

World Congresses on Computational Mechanics

Introduction

The present document is intended to provide the Organizers of the World Congress in Computational Mechanics (WCCM) with technical and scientific support in preparation for the Congress. Nine IACM World Congresses have been successfully organized. Each Congress had different local Organizers. Their experiences and good practices have been essential to generate this document, which tries to provide a more homogeneous character of the central IACM event and, most of all, minimize the efforts and simplify the steps needed to organize such a big international event.

Proposal requirements

The IACM General Secretary will issue an open call for the presentation of the proposals for the organization of the WCCM five years prior to the date of the Congress. Four years before the WCCM, the Executive Council will select one proposal among all candidates. All interested institutions will include the following information in their presentation:

- Congress Chairman/en
- Organizing Committee (together with all sub-Committees thereof)
- Supporting Organizations (every candidature for the organization of a WCCM will have the support of at least one local IACM Affiliated Association).
- Place to hold the Congress and facilities of the Conference Rooms (distance to main hotels, equipment, etc.)
- Congress budget
- Advantages to hold the Congress in the nominated location
- Tourist interest and hotel facilities

Obviously, each proposal shall include any information that prospective organizers understand may benefit the congress and the candidature.

The IACM also encourages the incorporation of national or regional concurrent meetings.

The Congress Organizational Structure



The IACM Executive Council is in charge of the supervision of scientific and financial issues of the WCCM. Congress Organizers will send biannual reports¹ on organizational (including scientific and financial) aspects to the President and Secretary General of IACM.

The Organizing Committee is responsible of the organization of the WCCM and supervises the work of the Local Organizing Committee. The Organizing Committee, comprised by distinguished members of IACM, is responsible for providing the general plan and strategy implemented by the Local Organizing Committee, which is comprised by members of local interested institutions in order to facilitate the work at a daily basis.

Revision and Selection of the papers as well as the set-up of the technical program will be the responsibility of the Scientific Committee.

The Organizers are encouraged to invite distinguished organizations and institutions (local, regional and international) to participate and support the Congress at an institutional level.

In summary, there are three tiers to the organization of the WCCM: (1) the IACM Executive Council whose role is to supervise and preserve the IACM standards for the WCCM and has in its President and Secretary General its representatives for all WCCM related activities, in particular, to receive biannual reports on scientific and financial developments; (2) the Congress Organizing Committee, which is the generator of ideas and is the primary decision-taking body; and (3) the Local Organizing Committee, which implements the plans of the Organizing Committee and makes practical arrangements for the Congress.

The Congress Format

The Congress is expected to last five days, preferably from Monday to Friday. It is advised to allocate facilities in the same premises for registration the evening prior to the start of the Congress.

Congress Organizers define the congress format, notwithstanding they are encouraged to follow some general guidelines: Plenary Lectures (PLs) will not be hosted in parallel and the number of the Semi-Plenary Lectures (SPLs) held in parallel will be reduced to a minimum, not exceeding more than four, so as to involve as many participants as possible in each session. When inviting the speakers for the PLs and SPLs the organizers will aim to involve colleagues of international prestige and distinguished reputation in the field of Computational Mechanics.

Selection of Plenary and Semi-Plenary speakers is done at least one year before the WCCM. IACM selects one third, then the Regional Organization selects another third, and the Organizing Committee the final one.

The Organizers will identify potential organizers for the Minisymposia where an effort will be made to favor a widespread distribution of topics in computational science and engineering. In addition to the above-mentioned invited sessions, Contributed Sessions will be hosted in order to encourage participation of a wider interested public.

¹ Beginning two/three years before the date of the WCCM.



The selection of papers for the Minisymposia will be the responsibility of Minisymposia organizers, under the supervision of the Scientific Committee. As mentioned before, papers submitted to the Contributions Sessions will be reviewed and selected by the Scientific Committee. Other relevant scientists specialized in different fields can be invited to participate in the review process if appropriate.

The Congress Website

The Organizers will develop and maintain a Congress website for a period of two years prior to the Congress, which will, at a minimum, conform to the standards and content of the previous Congress websites. It is intended to be the main form of communication among prospective and confirmed attendees. The Website will – beside other possible signs, such as supportive organizations, etc. – contain, on a visible position, the logo of the IACM and the logo created exclusively for the congress. Both logos will be present on all electronic and printed material issued in connection to the Congress, such as brochures, dissemination e-mails, abstract templates, Congress program, etc. The IACM will provide the Organizers with the template of the Congress proceedings in order to further homogenize the external image of IACM.

Furthermore, the WCCM website will remain active for a minimum of two years after the Congress during which time it will be kept in use and financed by the Institution that applied for the organization of the WCCM. After these two years the maintaining and financing of the Congress Website will be the responsibility of IACM.

Technical Co-Sponsorship

Technical Co-Sponsorship indicates direct and substantial involvement by the IACM Secretariat solely in the organization of the technical program. In order to give continuity to the scientific organization of the WCCM, and taking advantage of the experience gathered by the previous WCCM Organizers, it is mandatory to contract the IACM Secretariat services for the management of the technical secretariat: web-based information systems for abstract submission, on-line review process, set-up of the technical program and edition tasks towards the Congress publications.

Congress venue, on-line administration and payment of fees, design and printing of brochures, support staff during the congress and other similar activities are the sole responsibility of the Organizers, as well as the organization of the social program (meetings, banquet, coffee-breaks, welcome reception, program for accompanying people, cultural activities, transportation, etc.). The Organizers will design, set up and keep up the congress website, keeping in mind the previous section on the Congress Website.

The IACM will also advertise the Congress on the IACM website, in the IACM publication Expressions, and by other means of dissemination.

Participants

The participants are expected to cover the transportation and accommodation costs; nevertheless the Organizers are encouraged to search for any additional local, national and other sources in this respect. Each Congress attendee is expected to pay a registration fee to cover the costs of the Congress. Students may be charged a lesser registration fee. Registration fees for accompanying persons are expected to cover the majority of costs associated with any optional accompanying program.

The Organizers will make arrangements to accept all major credit cards for Congress registration fee payment and other reasonable forms of payment. They will also provide the participants with useful information such as visa-related issues, local transportation hints or city attractiveness in the vicinity of the Congress, etc.

Finance

The Organizers will be responsible for the management of the income and expenses of the Congress and the Organizers will assume a possible negative balance of the Congress. The Organizers will submit to the IACM President and Secretary General biannual update reports detailing the Congress budget, which includes proposed expenses and actual expenditures. The IACM Executive council may not allow expenses not anticipated by the Organizers in the budget.

The IACM can advance up to six thousand euros to support the initial costs of setting up the Congress, which will be reimbursed by the Organizers as a part of the Congress expenses. Additionally, the Congress budget will require revenue of 10% of its gross income from registration to the IACM.

The congress expenses should also include registration for the members of the IACM Executive Council, hotel accommodation (at the Conference Hotel for the full duration of the Congress) for IACM Officers (President, vice-Presidents and Secretary General) as well as travel expenses for, at least, the IACM president.

After the congress

In the three months following the Congress, a full financial report will be sent to the IACM, as well as the final report – using a template provided by the IACM secretariat – containing information on the scientific developments discussed at the event, full congress statistics, list of attendees and any opinions or suggestions for the future.

The above rules can be modified by the Executive Council under special circumstances.