We invite all organizers to read attentively the following guidelines that will help you structure your event in a smooth way.

**CECAM WORKSHOP:**

- **DATES:**

- **BUDGET ALLOCATED:**

- **SPONSORSHIP**
  - Please confirm as soon as possible if you will receive financial amounts from sponsors.

Please make sure the budget is respected and under control. The budget should be completely finalized the morning following the social dinner. No changes will be accepted after this deadline.

**DETAIL OF YOUR COSTS:**

<table>
<thead>
<tr>
<th>CONCERNS</th>
<th>WHO ENTERS DETAILS ONLINE</th>
<th>PRICES</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee breaks</td>
<td>The organizer mentions the breaks in the program online. CECAM orders the breaks.</td>
<td>CHF 9.- per person per day</td>
<td>Including: coffee – tea – milk – juices – croissant - fresh fruits – biscuits</td>
</tr>
<tr>
<td>Hotel</td>
<td>The organizer enters the dates and comments if needed for each participant. CECAM enters the cost.</td>
<td>CHF 135.- to CHF 148.- per person per night</td>
<td>CECAM pays up to 3 nights per speaker/organizer. This matter can be alterable depending on the budget.</td>
</tr>
<tr>
<td>&quot;Per-Diem&quot;</td>
<td>Organizer</td>
<td>Between CHF 10.- and CHF 50.- per attendee per presence day</td>
<td>Deadline to receive per diem is 3 weeks, please be sure you have entered information online on time.</td>
</tr>
<tr>
<td>Poster session</td>
<td>Organizer</td>
<td>CHF 10.- / CHF 20.- Sandwiches, beer and soft drink. Up to CHF 50.- Cocktail dinatoire</td>
<td>Organizer should announce the budget allocated to the poster session and CECAM can make an individual offer depending on the amount.</td>
</tr>
<tr>
<td>Social dinner</td>
<td>CECAM</td>
<td>Between CHF 65.- and CHF 80.- (max) per person including drinks</td>
<td>CECAM covers 1 social dinner per event. CECAM offers a choice of different restaurants and menus to the organizer.</td>
</tr>
<tr>
<td>Travel</td>
<td>Organizer</td>
<td>Up to: CHF 350.- European travellers. CHF 600.- External European travellers.</td>
<td>For those receiving travel reimbursement, CECAM requires: A completed bank information form. All their travel tickets (copies ok) ID or passport (copy ok) All documents should arrive at CECAM latest 2 weeks after the workshop.</td>
</tr>
</tbody>
</table>
The good advice:
The priority of your costs are the hotel rooms, the coffee breaks and the dinner. We recommend you to offer per diem and travel only if you are sure our 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 need to be transferred to the CECAM account at least one month prior event. If the funds from the sponsorship are handled by the 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 you don’t spend all your CECAM budget the amount goes back to CECAM.

*PER DIEMS:
Should you wish to reimburse a Speaker or yourself more than the CECAM maximum (per-diems and travel), we recommend you keep part or all of the Sponsorship money and reimburse the costs yourself.

COMPLEMENTARY INFORMATION:

- COMMUNICATION:
The organizer should always mention the name of his workshop and the dates in the subjects 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 prior the workshop in order to have time to print it. Please ask your participants to check and be updated on their affiliation on the CECAM website as this information does not change automatically.

- EMAIL CONFIRMATION:
2 to 3 weeks before the workshop. Participants will receive a recap email with all logistic information relative to the workshop, the hotel and the EPFL campus.

- ADAPTORS:
Can be lent in exchange of a deposit EUR/CHF/$ 20.-

- CHILDCARE INFO:
https://www.cecam.org/childcare.html

- VISA:
If a participant needs an invitation letter, he should address an email 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/Tutorial 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
  - Email or fax N° of local Swiss Embassy or consulate to send copy of the invitation letter; (not always needed)
HOTEL RESERVATION:

Rooms have been booked for each event in a hotel in Lausanne for speakers and potential supported participants. To guarantee availability for supported participant. The organizer should inform the CECAM as soon as possible on the number of participants he is supporting and for how many nights.

For 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 no show they must inform: CECAM, the Hotel and you the organizers. Should they fail to inform us, the no-show night(s) will be charged to them.

For non-supported, please invite them to visit the following link: http://www.lausanne-tourisme.ch/en/

Looking forward to working with you on this workshop/school.

Best Regards
Charlotte Sterling