



FEF 2019 – Open Call

The International Association of Computational Mechanics (IACM) calls Institutions from all over the world to present proposals to organize the **20th Finite Elements in Flow Problems (FEF 2019)** in 2019.

The FEF series are organized in a two year cycle keeping, if possible, a rotation of the organizer country over the three geographical regions: the Americas, Europe-Middle East-Africa and Asia-Australia. According to the usual rotation FEF 2019 would take place, in principle, in the Americas.

The FEF 2017 will take place in Rome (Italy), see the attached PDF for a brief history.

Institutions interested in organizing FEF 2019 are kindly requested to contact the IACM Secretariat (secretariat@iacm.info) to present a proposal before **June 30th, 2017**.

The proposals will be thoroughly analyzed by the IACM Executive Council.

The scope of the conference is intentionally broad with coverage of theory, implementation, assessment and application in all of the major and emerging areas of fluid dynamics and flow-related phenomena. When inviting Plenary and Semi-Plenary Speakers the organizers will aim to involve colleagues of international prestige and distinguished reputation in these fields.

Proposal requirements

All interested institutions will include the following information in their presentation:

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

Each proposal shall also include any information that prospective organizers understand may benefit the conference and the candidature.

Conference Organizational Structure

The Organizing Committee is responsible of the organization of the FEF.

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 Conference at an institutional level.



The Conference Format

The Conference is expected to last three days. It is advised to allocate facilities in the same premises for registration the evening prior to the start of the Conference.

Conference Organizers define the conference 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, if any, so as to involve as many participants as possible in each session. IACM encourages that the invited speakers represent a balance in gender and between the three geographical regions.

Welcome Reception, coffee breaks, lunch breaks and conference banquet should be included in the program.

The Conference Website

The Organizers will develop and maintain a Conference website for a period of at least one year and a half prior to the Conference, which will, at a minimum, conform to the standards and content of the previous Conference 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 conference. Both logos will be present on all electronic and printed material issued in connection to the Conference, such as brochures, dissemination e-mails, abstract templates, Conference program, etc.

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

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 Conference attendee is expected to pay a registration fee to cover the costs of the Conference.

IACM affiliated Associations members should be discounted at least 5% in the early registration fee.

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 Conference 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 Conference, etc.

Finance

The Organizers will be responsible for the management of the income and expenses of the Conference and they will assume a possible negative balance of the Conference. The Organizers will submit to the IACM President and Secretary General updated reports detailing the Conference 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 starting budget of the Conference is listed in the Annex of this Open Call.

The IACM can advance up to six thousand euros to support the initial costs of setting up the Conference, which will be reimbursed by the Organizers as a part of the Conference expenses. Additionally, the Conference budget will include revenue to the IACM of a minimum 8% of its gross income that will be agreed upon a later stage.

The Organizers will furthermore perform the post-conference financial audit at their cost according to the IACM balance attached. The audit will be performed by an auditor chosen by IACM. In the three months following the Conference, a full financial report will be sent to IACM together with the results of the financial audit.

After the conference

In the three months following the Conference, 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 conference statistics, list of attendees and any opinions or suggestions for the future.

Starting Budget

Name of the Congress			
Location / Date			
		Estimated (Nº of px)	Actual (Nº of px)
	EXPENSES	Currency: Euro / Dollar	Currency: Euro / Dollar
2.0	PROMOTION		
3.0	CONFERENCE PUBLICATION		
4.0	EXHIBITS		
5.0	SOCIAL FUNCTIONS		
6.0	ADMINISTRATION		
7.0	ALL OTHER		
	CONTINGENCY		
		0,00	0,00
	Reimbursable Expenses		
	Expenses after reimbursables	0,00	0,00
	INCOME		
1.1	REGISTRATION FEES		
1.2	SOCIAL FUNCTIONS		
1.3	SPONSORSHIP & LOANS		
1.4	EXHIBITS		
1.5	COURSES / STS		
		0,00	0,00
	BALANCE		
	Income	0,00	0,00
	Expenses	0,00	0,00
	Balance	0,00	0,00

Budget – Expenses (detailed)

