

What makes a good CECAM Workshop?

Introduction:

CECAM organizes different kind of events: workshops, schools, and conferences. Flagship events of each kind are selected every year from the proposals submitted to the CECAM website by the community. SAC and external referees evaluate the proposals, and Flagship events are selected based on their ranking. They are listed in the CECAM program for each year and appear on the poster and CECAM website (www.cecam.org).

In all events, CECAM strongly encourages ensuring diversity among organisers and participants. Meetings, in particular workshops and conferences, fostering interactions between different communities in the area of simulation and modelling are also encouraged.

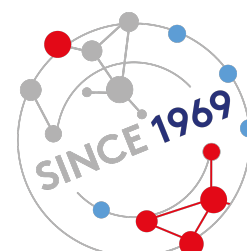
CECAM Flagship events are hosted at CECAM Headquarters (HQ) or in the Nodes. HQ funds flagship events taking place at HQ, the Nodes normally fund those at the Nodes. Organizers must have the explicit agreement of the responsible Node Director to submit a proposal for a Node Flagship event.

Recommendations for CECAM Flagship Workshops:

CECAM Flagship Workshops are a signature activity of CECAM. The recommendations below are meant to ensure a certain homogeneity of the workshop format across the various CECAM sites.

A Flagship Workshop should respect the following recommendations:

1. The meeting is focused on the discussion of recent developments, new ideas, and open problems. A precise statement of these developments, ideas, and problems is an important part of the proposal.
2. The typical number of participants is between 20 and 35. Students and post-docs should not be counted to determine the size of a workshop. Workshops with fewer participants will be considered if the specific format of the meeting (e.g. brainstorming event) requires it.
3. Participants are expected to remain at the workshop for its entire duration and play an active role in the discussion and problem solving.
4. The list of invited participants is clearly international. Efforts to include scientists from all countries contributing to CECAM funding should be made, and attention paid to promote gender equality among speakers and participants.
5. Talks privilege the presentation of topics for discussion such as recent developments, problems and barriers rather than the illustration of consolidated results. General review material can be presented with the goal to stimulate discussion. The maximum number of talks and their length



- is defined at the submission of the proposal, however the typical format of a talk should be 30 minutes for presentation followed by 15 minutes for discussion.
6. Ample time is reserved for discussion. Specific opportunities for debate and informal interaction, including a social dinner and poster session, are included in the program.
 7. The duration of the workshop is commensurate with the proposed program. The standard format at HQ is three days, but longer events will be considered if appropriate.
 8. Participation, in particular, of established leaders of the field in roles other than speakers, e.g. chairperson or discussion leader, is encouraged.
 9. The contents and outcomes of the workshop are recorded in a scientific report that respects the template available on the CECAM website. Scientific reports for all Flagship Workshops are collected at the end of each year and published online to document CECAM's activities for the community, the Member Institutions, and other interested parties.
 10. The page for the workshop on the CECAM website must be completed in all its parts to make the information and contents of the meeting available to the community and allow for accurate reporting and dissemination of the annual program.

Management rules and contributions for travel and accommodations expenses at Headquarters and in the Nodes are published on the Node or CECAM website. No participation fee is charged, except when necessary to enact the recommendations above within local administrative constraints.

To keep the program open to new ideas, CECAM will also consider Alternative Format Workshops. These events should respect the spirit and size limitations of the points above, but they may differ in their specific format and duration. Examples of Alternative Format Workshops are: internship programs, software development workshops, focus discussion meetings

