

Important Items for Chairpersons of EUROMECH Colloquia

1. EUROMECH Colloquia are organised under the auspices of the EUROMECH Council. The Chairperson(s)¹ of each Colloquium is (are) appointed by the Council and is (are) wholly responsible for the planning and running of his/her/their Colloquium.
2. EUROMECH Colloquia should be specialised in content, small in size and informal in character. Participation in a Colloquium is on the invitation of the Chairperson. A number of participants between 40 and 60 should be envisaged, and the number from outside the host country should be at least half the total. Reasonable representation from all parts of Europe is important.
3. A Colloquium should normally extend over three or four days, according to need. It is usually desirable to divide the programme into several sessions which allow coherent discussion of particular aspects of the topic of the Colloquium. However, there must be no parallel sessions; this also applies to poster sessions.
4. The objectives of EUROMECH Colloquia are furthered by arrangements which allow all participants to be accommodated in the same venue and within easy walking distance of the meeting room.
5. Immediately a Colloquium has been agreed by the Council, the Chairperson(s) should start the necessary preparations. The EUROMECH Council assigns a 'EUROMECH contact person' to each Colloquium who should be contacted by the Chairperson(s)
6. The Chairperson(s) should decide on a definitive title, date² and location for the Colloquium and write approximately a 100-word description (a Word or text Document by email would be appreciated) of the intended scope and topics. This information should be sent as soon as possible together with his/her/their title, initials, family name, address, telephone number, fax number and email address (please be accurate and complete) to the Secretary General of EUROMECH, who will use this information for publicity in about 30 scientific journals and in the EUROMECH Newsletter.
7. EUROMECH provides the Chairperson(s) with a grant of up to 2000 EURO, upon submission of a provisional budget to the Treasurer. The grant should preferably be used to support young scientists participating in the Colloquium by refunding travel and subsistence costs of these participants. However, the grant also can be spent to cover other expenses. Without prior approval the money for the grant may be deducted from the amount sent to the Treasurer after the Colloquium.
8. The Chairperson(s) should prepare an announcement for the Colloquium, with a description of the intended scope and the topics to be discussed. This should be sent to prospective participants, to anyone who could help to enrol participants, and to the Secretary General.

¹ Sometimes two co-chairpersons are appointed in order to ensure that different aspects of a topic are covered or different parts of Europe are well represented. In such cases one of them is responsible for the local arrangements but both are responsible for the selection of participants and for the scientific programme.

² Before deciding on the dates for the Colloquium, the Chairperson(s) should carefully check that there will be no clashes with other important meetings.

www.euomech.org

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9. The Chairperson(s) is (are) asked to quote the number assigned to his Colloquium on all appropriate documents, correspondence, announcements etc. All such documents should carry the EUROMECH logo at the top left corner and letters should use wherever possible the present letterhead³. The number of the Colloquium may also be added immediately after 'EUROMECH' (e.g., EUROMECH Colloquium 390).
10. The cost of holding a EUROMECH Colloquium should be kept low. The full registration fee should normally include three units of the annual subscription (= €24) for each participant who is not a member of EUROMECH. This is additional to the amount which the Chairperson charges in order to cover local costs, and is to be paid by the Chairperson to the EUROMECH Treasurer (see Item 16). The two categories of registration fee should be indicated as follows: (I) the full registration fee and (II) the reduced registration fee (€24 less) for individual and joint members of EUROMECH. It should be noted that the EUROMECH Council cannot be held responsible for any financial deficit resulting from running the Colloquium.
The Chairperson(s) should inform all participants that membership is expected in order to register at the Colloquium. Non EUROMECH members who wish to participate automatically become members for one year when they register for the Colloquium, as specified in the standard EUROMECH event registration form. The membership fee is €24. A copy of the EUROMECH event registration form can be downloaded from the EUROMECH website (www.euomech.org).
11. Participants should be asked to provide a summary of the work they wish to report, and the programme will eventually be made up on the basis of these summaries. The Chairperson(s) will usually combine them into a booklet for distribution to participants at the meeting. Unfinished work is welcome, since an important objective of the meeting is to stimulate and assist current research.
12. The Chairperson(s) may decide to take the Chair in person throughout the Colloquium, or he/she/they may ask a few experienced participants to chair the individual sessions. The discussions should be lively, informal and penetrating. Any timetable which is specified in the programme need not be adhered too rigidly, since it may be assumed that all participants are attending all sessions.
13. Any language problem should be recognised and overcome. A speaker may choose to use his/her own language, and the Session-Chairperson should ensure that no-one is left unable to understand what is being said, if necessary by arranging on-the-spot translation or explanation of crucial points.

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³ Both the logo and letterhead are available in various electronic formats to download from the EUROMECH website www.euomech.org.

14. Type-scripts of papers presented at a Colloquium are not required, and a volume of proceedings is not normally published. Sometimes it may be worthwhile to prepare a report on the scientific developments discussed at a Colloquium and submit it for publication in an appropriate journal. It has also occurred that papers from a Colloquium have been published in a special issue of a journal after following a normal reviewing procedure.
15. After the Colloquium is finished, there remain three important tasks which the Chairperson(s) is (are) asked to carry out within a month:
 - a) A brief final report on the Colloquium should be prepared for the EUROMECH Council using the two page Final Report Form provided by the Secretary General. The scientific part of this report will be published in the EUROMECH Newsletter (please send it as a Word Document by email).
 - b) The Chairperson(s) is (are) asked to compile a complete set of the documents prepared for the Colloquium participants, and send it together with the Final Report to the Secretary General.
 - c) After the Colloquium the Chairperson has to transfer to the Treasurer (within one month of the end of the meeting) the sum of the EUROMECH components of the registration fee (i.e. € 24) collected from all non-member participants, together with a list of all participants indicating members and non-members.

The EUROMECH account is:

Bank: Deutsche Bank

Account Number: 124 11 24 00

Bank Code: 390 700 20

IBAN: DE73 3907 0020 0124 1124 00

SWIFT: DEUTDEDK390

The address of the Deutsche Bank at Aachen reads:

Deutsche Bank AG

Friedrich-Wilhelm-Platz 15

52062 Aachen

Germany

The payment should be addressed to EUROMECH and is possible by bank transfer and credit cards.

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