

**INSTITUT
D'ÉTUDES
SCIENTIFIQUES
DE CARGÈSE**



Organizers' Workflow

Updated
May 2018

Created in the 60's by the theoretical physicist Maurice Levy, the IESC - Institute for Scientific Studies in Cargèse organizes conferences, workshops and intensive schools, of high international standing covering a wide range of scientific disciplines

Proposing a meeting to IESC authorities

Any scientifically qualified individual can submit a proposal for an event to be organized at the IESC.

Proposals for school or conference can be submitted at any time. However they must reach the Institute as soon as possible, ideally 18-24 months ahead of schedule to allow the scientific evaluation of the proposal and inclusion into the program of the Institute. Several types of scientific meetings are organized at the IESC:

- **schools.** They last in general 15 days and are intended for an audience of graduate students and young post docs,
- **international conferences** for exchange and dissemination of recent advances in a specific field to an informed public
- **thematic workshops,** their duration is often shorter (one week) their target is an in depth exploration of emerging themes by a group of experts in the fields
- **residencies** for scientists and / or artists lasting from one to several weeks
- **meetings** of short duration. These will be scheduled accordingly to availability and are often run in parallel with a main event.

Two auditorium are available (capacity of 98 and 90 participants). There is the possibility to use additional rooms able to accommodate up to either 32 or 14 persons.

The boarding capacity at the institute is limited to 110 people. This restricts the availability of space for accompanying persons. The latter will be stated by the organizers but **cannot exceed 10 % of total participants.**

For some examples of thematic meetings please visit the IESC website

Selection procedure

Proposals should be submitted via the form sent, on request, by Mrs Dominique Donzella.

Each submission is subjected to a first validation by one of the member of the Scientific Advisory Board (SAB). Then the proposal is presented during the SAB meets fourth a year (in February, June, September and December) to evaluate and select the most promising projects.

A project will be included officially in the program posted on the website of the Institute only after validation by the SAB

The direction and SAB of the IESC pay particular attention during the selection process to:

- the relevance and originality of the subject
- the scientific soundness of the proposed program
- the openness to controversial opinions in the field
- the positioning of the organizers in the scientific community

The meetings may be recurrent (annual, biennial or other). However it is worth noting that each edition follows the same evaluation process and it is up to the organizers to ensure the diversification of programs across editions.

The direction and SAB of the IESC will follow closely the dynamic and evolution of themes and programs covered by recurrent events.

Our program is planned approximately two years in advance and often involves choices between projects of equal quality. It is therefore important that the organizers take into due account the scientific and economic consequences that may result from late cancellation. In case of late cancellation, in the last 2 months prior to the conference, a cancellation fee of 20% of the provisional costs will be applied and should be paid to the University of Corsica.

Your contact at IESC

Madame Dominique Donzella is the appropriate contact for advice on scheduling and preparation for future organizers  donzella_d@univ-corse.fr  +33 (0) 4 95 26 80 40

Funding Your Project

Please read carefully before proposing session and again during its organization...

Establish the budget of your meeting (rates applied in 2018)

The goal is obviously to find funding that cover the expenses for all participants:

- Board and lodging packages as established by IESC including supplements on demand
- Printing of the poster for the announcement and its distribution based on the announcement web page prepared by the Institute
- Publication of reports online (optional)
- Costs of a secretariat help for the organizers at their home institutions
- Other costs of the secretariat and exceptional management at IESC, if necessary

The IESC practices a forfeited package (independent of the exact number of days of individual presence) that goes from 234.00 € to 702.00 € (excluding hotel accommodation) depending on the period and duration of the meeting. This forfeit package applies to all participants independently of the actual length of stay on site.

Exceptionnally, for lecturers and organizers, a daily rate (from 48.36 € to 63.17 € Euros per day) can be applied.

These prices include, coffee break, lunch and accommodation either on the venue or at the village of Cargèse as well as all services offered at the IESC.

