

CISM COURSES: GUIDELINES FOR PROPOSERS (for courses to be held in 2013 or later)

Each year, CISM (International Centre for Mechanical Sciences) sponsors up to about 12 courses of lectures on selected themes in mechanics, both fluid and solid. These courses are generally of one week's duration (Monday to Friday), comprising 35 lecture hours, with typically 7 lectures on the Monday, 8 on the Tuesday, Wednesday and Thursday, and 4 on the Friday. The lectures are given by a team of up to 6 Lecturers, each an authority on some aspect of the theme of the course. The courses are at graduate level, and while they may include some introductory material, the aim is to bring the students rapidly to the level of current cutting-edge research in the subject. As a rule the minimum number of participants in a course should be about 30. The Lecturers are required to provide written notes of their lectures; these form the basis for later publication (in a Springer Verlag series) of a book covering the content of the course.

Proposals for CISM courses to be held in 2013 (or later) are now invited. It is recommended to send the proposal before December 2011; the absolute deadline for receipt of proposals is **April 15, 2012**; any proposal received by this date will be given preliminary consideration by the Rectors of CISM, and the opinion of referees may be sought; the proposal will be further considered by the Scientific Council of CISM at its meeting in May 2012, and Proposers will be informed as soon as possible thereafter as to whether their proposals are accepted. In this case, a Coordinator or two Coordinators (usually including the Proposer or Proposers) for each course will be appointed by the Scientific Council, and the precise dates for the course will be agreed in consultation with the Coordinator(s).

The CISM Proposal Form (to be downloaded from <http://www.cism.it/about/Proposal/>) **must be used for preparing the Proposal**

Regarding proposed Lecturers and Lecture Contents the Proposer(s) should take care of the following: not more than six Lecturers including the Coordinator(s). As well as covering a good spread of topics within the field, the Lecturers should also provide a good international spread, with (normally) not more than two from any one country, no more than two Lecturers from overseas. Typically, a course consists of 36 lectures; each Lecturer should give at least four, at most eight lectures.

Before sending the Proposal to CISM, the Proposer(s) should receive commitments from the proposed lecturers to contribute to the proposed Course. Needless to mention that a clear Course Program does not contain unnecessary overlaps between or repetitions of Contents of the Lectures.

Following acceptance of a Proposal, the Coordinator(s) will be asked to provide the following additional information, which will be used in advertising the course, both through the well-known CISM 'yellow poster' and "yellow booklet", through flyers and through e-mail and the web:

1. A general summary of the course (400/450 words), for publication in the yellow poster and booklet;
2. The confirmed list of Lecturers, their affiliations, addresses, e-mail addresses, etc., the number of lectures that each will provide, and an abstract of their content (between 50 and 100 words for the whole set of lecturers);
3. The detailed lecture schedule with titles and hours assigned; a typical schedule would be:
Monday: Registration: 9.00-9.30; Lecture Sessions: 9.30-12.30 and 14.30-18.00
Tuesday, Wednesday, Thursday: Lecture Sessions: 9.00-12.30 and 14.30-18.00
Friday: Concluding Lecture Session: 9.00-12.30
4. An indication of the preparation that participants should have in order to benefit from the course;
5. A basic bibliography of recommended preliminary reading on the subject;
6. A CISM course is supposed to gather between 30 and 40 participants and could be cancelled if the number of registered participants is too small. The Proposers, with the help of the Lecturers, have to provide in the CISM Proposal Form a mailing list of institutions having a potential interest in the course, and of individuals who might be interested in attending. In addition to this the Coordinator(s) and the Lecturers are kindly requested to advertise their Course.

Additional responsibilities of Coordinator(s):

a) to ensure that the Lecturers are fully aware of the information in the *Information Notes for Lecturers* (to be requested from CISM Secretariat: cism@cism.it), and in particular to ensure that they provide copies of their lecture notes (not more than 10 pages per lecture) through the CISM website^[1];

b) to act as Editor(s) of the collected course lectures, for publication by Springer Verlag; CISM attaches great importance to this;

c) generally, to supervise all the activities of the course.

d) In order to promote diffusion and circulation of announcements of the course, the following provisions, by the Coordinator/s and by the lecturers, are useful, and even necessary when novel and rather restricted issues are dealt with in the course: to make available flyers on the course at the reception desk of conferences and meetings concerning subjects to be dealt with in the course; to use and/or to send to CISM lists of e-mail addresses of persons and institutions potentially interested in the course subjects; to request editors of journals in the pertinent field publication in due time of a brief announcement of the course; to suggest to colleagues active in doctoral schools the attribution of formal credits to PhD students who attend the course and later pass an examination within the relevant.