

CECAM

Centre Européen de Calcul atomique et Moléculaire
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CECAM-HQ WORKSHOP/SCHOOL GUIDELINES



We invite all organizers to read attentively the following guidelines, as it will help structure your event in a smooth way

Please make sure the budget is respected and under control. The budget should be completely finalized the morning following the social dinner: no changes can be made after that deadline.

DETAIL OF THE COSTS:

	MANAGEMENT	PRICES	COMMENTS
Coffee breaks	- The organizer mentions the breaks in the program online - CECAM orders the breaks	CHF 4.50 per break per person	Including: coffee – tea – milk – juices – croissant - fresh fruits – biscuits
Hotel	- The organizer and the participants enter the arrival and departure dates as well as comments when needed - CECAM enters the cost	CHF 130.00 to CHF 165.00 per person per night	CECAM pays the accommodation for the supported participants, up to the number of nights needed to attend the event.
* Per-Diems	- The organizer decides which attendee can receive a per diem, if budget allows - CECAM organizes payment	Between CHF 10.- and CHF 50.- per attendee per presence day	Deadline to establish for per diem is 3 weeks before the start date of the event. Please be sure you have entered information online on time
Poster session / Aperitif	- The organizer decides the date and budget he/she would like to dedicate - CECAM organizes food and beverages	CHF 10.00 - CHF 35.00 per person. Incl. snacks, finger food, wine, beer and juices.	CECAM will send an individual offer depending on the amount budgeted.
Social dinner	- The organizer decides the date and budget - CECAM suggests restaurants and takes care of the booking	Between CHF 60.00 and CHF 80.00 (max) per person including drinks and coffee or tea	CECAM covers 1 social dinner per event. CECAM offers a choice of different restaurants to the organizer.
* Travel	- The organizer decides which attendee can receive a travel reimbursement, if budget allows	Up to: - CHF 350.- European travellers - CHF 800.- Non-European travellers (incl. Turkey and Israel) Please respect these maximum amounts	CECAM accounting department will contact each supported/reimbursed participant and will require: A bank information form, All their travel tickets (scan), ID or passport (scan). All documents should arrive at CECAM at the latest 2 weeks after the workshop.

The priority of your costs are the hotel rooms, the coffee breaks and the dinner. We recommend you to offer per diem and travel reimbursement only if you are sure that the budget is covered for the rest.

SPONSORSHIP REGULATION



If you expect funding from a sponsor and would like this amount to be managed by CECAM in the global budget, please confirm **at least two months** before your event the final amount. The funds should be transferred to CECAM's account at least one-month prior to the event. If the funds from the sponsorship are handled by CECAM, then they are under the CECAM rules and regulation on budget.

Sponsorship funds are always spent in priority and before the CECAM budget. If CECAM's contribution is not entirely spent, the remaining amount goes back to CECAM for future workshops and schools.

*PER DIEMS AND TRAVEL:

If the travel costs exceed the amounts indicated in the above table, the proposed expense should be agreed first with CECAM. Moreover, if you have additional sponsorship funds and would like to go above CECAM guidelines (per-diems and travel), we recommend you to keep part or all of the Sponsorship money and reimburse the costs yourself.

COMPLEMENTARY INFORMATION:

❖ RECOMMENDATIONS FOR YOUR EVENT:

WORKSHOPS:

- The typical number of participants is between 25 and 35. Workshops with fewer participants will be considered if the specific format of the meeting requires it. (e.g. Brainstorming events).
- Whenever possible additional students and early stage researchers are welcome to attend, in addition to the 20 to 35 participants. Maximum number of participants should not exceed 50 people.
- Participants are expected to remain at the workshop for its entire duration and play an active role in the discussion and problem solving.
- Ample time is reserved for discussion. Specific opportunities for debate and informal interaction, including a social dinner and poster session, are included in the program.

SCHOOLS:

- The maximum number of participants depends on the infrastructure at the hosting institution (e.g. Lecture room, computer rooms) and budget.
- Students are expected to stay at the school for its entire duration
- Lecturers and tutors are strongly encouraged to remain at the school for its entire duration
- Organizers and lectures are strongly encouraged to create online repositories of the material on the CECAM website and to authorize their use, preserving intellectual property and copyright, in similar CECAM training events.

❖ COMMUNICATION:

The organizers should always mention the name of their workshop and the dates in the subject of the emails.

❖ BOOKLETS:

Booklets can be printed for your workshop. The program, posters and abstracts should be attentively entered online at least 3 weeks before the workshop in order to have time to format and print it.

Please ask your participants to verify, and update when necessary, their data on CECAM website. Information appearing in the booklet will be extracted automatically from their profile.

❖ EMAIL CONFIRMATION:

10 days before the workshop, the Event Manager will send a recap email with all logistical information relative to the workshop, the hotel and the EPFL campus.

❖ VISA:

If a participant needs an invitation letter, he/she should address an email to visa.cecama@epfl.ch with the following information duly completed.

- Full first Name and Surname (as written in the passport)
- Title (Mr Mrs Ms Dr Prof or other)
- CECAM Workshop/School name and dates
- Date of birth dd/mm/year
- Town and Country of birth
- Passport Nr. (Country of passport if different from birth)
- Full name and address of your affiliation

❖ **HOTEL RESERVATION:**

Hotel: CECAM-HQ will reserve a block for your event of 20 rooms in one of the preferred hotel in Lausanne (from the night before your event start, until the day after your event ends).

The hotels cannot keep the rooms indefinitely: we need to communicate the final number of rooms at least 3 weeks before arrival. We have the possibility to book rooms for non-supported participants (based on the hotel's availability) and they will pay for their stay upon their departure.

With any stay in a hotel in Lausanne, a free access card to public transportation is offered to guests. The participants should require this card if they don't get it automatically at their check-in.

Please inform the participants staying in CECAM reserved hotels that in case of changes of arrival/departure dates, they must inform CECAM, the Hotel and the organizers the earliest possible. No show will be charged to them if not announce or announced less then 48 hours to expected arrival.

For non-supported, please invite them to visit the following link: <http://www.lausanne-tourisme.ch/en/> for suggestions about accommodation in Lausanne.

SCAM ALERT: We have been informed of scamming actions. Please note that CECAM has not authorized any travel agency to act on its behalf. A participant should never give out their credit card details in order to secure their hotel reservation or perform any other actions relative to a CECAM workshop/school organization. Please inform us if you or your participants have received a suspicious phone call/email.