Rates for accompanying person are equivalent to those for participants, 28.08 € to 37.78 TTC / day depending on the season

The various sources of funding for your project:

The IESC can only very rarely contribute to the expenses of a meeting or school on its own funds. In all cases, the organizers must seek in advance support from the greatest number of potential funding agencies. Each session should have a balanced budget.

Formation Permanente CNRS

Reserved to CNRS employees. Grant applications are to be filed by the organizer at the appropriate regional delegation. Please pay attention to the deadline.

Please inform IESC direction of your intention to apply

<http://www.dgdr.cnrs.fr/drh/competences/projet-ecoles-them.htm>

European Science Foundation (ESF)

<http://www.esf.org/activities/esf-conferences.html>

The region of Corsica

The Corsican Regional Authority (Collectivité de Corse) funds a number of events.

The application for this support must be filed at the institute.

NATO

SPS program priorities related to defense against terrorism, fight against other threats to security and the priority partner countries and Mediterranean Dialogue countries.

<http://nato.int/science>

The European Union

http://cordis.europa.eu/home_fr.html

Once your project accepted

Once your project is accepted by the Direction and the SAB of the Institute, you will receive an electronic confirmation message that includes the dates assigned to your sessions.

N.B. A framework agreement has to be signed between the University of Corsica and the organism(s) managing the event. This should be returned, completed and signed, to the IESC to Mme Brigitte Cassegrain, cassegrain_b@univ-corse.fr, 4 months ahead of the event.

Agenda of the event

Daily planning of the event is your personal choice. Do not hesitate to contact Dominique Donzella for help with the common practices and with the establishment of the final program for your meeting.

Arrivals for the sessions can take place on Sunday or Monday morning. Departure takes place generally on Saturday morning.

The restaurant can prepare meals at your convenience between 12h-13h. Thank you to integrate this constraint while planning the program for your meeting. Barbecue and appetizers can be arranged upon request.

A number of extra services can be organized by IESC personnel on request: sea trips and sightseeing tours, hiking tours, specific trips, car rentals, taxi reservations.

Please beware that these services imply third parties and thus their invoicing is regulated specifically.

Role of the scientific director of an event

The scientific director is responsible for establishing the scientific program (planning and sequence of sessions, choice of speakers) but also of managing the global budget of the project (funding requests, budget balance).

The latter should be equilibrated at least six months ahead of the event.

The scientific director is in charge of the selection of participants and the final organization of the event.

The scientific director should designate an **operation manager** to optimize the interactions with the secretariat of the institute and the definition of logistic details.

The institute offers an online registration service for participants (see section below).

It is recommended to gather a scientific evaluation from participants and their comments. The institute already distributes an evaluation form dealing with the proposed services. Upon request a single document (scientific and organizational), written in collaboration with the organizer can be distributed and collected by the institute.

The scientific director is requested to produce a scientific and financial report, within the six months following the event. This document is extremely important since it allows the Institute to generate statistical data and useful information on the evolution of its activities.

N.B. Failing to provide this feedback may preempt approval by the SAB of a recurrence of the event.

Web of conference

The institute has an agreement with "web of conferences" for online publication of the Proceedings of IESC sessions. The service is optional and has to be arranged directly with Madame Isaline Boulven,

isaline.boulven@edpsciences.org.

The publication on line is not included in the services provided by IESC. Thanks to the support of the Collectivité de Corse a few ad hoc grants /year are possible. The call for applicant will be published on line on the IESC website and meeting organizers will be informed in due time.

