

## European Conferences

These notes are intended to help those involved in the planning and running of the European Conferences held under the auspices of the EUROMECH Council. These Conferences are broad in scientific scope, are open to all those interested, and are expected to have a number of participants between 150 and 600. The present series of European Conferences is shown in the list below, together with the expected frequency:

- European Fluid Dynamics Conference (EFDC), held every 2 years;
- European Mechanics of Materials Conference (EMMC), held every 2 years.
- European Nonlinear Oscillations Conference (ENOC), held every 3 years;
- European Solid Mechanics Conference (ESMC), held every 3 years;

### The Purpose of European Conferences

The general purpose of European Conferences is to provide opportunities for scientists and engineers from all over Europe to meet and to discuss current research on a broad range of subjects. Europe is a very compact geographical region, well provided with conference facilities, and this makes it feasible to hold inexpensive meetings.

### Organizational Structure

The EUROMECH Council delegates responsibility for the general planning and supervision of each series to a Standing Conference Committee (SCC). The five committees are designated with a 'C' after the conference title, so they are known as: the EFMCC, EMMCC, ENOCC, ESMCC and ETCC.

Appointments to the conference committees are made by the EUROMECH Council. There are ten members of each of the five SCCs. Members serve for a total of six years. One or two elected members of the Council are usually among the members of each SCC. One of the members of each SCC is appointed Chairperson and is normally invited to a meeting of the Council.

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The detailed organizational work for a European Conference is carried out by a Local Organizing Committee (LOC), the Chairperson of which will be appointed at an early stage by the appropriate SCC. The preparation of the scientific programme is the responsibility of the SCC, in consultation with the LOC.

There are thus three tiers to the organization of a Conference: (i) the EUROMECH Council, which carries the ultimate responsibility and whose role when things are running smoothly is largely to receive reports on developments and to make new appointments; (ii) the appropriate SCC, which is the generator of ideas and is the primary decision-taking body regarding scientific aspects of the programme; and (iii) the LOC, which implements the plans of the SCC and makes the practical arrangements for one Conference.

## Finance

The host institution can apply for a EUROMECH grant of €3000. The payment will be made in two instalments: € 1500 is transferred first upon request of the organizers to the Treasurer and the remaining € 1500 will be transferred once the organizers have sent their Conference report and the list of participants. It will be the responsibility of the LOC to cover the expense of a Conference by seeking subventions from local and national sources and by levying a registration fee on participants. It is a long-standing principle of EUROMECH that the costs should be kept low, and that the attendance of young scientists should be facilitated.

The registration fee should therefore include the annual membership fee (€30). 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 Treasurer of EUROMECH within one month of the end of the Conference.

EUROMECH membership is automatically included in the registration fees, implying a 2 year extension to those who are already members.

A list of all participants together with a statement of the total of EUROMECH components of the registration fee (€30 per person), should be sent to the Treasurer. In order to do so, a web tool that directly connects the Conference registration page to EUROMECH online Database has been designed: the use of such web tool is

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mandatory. The LOC should get in contact with the Secretary General to receive instructions on how to proceed.

Payment of this total should be made by credit transfer to the EUROMECH bank account, designated below, quoting the Conference name.

### EUROMECH bank account:

EUROMECH, Deutsche Bank,  
Friedrich-Wilhelm-Platz 15,  
D-52062 Aachen, Germany  
IBAN: DE97 3907 0024 0215 0225 00,  
BIC/Swift: DEUTDEDB390

The contact person for all financial matters is the Treasurer : [euromech@uni-siegen.de](mailto:euromech@uni-siegen.de)

Financial considerations should be kept in mind when the location of a future European Conference is being considered. Experience with over 500 EUROMECH Colloquia has shown that modest accommodation and simple arrangements are not incompatible with enjoyment of both the scientific discussions and the après-conference.

### Participation and the Scientific Programme

Forthcoming European Conferences will be announced on the EUROMECH website and by leaflets, posters, notices in journals, and extensive publicity in the EUROMECH Newsletter. An early first announcement, at least 18 months before the conference, is desirable. Email should be used from the start for speed, simplicity and cheapness. There is no need for any restriction on the number of participants except that arising from the capacity of the available lecture rooms.

