

Guidelines for Workshop Organisers

(Updated January 12, 2011)

Each workshop is administered at ECT* by **Ines Campo** (ines@ect.it) and occasionally by **Gian Maria Ziglio** (ziglio@ect.it). A workshop may have several organisers who choose among them a **coordinator**. Once the workshop is accepted by the Scientific Board, its coordinator is contacted by Ines, who will assist him in the preparation of the workshop and keep track of the workshop budget. When a project is directly supported by **HadronPhysics2**, its **group leader** must fulfill obligations that are recalled below.

The timetable for the preparation of the workshop

The preparation of the workshop proceeds in the following steps:

1) Preparation of the poster

The organisers should, at an early time, ensure a firm commitment from the key participants and prepare a list of the main subjects. This information should be transmitted to Ines Campo at least **3 months before the beginning of the workshop** in order to prepare a poster for the workshop. The poster is sent by ECT* to international institutions.

2) *Suggestions for the library*

The Centre would appreciate that the organisers, at this early time, send us a list of 3 - 5 relevant textbooks or monographs that they feel should be in the ECT* library at the time of the workshop.

3) Registration of participants

- each participant must fill in a questionnaire online. The questionnaire is accessible on the ECT* Web site on the page that list the workshops of the current year (click the registration button on the relevant workshop. **At least one month before the beginning of the workshop;**
- The registration is opened 2 months, and closed 3 weeks, before the beginning of the workshop.

4) Selection of the participants

The organizers have online access to the list of participants (through a password provided by the secretary). They can select the participants by "approving" their registration. They choose the amount of support for each approved participant and indicate it on the web form. The whole process needs to be finished shortly after the closing of the registration. ECT* will make hotel reservations and contact via e-mail (preferred) or fax the selected participants, confirming their hotel reservations and provide details of the support (if any) provided by the Centre. **The budget will be closed two weeks before the beginning of the workshop.**

5) Detailed Programme

The organisers should prepare a Web page which describes the workshop, outlines a scientific programme and gives the list of participants. The Web page should be prepared at least **6 weeks before the beginning of the workshop**. A link to the workshop Web page will allow access from the ECT* home page. The program of the workshop should appear on the web **two weeks before the beginning of the workshop**. The final programme of the workshop, including all changes that occurred during the workshop, should be handed to the secretary at the end of the workshop.

6) Final Report

The workshops are a major activity of the Centre and the coordinator is asked to submit a report on the workshop. The report will be used for the annual report of ECT*. We invite you to hand in your report **not later than 2 weeks after the closing date of the workshop**. The report should be prepared in WORD, using the template that can be downloaded on the web site. Suggestions and/or comments on the organisation of the workshop do not belong to the scientific report. They should be transmitted directly to the director.

HadronPhysics2 Projects

The group leader of a project supported by **HadronPhysics2** should submit a **short report** within two weeks after completion of the project. This short report should contain two paragraphs, of up to ten lines each, summarizing the **Objectives** and the **Achievements** of the project. In addition the group leader should fill an on-line questionnaire (see the page <http://www.ect.it/Meetings/Hadrons/Hadrons.htm> for instructions).

Workshop Proceedings

The Centre does not particularly encourage the publishing of workshop proceedings. If the organisers, in agreement with the speakers, deem it useful for their own field of research to publish workshop proceedings, they should contact the director at an early stage of the preparation of the workshop.

Preparation of the workshop budget

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There are 4 categories of participants, with different support conditions :

- 1) organizers of the workshop, who can be **supported up to 100%**, i.e. single room occupancy and meals;
- 2) participants who can be **supported up to 70%** of the local expenses, which means that meals and half-shared room expenses are covered;
- 3) participants who can be **partially self-supported**, i.e. will receive lunches and the two main dinners for free, while the hotel and the remaining dinners expenses will be at their charge;
- 4) participants who are **fully self-supported** : organizers are expected to select about 25% of them among the total participants.

Travel reimbursement

Note that the secretary in charge should be informed well in advance if travel is to be reimbursed to a participant. As a rule, ECT* encourages the use of prepaid tickets and prefers to reimburse travel tickets to home institutions or travel bureau (because of local taxes, reimbursement to individuals increase the cost by 30%)

Funding from other institutions

Funding from other institutions may take the form of a direct support to individual participants. These become then self-supported participants.

However, it should be kept in mind that the evaluation of the local cost of a workshop does not include overhead costs. These are paid by ECT* which receives partial funding from non scientific organisations. Workshop organisers who are able to obtain support from other institutions willing to contribute to this overhead do help the Center to strengthen its scientific activities, e.g. by allowing ECT* to accept more workshop applications. When such support is obtained, the workshop becomes a joint activity, which is explicitly acknowledged on the poster.