meeting, please select in the first drop-down menu all the nodes involved. Indicate first the node that will be in charge of overall management (managing node).

Then, indicate the proposed location of your event. If the event is not taking place at the node's facilities, please select "Other" in the drop-down list and specify in the box below the name of the node followed by the exact location.

Proposed location

The exact location of your workshop, school or conference must be specified here. The location of each activity will be reviewed by the CECAM Board of Directors in accordance with the CECAM Council and the organizers. If your event is to be run across several nodes, select "Other" and specify all the nodes involved, starting with the managing node. Moreover, if you will not be using the node facilities, please select "Other" as well and specify in the box below the name of the node followed by the exact location (ex: CECAM-FR-GSO, Grand Hôtel d'Orléans, Toulouse).



Once completed, click on "save and continue".

Dates


Indicate first- and second-choice dates for your event.


Please note that, while we do our best to accommodate your requests, the CECAM calendar is always tight and some weeks are already marked as unavailable. We will be in touch about finding alternative dates should it become necessary.

Proposed first-choice date . You can choose dates between 01st Apr 2024 and 31st Mar 2025.

Note that there are some restrictions on available dates at EPFL. Please make your choice within accessible selection.


First choice dates


From: 

To: 

Please provide reserve dates. Note that it is possible to choose dates up to 31st Mar 2025.

Reserve dates

From: 

To: 

[← Back](#)

[Save](#)

[Save & Continue >](#)

Organiser





First, enter a short bio for yourself by clicking on the pencil

New CECAM flagship Proposal (workshop) (Test Aude) [← back to list](#)

Basic Info Management & Location **Organiser** Description Referees Participants Financial Support Check & Submit

Organisers
Please make sure that your affiliation is up to date. If not [click here](#) . If you notice that your co-organisers affiliations are not correct, please click on "send mail" and ask them to update their profile.



⚠ A brief biography is needed for Aude

	Name	Affiliation	BIO	Actions
	Aude Failletaz	EPFL, Switzerland		 

[Add new organiser](#)

[← Back](#) [Save](#) [Save & Continue >](#)

Then, if applicable, add your co-organizers by clicking on “Add new organiser”. This will open a pop-up window where you can search for your co-organiser(s) in our database or add a new contact if they don’t have a CECAM account yet.

Start by filling in the First name and/or Family name and click on “Search”. If the icon before the profile is  that means the account is active. If it is  that means the account has not been reactivated yet. If you see two accounts for the same co-organiser, please choose the one with a person icon. If the person you are looking for only has an inactive account, it is still possible to select it. They will simply



have to reactivate their account by filling in [this form](#) (using the same email address visible on our backend).

Once you have selected the corresponding profile, click on “Use selected”.

Add a person from database

First name *

Family name *

If you cannot find the person in the list above, you can add a profile to our database by filling in the form and clicking on "Invite". Your co-organiser will then receive an email (including a personalized message if you write it in the “Message” box).

Personal information

Title

First name *

Family name *

Gender Male Female Other

Position


Affiliation

Institution *

Department

Country *






Email *


Message 

If you wish to notify your co-organisers that they have been added, you can send them an email by clicking on the green envelope icon. This will open a pop-up window where you can personalize your message and send it.

Organisers

Please make sure that your affiliation is up to date. If not [click here](#) . If you notice that your co-organisers affiliations are not correct, please click on "send mail" and ask them to update their profile.

	Name	Affiliation		Actions
	Aude Faillietaz	EPFL, Switzerland	BIO  	 



[Add new organiser](#)

Kindly note that all of your co-organisers need to enter their bio in this tab as well. Once you have added all of your co-organisers, click on "save and continue".

Description

This tab will be used to describe your event in detail.

For workshops/conferences, you will be asked to fill in:

- **State of the art with key references** (please do not exceed 500 words). Write a short and lucid description of the state of the art in the proposed field of the workshop. The text should be supported by a few key and accessible references. This is important because it allows the applicants to demonstrate their meeting will build on and go beyond the current boundaries of the subject.
- **Description:** describe the structure of the event and how you will ensure it complies with the main features that characterise CECAM workshops. If you are submitting a proposal for an alternative format, please identify the specific characteristics of your event and how they will benefit the expected outcomes of the meeting.
- **Size of the event:** Indicate the size of the event that you are planning to run and why you have fixed on that number. Add recommended numbers, leave room for unforeseen participants or specify if it is only by invitation and why.
- **Timetable:** Provide a short, but clear, timetable for the workshops indicating time for lectures, discussion and working as well as the rooms and facilities required.
- **Previous workshops/conferences:** Indicate recent workshops or conferences in this field (especially in the last three years).
- Add any other information through uploading an additional file (optional). Please note that the maximum size upload is 20MB.

For a School, you will be requested to fill in:

- Scientific area
- Scientific content
- Practical work
- Number of students
- Timetable
- Related schools
- Add any other information through uploading an additional file (optional). Please note that the maximum size upload is 20MB.



