

## Check List for EUROMECH colloquia

This check-list concerns the exchanges between EUROMECH and the organizers of Colloquia before and after the colloquium. All other aspects (choice of the venue, sponsorships, invitation of participants, scientific program etc...) are up to the organizers.

### Between one year and 6 months before the colloquium:

- 1) A colloquium number has been assigned to your colloquium in the acceptance letter. Please always refer to this number in any correspondence.
- 2) A website template for all Colloquia offering several features, such as registration of participants and on-line payment is provided to EC organizers. Use of this template is mandatory so that so all EUROMECH colloquia have the same format. Contact our Management Advisor, at least 9 months in advance of your planned colloquium and provide her with your dates and location. A website dedicated to your EUROMECH colloquium will be opened following the template and you will be informed on how to personalize it to your EC.
- 3) When the financial support of EUROMECH is needed, write to the treasurer of EUROMECH asking for the transfer of the first instalment of 1000 €. Provide detailed information on the bank account related to your event.

### 3 months before and during the colloquium:

- 1) Make sure that all registering participants are offered the choice of becoming members of EUROMECH, if they are not already. EUROMECH members should receive a discount on their registration fee corresponding to the EUROMECH membership (30€). Use of the registration form available on the website template is mandatory. Once the registration fees and the payment method (bank transfer, Paypal, external payment method...) have been decided, contact the Management Advisor for posting the registration form on the Colloquium webpage.

[www.euomech.org](http://www.euomech.org)

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2) Once the registration form has been posted on the Colloquium webpage, the list of registered participants will be automatically generated and transferred to EUROMECH Treasury, who will be able to check directly the number of members and non-members of EUROMECH attending the Colloquium.

### Within one month after the colloquium:

- 1) Send the report on your colloquium to the Secretary-General and the management advisor of EUROMECH. The scientific report should be prepared using your Colloquium website private area (as explained in the guidelines that will be sent you by the Manager Advisor): the administrative part is automatically filled in by the website while the scientific report should be copied and pasted into the online form. An example of a scientific report is provided in the acceptance mail that you received. Reports are posted on the website of EUROMECH after being approved by the EUROMECH officers.
- 2) Once the list of new members is checked by the treasurer of EUROMECH on the website, you can ask for the second instalment (1000 €) of EUROMECH financial support.
- 3) Once your scientific report is approved, the difference between the second instalment and the membership fees collected from new EUROMECH members will be transferred to your account (you do not have to take any action for this).

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