Currency: Euro / Dollar									
Category Codes		Estimated (Nº of px)			Actual (Nº of px)				
		Net value	VAT	Total	Net value	VAT	Total		
2.0		PROMOTION							
	2.1	PRINTING/ADVERTISING							
	2.11	Printing/Call for Papers							
	2.12	Poster							
	2.13	Printing/Final Program							
	2.14	Advertising							
	2.2	POSTAGE							
	2.21	Postage							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
3.0		CONFERENCE PUBLICATION							
	3.1	Conference Proceedings							
	3.11	E-book							
	3.12	CDRom							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
4.0		EXHIBITS							
	4.1	Exhibit Management							
	4.2	Exhibit Publications/Manuals							
	4.23	Others							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
5.0		SOCIAL FUNCTIONS							
	5.1	Coffee Breaks							
	5.2	Luncheons							
	5.21	Welcome Reception							
	5.31	Appreciation Dinner							
	5.41	Exhibit Reception							
	5.42	Banquet							
	5.5	IACM EC Meeting							
	5.6	IACM GC Meeting							
	5.7	Others							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
6.0		ADMINISTRATION							
	6.1	CONFERENCE MANAGEMENT							
	6.11	Administrative Secretariat							
	6.12	Technical/Scientific Secretariat							
	6.13	Web Site Domain							
	6.14	Web Site							
	6.15	Others							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
	6.2	SERVICES							
	6.21	On-site Secretarial Services							
	6.22	On-site Support Staff							
	6.23	Photography Services							
	6.24	Others							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00

6.3	FACILITIES								
6.31	Convention Center								
6.32	Security Services								
6.33	Cleaning Services								
6.34	Others								
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
6.4	EQUIPMENT / COMMUNICATION								
6.41	Audio Visual (AV)								
6.42	Internet Charges								
6.43	Office Equipment Rental								
6.44	Signage								
6.45	Others								
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
6.5	MATERIALS & SUPPLIES								
6.51	Registration Materials								
6.52	Conference Bags								
6.53	Conference Mementos								
6.54	Others								
		Total	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
6.6	FEES								
6.61	Conference Audit Fees								
6.62	Insurance								
6.63	Bank Fees								
6.64	Others								
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
7.0	7.1	COURSES / STS							
	7.11	Honorarium							
	7.11a	Breaks							
	7.11b	Lunch							
	7.11c	Audio Visual							
	7.11d	Workbooks							
	7.11e	Others							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
7.0		ALL OTHER							
	7.2	TRAVEL							
	7.21	Organizing Cmt Travel							
	7.22	Staff Travel							
	7.23	Travel Grants							
	7.24	Invited Speakers							
	7.25	Others							
		TOTAL	0,00	0,00	0,00	TOTAL	0,00	0,00	0,00
			0,00	0,00	0,00		0,00	0,00	0,00
		TOTAL EXPENSES	0,00			0,00			
		CONTINGENCY (10%)	0,00			0,00			
		TOTAL EXPENSES	0,00			0,00			

Budget – Income (detailed)

		Low Registrations Budgeted: 1.200						Break Even Point:				High Registrations Expected: 2500									
INCOME		Fee (Euro)		Budget (Euro)				Budget (Euro)				Budget (Euro)									
1.1	REGISTRATION FEES	Net value	VAT	Quantity	Net value	VAT	Total	Quantity	Net value	VAT	Total	Quantity	Net value	VAT	Total						
	Early Member	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Early Non-Member	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Early Student/Retired	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Late Member	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Late Non-Member	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Late Student/Retired	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	One Day	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Complimentary	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Total			850	0,00 €	0,00 €	0,00 €	1300	0,00 €	0,00 €	0,00 €	1300	0,00 €	0,00 €	0,00 €						
1.2	SOCIAL FUNCTIONS																				
	Technical Cmt Dinner	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Banquet	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Total				0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
1.3	SPONSORSHIP & LOANS																				
	Contributions				0,00 €		0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Loans				0,00 €		0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	TOTAL INCOME THROUGH SPONSORSHIP				0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
1.4	EXHIBITS						0,00 €				0,00 €				0,00 €						
	Booths — Premium	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €						
	Booths — Standard	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €						
	Booths — Complimentary			0			0,00 €	0			0,00 €	0			0,00 €						
	TOTAL EXHIBITS INCOME				0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
1.5	COURSES / STS																				
	Professional Full Day	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Student Full Day	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Professional Half Day	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	Student Half Day	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
	TOTAL COURSES / STS INCOME				0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €		0,00 €	0,00 €	0,00 €						
				Euro				Euro				Euro									
				Net value			VAT			Total			Net value			VAT			Total		
				TOTAL INCOME			TOTAL INCOME			TOTAL INCOME			TOTAL INCOME			TOTAL INCOME					
				TOTAL INCOME			TOTAL INCOME			TOTAL INCOME			TOTAL INCOME			TOTAL INCOME					