When adding references, please use the DOI format. Paste the DOI in the box and click on “Add a key reference”. Please do not enter references in other ways, as they will not be properly formatted when displayed.

Key references

DOI Name

(e.g.,10.1000{xyz124})

Add a key reference

Once finished, click on “save & continue” to go to the next tab.

Referees

In this tab, you can suggest up to 5 referees for your proposal.

Enter the name, email and affiliation for each proposed referee and click on “save & continue”.

New CECAM flagship Proposal (workshop) (Test Aude) [< back to list](#)

Basic Info Management & Location Organiser Description **Referees** Participants

Financial Support Check & Submit

Proposed referees (up to 5)

Proposed referee 1

Name : **Email :** **Affiliation :**

Proposed referee 2

Name : **Email :** **Affiliation :**

Proposed referee 3

Name : **Email :** **Affiliation :**

Proposed referee 4

Name : **Email :** **Affiliation :**

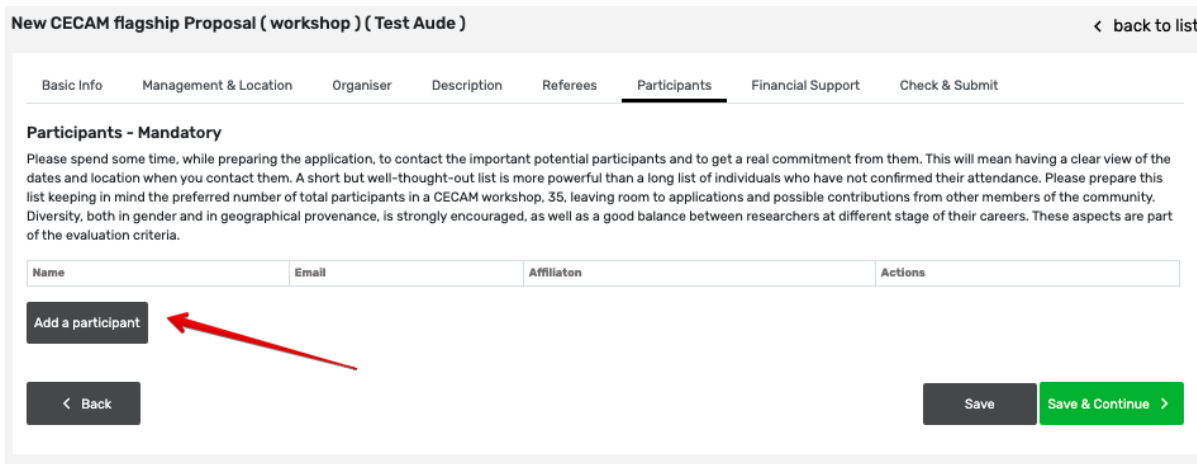
Proposed referee 5

Name : **Email :** **Affiliation :**

[< Back](#) [Save](#) [Save & Continue >](#)

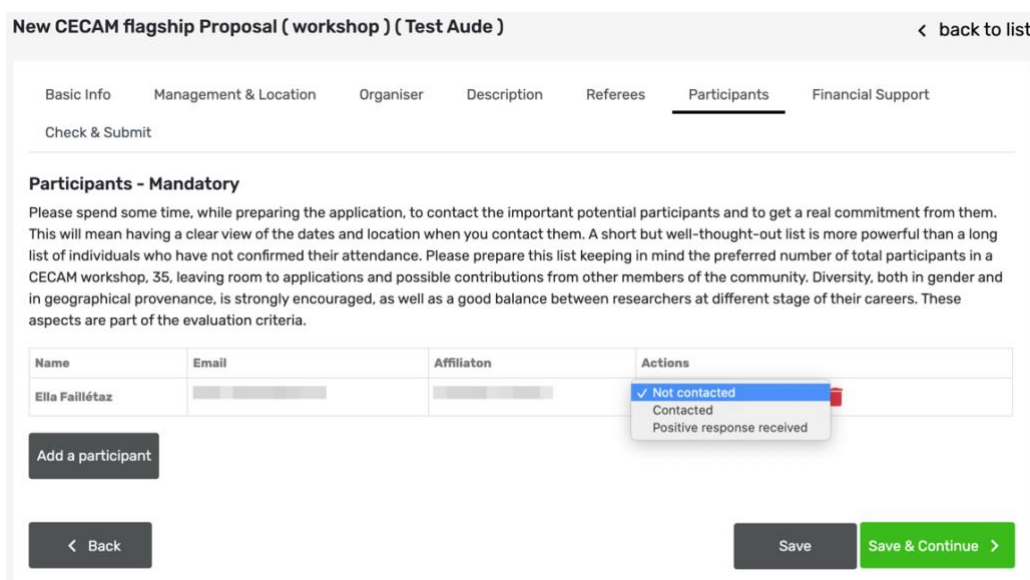
Participants

In this tab, you will be asked to insert a list of potential participants.
To do so, click on “add a participant” and a pop-up window will appear.



