EUROPEAN MECHANICS SOCIETY

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 EUROMECH Colloquium (EC) organizers. Use of this template is mandatory so that 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 installment of 1500 €. Provide detailed information on the bank account related to your event.

4) Include a EUROMECH contribution (30€) in the registration fee for the EC. This contribution is required by EUROMECH to organize the Colloquia. The EUROMECH contribution is to be included in the registration fee (i.e. to be added to the amount charged by the Chairperson to cover local costs).

3 months before and during the colloquium:

1) An optional membership (or extension thereof) is offered to each participant for free. Make sure that all registering participants are offered the choice of becoming members of EUROMECH, if they are not already. Use of the registration form available on the website template is mandatory.

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

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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) The EUROMECH contribution of € 30 multiplied by the number of participants is to be paid by the EC Chairperson to the EUROMECH Treasurer within one month after the end of the colloquium.

3) Once the list of new members is checked by the treasurer of EUROMECH on the website, you can ask for the second installment (1500 €) of EUROMECH financial support.

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