The duration of an ESMC or EFDC should be about five days, while that of an ENOC or EMMC should be three or four days.

Invited lectures form a very important part of the programme of a European Conference. In principle they should be understandable and interesting to all participants, and so should all be given in plenary session. If the lectures are well chosen, as many as two invited lectures per day may be contemplated. The SCC will wish to identify areas in

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which a clear exposition of recent developments would be especially valuable. The Chairperson of the SCC should issue the invitations to lecturers and should make known any wishes or suggestions the SCC may have concerning subject matter.

Those who wish to present their research activity at the Conference should be asked to submit an abstract about the work to the LOC, say three to five months before the conference. The SCC and the LOC together will decide which of these submissions will be presented at the Conference, whether some of those accepted should be presented in poster form, whether and how the papers for oral presentation should be grouped in parallel sessions, and, perhaps the most important question, what time should be allowed for each oral presentation. In all cases, a booklet of the accepted abstracts should be given to participants on arrival at the Conference. **A two-page introductory text on EUROMECH should be added to the book of abstracts and will be sent to the Conference organizers.**

The remaining ingredient in the programme is open discussion. There should of course be time for questions or comments at the end of each lecture and orally presented paper. Consideration should also be given to the inclusion of a period for discussion of a group of the posters, or of some topic which has aroused particular interest during the Conference, or perhaps of some topic specified in advance. At any period of open discussion the role of the Chairperson is very important, and that should be kept in mind when appointing the Session Chairpersons of the Conference.

Not later than two months after the conference, the chair of the LOC and the chair of the scientific committee should send to the Secretary-General a scientific report (1 to 2 pages) which will be published in the EUROMECH Newsletter. The report should include information on the scientific developments discussed at the Conference in the plenary lectures and in the different sessions and the numbers of participants from different countries.

As already mentioned in the "Finance" section of the present document, a list of all participants together with a statement of the total of EUROMECH components of the registration fee (€30 per person) should be sent to the Treasurer.

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## Awards

The conferences give the Mechanics community the opportunity to honour a few of its distinguished members for their outstanding accomplishments. It also provides an opportunity to encourage and reward young researchers with great potential.

The EUROMECH Prize and Fellowships in Fluids and Solids are awarded at the EFMC and ESMC respectively. A specific time slot for the award ceremony (approximately 30 minutes) should be reserved in the conference program at an appropriate time to allow maximum participation. The Prize winner is invited to deliver a lecture in the same format as invited lectures **and an appropriate time slot should also be reserved for this talk**. Travel expenses for Prize winners are paid by LOC.

For all conferences, EUROMECH offers the possibility (it is therefore not mandatory) to grant two Young Scientist Awards of 500 € each to two promising young colleagues under age 35, one for the best oral presentation and one for the best poster presentation. The conference committee may choose to set up a call for Young Scientist Award candidates at registration. A proper review committee should be appointed at the very beginning of the conference and a time slot for the Young Scientist Award ceremony should be scheduled, the awardees should be informed and asked to attend. They will also be asked by the LOC to send to the Management Advisor [info@euromech.org](mailto:info@euromech.org) of EUROMECH a short abstract (1 page) of the talk given at the conference and a short CV (1/2 page). Both texts will be published in the EUROMECH Newsletter.

Immediately after the conference (the following week) the LOC should send the name and address of the awardees to the Management Advisor of EUROMECH ([info@euromech.org](mailto:info@euromech.org)). The awardees will receive a 500€ check directly from the EUROMECH Treasurer after providing their abstract and CV to the Management Advisor.

All prizes (including young scientist ones) are paid by EUROMECH.

## Proceedings

It is a well-known paradox that although few scientists appear to favour publication of the proceedings of a conference, proceedings are almost always published. The EUROMECH Council sees no need to

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publish proceedings of European Conferences. In general, participants should be encouraged to seek separate publication of their contributions in scientific journals such as the European Journal of Mechanics A and B. For the ESMC it has been found convenient to publish all the invited lectures in a special issue of this journal.

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