



## **IACM Special Interest Conferences Proposal Requirements**

Any institution interested labeling its conference as an “IACM Special Interest Conference” will send a proposal to the IACM Secretariat. The proposal will include the following information:

- Title of the Special Interest Conference
- Place and date
- Organizers
- Relevance and objectives of the Conference
- Scientific/Technical areas covered
- Number of participants expected

Proposals must to be submitted to the IACM Secretariat in Barcelona, Spain, either by mail or e-mail (Secretariat IACM <secretariat@iacm.info>) using the application form available on the IACM website. Proposals will be submitted on an annual basis. The decision of acceptance will be done by the IACM Executive Council officers.

No Special Interest Conference will be supported by IACM if held one month prior, the same month, or one month after the World Congress in Computational Mechanics (WCCM). Typically, the WCCM is held in July of even-numbered years.

### **The Special Interest Conference Format and Organizational Structure**

The Organizers are free to outline the Special Interest Conference format and organizational structure. The IACM encourages collaboration of organizations and institutions at local, regional and international level to participate and support the Conference. Nevertheless, the Organizers should bear in mind that the general aim of these Conferences is to provide a forum for discussion of advances in specialized topics involving as many participants as possible in each session. Therefore, it is recommended to keep the number of parallel sessions to a minimum.

### **Dissemination of the Special Interest Conference**

A website will be created for a better dissemination of the Conference where the IACM logo, with a direct link to the IACM website, will be placed in a clearly visible position, stating “This is an IACM Special Interest Conference”. All other written and electronic material issued in reference to the Conference, such as brochures, posters, dissemination e-mails, abstract templates, proceedings, Conference program, etc., will also include the IACM logo in a visible place. The IACM will advertise the Conference on the IACM website, in the IACM publication *Expressions*, and by other means of dissemination. Additionally, the organizing institution is encouraged to maintain the event website active permanently.

IACM will support each Special Interest Conference by providing a template for preparation and printing of the Announcement Brochure. Support will also be provided in the general dissemination of the conference via the regular IACM channels (web page, e-mail distribution, *Expressions*, etc.).

### **Special Interest Conference Secretariat**

The organizers are independent in all administrative, financial and technical aspects of the Conference. Event venue, on-line administration and payment of fees, design, printing of brochures, support staff during the event and other similar activities are the sole responsibility of the Organizers. They are also at liberty to design, set up and keep up of the congress website, as well as web-based information systems for submission and on-line review process of abstracts, registration system support and contributions editing. If the Organizers wish to do so they may contract the IACM Secretariat for the management of these web-based information systems, subject to payment.

### **Financial issues**

The organizers will be responsible for the management of the income and expenses of the Congress and a possible negative balance of the Event will be assumed by the Organizers. If needed, the Organizers can ask the IACM to provide them with up to €1.000 of seed money to help with the initial costs of the Conference, which will be reimbursed within the three months after the Conference.

A contribution of €1.000 to IACM is required by the approved Special Interest Conference. This contribution is not required for the conferences without registration fees.

### **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. In case there is a registration fee for the Conference, the students are to be offered a discount, and a special reduced fee is recommended for members of IACM (IACM Secretariat can be consulted for membership statuses).

### **After the Special Interest Conference**

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