

CECAM

Centre Européen de Calcul atomique et Moléculaire
EPFL – Ecole polytechnique Fédérale de Lausanne
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Events Manager

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CECAM WORKSHOP/SCHOOL GUIDELINES 2019



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 can be made.

DETAIL OF YOUR COSTS:

CONCERNS	WHO ENTERS DETAILS ONLINE	PRICES	COMMENTS
Coffee breaks	The organizer mentions the breaks in the program online CECAM orders the breaks	CHF 9.00 per person per day CHF 4.50 per half day	Including: coffee – tea – milk – juices – croissant - fresh fruits – biscuits
Hotel	The organizer enters the dates and comments if needed for each participant CECAM enters the cost	CHF 135.00 to CHF 165.00 per person per night	CECAM pays up to 3 nights per speaker/organizer This matter can be alterable depending on the budget
*Per-Diems	Organizer	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	Organizer	CHF 10.00 / CHF 35.00 per person. Sandwiches, beer and soft drink. Up to CHF 50.00 per person. (Cocktail dinatoire)	Organizer should announce the budget allocated to the poster session and CECAM can make an individual offer depending on the amount.
Social dinner	CECAM	Between CHF 65.00 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	Organizer	Up to: CHF 350.- European travellers CHF 600.- External European travellers Please respect these maximum amounts	For those receiving travel reimbursement, CECAM accounting department will contact each of them and will require: A bank information form, All their travel tickets (scan ok), ID or passport (scan ok). All documents should arrive at CECAM at the latest 2 weeks after the workshop.

Some good advice based on long experience:

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 need to be transferred to CECAM 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 you don't spend all your CECAM budget the amount goes back to CECAM for future workshops and schools.

*PER DIEMS AND TRAVEL:

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:

❖ RECOMMENDATIONS FOR YOUR EVENT:

WORKSHOPS:

- The typical number of participant 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.
- 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 to the workshop in order to have time to format and print it.

Please ask your participants to update if necessary 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.

❖ **CHILDCARE INFO:**

<https://www.cecama.org/childcare.html>

❖ **VISA:**

If a participant needs an invitation letter, he/she should address an email to Joanna Jermini-Howard (joanna.jermini@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

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 CECAM as soon as possible on the number of participants he is supporting and for how many nights.

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 you the organizers the earliest possible. No show will be charged to them if not announce or announced less than 48 hours to expected arrival.

For non-supported participants, please invite them to visit the following link:

<http://www.lausanne-tourisme.ch/en/>
