

CISM COURSES: GUIDELINES FOR PROPONENTS (for Courses to be held in 2027 or beyond)

The guidelines serve the purpose of suggesting a possible way to draft a course proposal.

Each year, CISM (International Centre for Mechanical Sciences) sponsors up to about 20 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 36 lecture units, each of them about 45 minutes long, with typically 7 lectures on the Monday, 8 on the Tuesday, Wednesday and Thursday, and 4 on the Friday. Since 2020, these courses have been offered in a hybrid format to provide flexibility. While all lecturers are invited to come to Udine, participants also have the option to attend the course online.

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 typically 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 expected number of participants in a Course should be between 30 and 40. Please, note that the proactive help of the Coordinator(s) and the Lecturers is crucial to reach this number. Based on our experience, the Coordinator(s) and the Lecturers can effectively promote their courses by encouraging their students to attend, as this represents a valuable opportunity to learn from experts in the field, and by advertising their courses among colleagues and collaborators.

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.

It is recommended to send the proposal before November 30, 2025.

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 absolute deadline for proposals submission is March 1, 2026.

The Scientific Council of CISM will examine all proposals at its meeting on March 27, 2026.

Proponents will be informed as soon as possible thereafter, as to whether their proposals are accepted. In this case, the Scientific Council will appoint a Coordinator or two Coordinators (usually including the Proponent(s) for each Course, and the precise dates for the Course will be agreed in consultation with the Coordinator(s). Sometimes, it may happen that the Scientific Council proposes little changes in the title of the proposed Course or in the list of Lecturers or modifications in describing the Course contents. This leads to further communication with the Proponent(s).

The CISM Proposal Form (to be downloaded from <https://www.cism.it/en/activities/Proposal/>) **should be used for preparing the Proposal.**

Regarding proposed Lecturers and lecture contents the Proponent(s) should take care of the following: Not more than six Lecturers including the Coordinator(s). For covering a good spread of topics within the field, the Lecturers should also provide a good international spread. CISM represents an international community and a typical distribution would involve not more than two Lecturers from a single country. In addition, for economic reasons, we suggest including not more than two Lecturers from outside Europe. Typically, a Course consists of 35 lecture units; each Lecturer should give at least four, at most eight lecture units.

Upon acceptance of their proposals, Coordinators 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, e-mail and CISM website:

1. A concise layout of the course objectives and a general outline of the course indicating the addressed audience clearly (about 3200 characters spaces included).
2. The list of lecturers, with affiliation and complete addresses (name, surname, phone and e-mail addresses).
3. The course schedule, the number of lecture units that each will provide and a summary of the lectures (about 380 characters each, spaces included).

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 14.00-17.30
Tuesday, Wednesday, Thursday:	Lecture Sessions: 9.00-12.30 and 14.00-17.30
Friday:	Concluding Lecture Session: 9.00-12.30

The Coordinator(s) might include a time slot on the first or second day for a short "poster/workshop" session, in which the participants are invited to introduce themselves and to present their current research project.

4. An indication of the preparation that participants should have in order to benefit from the Course.
5. A basic bibliography of recommended preliminary readings on the subject (about 1800 characters spaces included).
6. A CISM course is supposed to gather between 30 and 40 participants. CISM could cancel a course if the number of registered participants is too small. In order to attract a good number of participants, it is crucial to engage a broad audience (e.g., doctoral schools, research centres, and industry). However, following the enforcement of the GDPR (General Data Protection Regulation), CISM can only advertise the courses through targeted newsletters. Therefore, the Coordinator(s) and the Lecturers are kindly requested to advertise their courses to a receptive audience through all possible channels.

Additional responsibilities of Coordinator(s):

- a) to ensure that the Lecturers are fully aware of the information in the *Information Notes for Lecturers* (sent to all the lecturers in attachment with the invitation email), and in particular to ensure that they provide copies of their lecture (course material) to be uploaded on the CISM website;
- b) to consider the possibility of being Editor(s) of a volume (printed or electronic) comprising the lecture notes;
- c) generally, to supervise all the activities of the Course;
- d) to promote the diffusion and circulation of announcements for the Course, actions taken by the Coordinator(s) and Lecturers are both useful and necessary, particularly when addressing novel and specialized topics. Paper flyers, which are available upon request, can be utilized to promote the Course at the reception desks of conferences and meetings related to its subject matter. Additionally, Lecturers should share the Course announcement with their professional contacts to enhance visibility. It is also advisable to reach out to editors of relevant journals to ensure the timely publication of a brief Course announcement. Furthermore, colleagues involved in doctoral programs should be encouraged to consider granting formal credits to PhD students who attend the Course.