The process is the same as for co-organisers (please refer to [this section](#)): search for the participant’s name in our database first, and add a new contact in case they do not have a CECAM account yet. The only difference with adding a co-organiser is that participants do not receive an email informing them that you have added them as potential participants to your workshop.

Once you have added a tentative participant, please specify if they have been contacted or not, and if they have confirmed their presence by selecting the correct option in the drop-down menu.



A strong list of confirmed lecturers is clearly recommended. Pay attention to gender balance, geographical diversity, ensuring that researchers at different stages of their careers are involved in different capacities. It is also important to be inclusive and open the event to scientists outside the immediate circle of the organizers. Leave room for people applying to participate once the event is published on the CECAM website.

Once completed, click on “Save & continue”.



This will open a pop-up window.

Start by searching if the supporting institution already appears in the drop-down menu. If it does, please select it, provide further details about the funding (the currency, the amount and if the amount was already committed or not) and click on "Save".

If the institution does not appear in the list, please select "other" in the drop-down menu and fill in the required information underneath: name, website and logo. Once completed, please fill in the funding segment as mentioned above and click on "Save".

Financial support ✕

Pick an organisation *

If the organisation is not in the list, please select "Other" and provide the below information.

Name *

Website ?

Logo No file chosen

Currency *



Amount of sponsorship requested *

Status *

The financial source you have added will then appear in a table. Please verify if the information entered is correct and when finished, click on "Save and continue".

Additional financial support

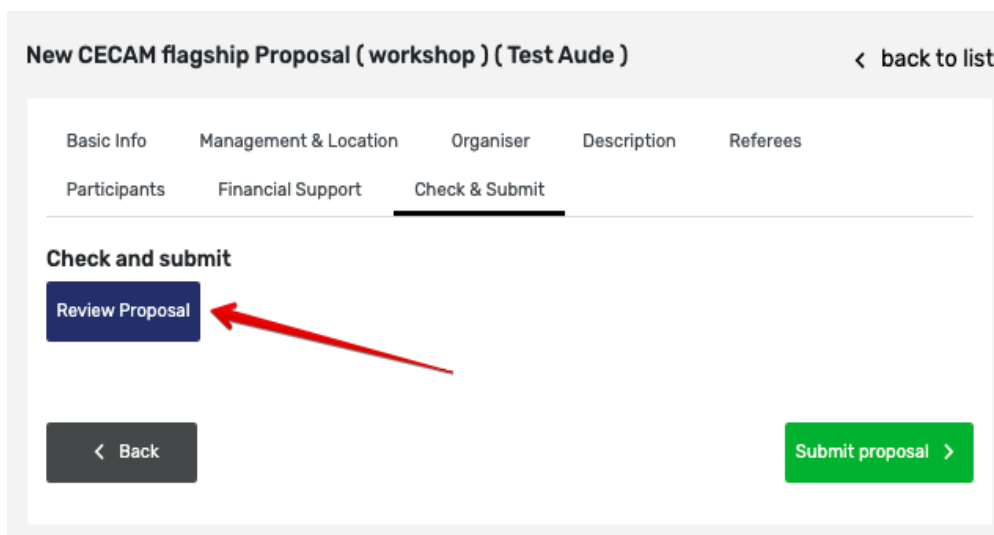
Funding expected from other sources. Please be clear about all sponsorship that is being requested and indicate the level of certainty of this funding.

Name	Level of Certainty	Amount requested	Actions
Austrian Science Fund (FWF)	Sponsorship not yet agreed	1000 EUR	 



Check & submit

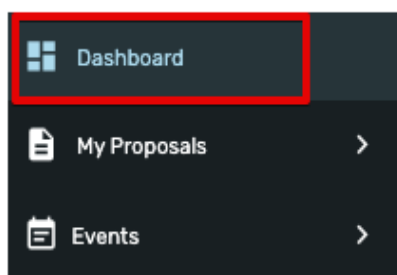
In this section, you can verify all the information related to your proposal before submitting. Click on "Review proposal" and a new browser tab will appear with a summary of all of the information you entered in the previous steps. If you see any discrepancy, please go back to the main browser tab and click on the appropriate sections to modify your entries.



Once you have finalised all aspects of your proposal, click on "Submit proposal". Please note that after clicking on this button, you will still be able to modify your proposal until the submission deadline. If you do not complete submission in one session and would like to be able to work on your proposal at different times, simply make sure your work is saved (by clicking on "Save" at the bottom of any tab) before leaving the website at the end of each session.

Verify the proposal's submission & status

After successfully submitting your proposal, go to your Dashboard.



Your proposal will be mentioned under "My proposals". If it has been correctly submitted, a green tick will appear in the column "Subm.".

Once submitted, you will be able to verify the status of the proposal in the corresponding column.

As long as the call is open, a pencil will be shown in the “Edit” column to allow you to access your proposal and make changes.

To delete your proposal, click on the red bin in the column “Edit”.

Dashboard

My proposals

Id	Proposal Name	Management	Type	Date	Subm.	Status	Edit
1130	Test Aude	CECAM-HQ	Flagship Workshop	2022-04-26 2022-04-28			