Lectures for the general public

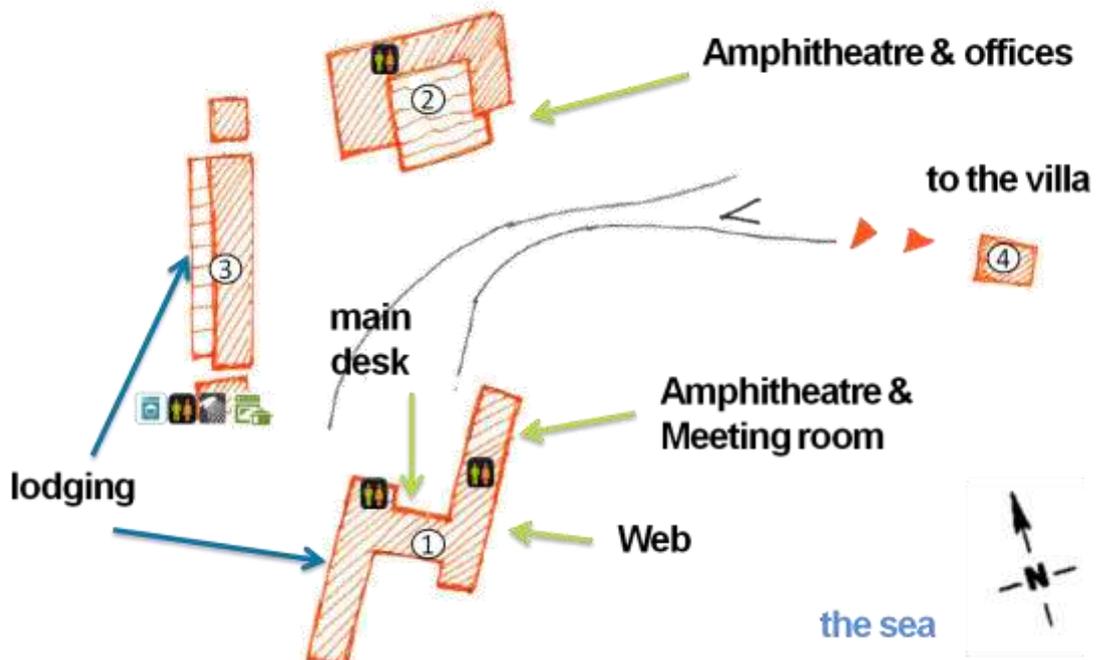
The institute, with the help of "Collectivité de Corse", strongly supports the organization of Lectures to disseminate scientific knowledge to the general public.

Please indicate on the submission form if you will be willing to organize such a conference and its tentative title. Please do not forget to name an appropriate speaker among the participants. The Institute greatly appreciates your effort

Your contact at IESC

Madame Nathalie Giudicelli 📞 +33 (0) 4 95 26 80 44, 📧 giudicelli_n@univ-corse.fr, and Mademoiselle Aggeliki Oikonomou 📞 +33 (0) 4 95 26 80 43, 📧 oikonomou_a@univ-corse.fr are the appropriate contact for the logistic organization, please contact her 6 months before your arrival

The facilities at IESC



The premises of the Institute are spread across three groups of buildings

In the central buildings (1), are located the administrative structures (secretariat and help desk, management, central fire alarm), the restaurant, a meeting/music room (capacity 14), a recently renovated amphitheater (capacity 81) and, at the first floor, 1 studio and 7 bedrooms.

Around the patio there is a second amphitheater (2) as well as several offices and 2 meeting rooms for either up to 32 or 20 people.

A third building (3), named after the Nobel Prize Georges Charpak and constructed in 2011 according to the most modern energy saving criteria is exclusively dedicated to housing. A dining room and public rest rooms including showers are also available there. The right wing hosts the guardian of the site.

The villa Menasina (4) is located about 500 meters from the central buildings. It is the historic site, where the first meetings were held in the sixties. Today it is in general reserved for the organizers.



The teaching facilities



The Institute has 2 **auditoriums** with a **capacity of 99 and 81 seats**; they are equipped with a projector and a laptop computer.

Three additional meeting rooms (capacity 32, 20 and 14 people respectively) are also equipped with video projection system.

Two offices are available for the organizers; they are equipped with a computer and a printer-copier enabled for printing via USB device. The latter are freely available for attendees.

