

## **CISM COURSES: GUIDELINES FOR PROPOSERS**

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 2011 are now invited. The deadline for receipt of proposals is **November 30, 2009**; 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 2010, 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).

### **Each proposal should provide the following information on the CISM proposal form provided:**

1. Proposer's name, affiliation, address, fax and telephone numbers and e-mail address.
2. Title for the proposed Course (not more than 10 words), and an indication of the relevant discipline codes (see list of discipline codes attached to proposal form).
4. Preferred dates for the course (see list of available dates attached to proposal form); here it would be most helpful if Proposers could provide a choice of dates, or simply indicate any dates on the list that would *not* be possible for them.
5. Proposed Lecturers (not more than six, including the Coordinator), the number of lectures that each Lecturer would give, and a brief indication of the topics that each would cover. 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. Typically, a course consists of 36 lectures; each Lecturer should give at least four, at most eight 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:

6. A general summary of the course (400/450 words), for publication in the yellow poster and booklet;
7. 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);
8. 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
9. An indication of the preparation that participants should have in order to benefit from the course;
10. A basic bibliography of recommended preliminary reading on the subject;
11. A mailing list of institutions having a potential interest in the course, and of individuals who might be interested in attending.

### **Additional responsibilities of Coordinator(s):**

12. To ensure that the Lecturers are fully aware of the information in the *Information Notes for Lecturers* (to be required to CISM Secretariat: [cism@cism.it](mailto: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;
13. To act as Editor(s) of the collected course lectures, for publication by Springer Verlag; CISM attaches great importance to this.
14. Generally, to supervise all the activities of the course.