



RULES FOR HOLDING ERCOFTAC WORKSHOPS/SUMMER SCHOOLS

*When submitting proposals for workshops/summer schools **requesting the ERCOFTAC label:***

1. Proposals should emphasize the special ERCOFTAC features of the meeting.
2. The primary purpose of the meeting should be to disseminate current information on recent research developments and activity in an ERCOFTAC-related field of interest (not an administrative meeting of a Special Interest Group or Pilot Center).
3. The meeting should be genuinely European.
4. There must be leading speakers/or organizers from two or more European countries.
5. Summer schools should have a training element and they should last at least a week.
6. Proposals must be sent to the ERCOFTAC Coordination Centre at least 2 weeks before the SPC meeting, after which the proposal will not be considered at the meeting. Ideally, they should be submitted 1 year before the event, since:
 - MB and SPC meetings where proposals are reviewed are only held every 6 months
 - after approval, there should be sufficient time to acknowledge ERCOFTAC sponsorship on flyers and proceedings,
 - the event should be advertised in the bulletin.
7. After the meeting, the organizers must write a detailed report of the meeting for the Scientific Program Committee, which also will be published in the ERCOFTAC Bulletin. This report should be received by the coordination center for publishing in the bulletin no later than one month following the completion of the meeting.
8. It is recommended that scientific data (experimental or numerical) created for the activity should be included in the database activities, or that in the meeting report it is explained how to access these data.

*Further requirements for workshops/summer schools **requesting scholarships:***

1. Recipients of the scholarships are limited to Europeans, or foreign residents living indefinitely in Europe.
2. A reduced fee is charged to those attending from institutions or groups that are members of ERCOFTAC. This reduction should be in the order of 30% for meetings organized by ERCOFTAC alone and in the order of 10% for meetings where ERCOFTAC is a co-organizer.
3. It will be necessary to provide the names of those who will receive the funds (these names will not be published).
4. The ERCOFTAC Administration/Development Office requires the following from the organizers of the event, after the event has taken place (the payment of the scholarships will be settled after the event):
 - a financial overview, mentioning how the ERCOFTAC grant has been spent;
 - an invoice, mentioning the title, location and date of the event, as well as the necessary bank details;
 - a report on the conference/summerschool/workshop.
5. The funds cannot be used to cover the expenses of invited lecturers. ERCOFTAC scholarships are to be used to enable (young) scientists to attend the sponsored meetings.
6. Claims for scholarships can only be made during a period of 6-months, starting from the beginning of the event, after which requests will no longer be considered.