
IACM Courses & Workshops

Preamble:

IACM is responsible for a series of conferences and congresses. As of today, these are the World Congresses on Computational Mechanics and the series of conferences on Finite Elements in Fluids.

Quite often these events are perfect occasions to offer short courses or workshops to our community.

The IACM Executive Council believes that some general directives and procedures should be put in place in order to guarantee quality and fairness to participants and course instructors.

Elements for discussion to define directives and procedures:

Courses will be organized by IACM following a proposal by the "course organizers".

In case the course generates profit this will go directly to IACM unless negotiated otherwise during the course approving process.

The budget in the course proposal should clearly detail all the expected expenses and the breakeven registration number. It will be considered as *good practice* to include in this budget coffee breaks and lunch expenses. These breaks and lunches are considered a good opportunity for interaction between participants and instructors.

If four weeks before the event, the registration has not reached the breakeven point, the course will be automatically cancelled.

Mandatory procedure:

- The course organizers must contact the IACM secretariat and the local organizers of the IACM congress.

- A proposal (with budget) should be send to IACM Secretariat 10 months before the event. The proposal should include:
 - ✓ Chair and organizers
 - ✓ Place, date and title of the event
 - ✓ Objectives
 - ✓ Outline of the program
 - ✓ Tentative budget
 - ✓ Proposal for instructors compensations
 - ✓ Breakeven registration number

- The Officers of IACM will be in charge of approving the event.

- The publicity should clearly state that the courses could be canceled if there not enough registered participants.