Wireless coverage is present throughout the site.

Online access to scientific journals at <http://bibliosciences.inist.fr> is also available

For poster sessions, the institute provides **25 panels** (135 cm x 90 cm) and the equipment necessary for poster preparation and exhibition. The poster sessions are held on the outdoor patio at the amphitheater.

Accommodation and Boarding

The Institute housing facilities on site include 26 double rooms, two studios and a villa (for up to 6 persons). Three rooms are fully accessible to persons with reduced mobility.

Participants are often lodged in the village of Cargèse, in studios or larger apartments. A 20 minutes' walk is required to reach the Institute from the village, it is therefore necessary to provide proper footwear and a flashlight for night returns.

The institute provides lunches to all participants.

Breakfasts are served at the IESC only for participants staying on site.

For participants staying in the village a breakfast service at the coffee shops is organized.

Evening meals are not served at the institute (with the exception of specifically organized barbecue or appetizers).

Participants (on their own or via the advice of the organizer) should autonomously take care for evening meals. Upon request, the Institute may assist in organizing group meals at restaurants in the village.



Rates

The rates for each of the services offered at the Institute are stated by Administrative Council of the University of Corsica. They are reviewed annually.

A forfait based rate including accommodation, lunch and breaks is calculated for each event on the basis of the duration (in days) and the season in which the event takes place.

As an example the lodging forfait for participants attending an event lasting six nights and including 5 meals (arrival Sunday evening and departure on Saturday morning) will be:

Forfeit boarding	April to October	November to March
Shared room	302.58 €	244.38 €
Single room	363.84 €	274.98 €
For accompanying persons, the price for accommodation only is as follows:		
Accompanying persons / day	37.78 €	28.08 €

Although it is highly recommended that participants and invited speakers attend the whole meeting, shortened stays are not uncommon. In these cases, only for invited speakers and organizers a daily rate can be applied. For all participants, the forfeited package will be applied regardless of the effective number of meals or overnight stays.

Accompanying persons will be charged as a regular participant, only for the accommodation. Upon request, they may attend meals or other events at the current rate.

The capacity of the institute (110 people) limits room availability for accompanying persons. Their number is stated by the organizer but should nevertheless be limited to 10% of the total of the participants.

A specific estimate will be provided taking into account organizational and secretarial services (rental of rooms, Wi-Fi, maintenance, transfer, etc ...) as well as specific social events or services.

Car rental is possible at the institute and costs € 144 / week (**N.B. gasoline is not included**)

A provisional budget will be established on the basis of details and wishes expressed by the organizer (number of invited speakers, participants, length of stay, special events on demand (BBQ, drinks, excursions, car rentals etc ...). This will be joined to the final agreement and while flexible on the number of participants, prevents further modifications of the structure of the event (notably in the duration of the event)

Transportation and On-Site Reception

Arrivals and Departure

The IESC organizes a shuttle service between Ajaccio (port or airport) and Cargèse.

- **For one week events**
Arrivals scheduled on Sunday or Monday early morning with a departure on Saturday
- **For two weeks meetings**
Arrivals are in general scheduled on Monday. Departure takes usually place on Saturday

Arrival at the airport or harbor of Ajaccio

The IESC organizes shuttle pick up at Ajaccio airport or harbor. These are scheduled to fit with flight or ferry arrivals from metropolitan France. A welcome desk is organized at the airport or harbor and will assist participants for shuttle departure.

Shuttle will drive participants at the institute first where they will be directed to the rooms at the venue, then to the village to complete room assignment.

Guests arriving with their own means should be present at the Institute at the arrival of the shuttle in order to take advantage of the welcome service.

For arrivals not concomitant with the shuttle service, it is possible to book a taxi through IESC or to access, via IESC personnel, to a list of taxi phone numbers

Getting to Cargèse

The shortest route to get to Cargèse is via Ajaccio. Other routes are possible, but please note that public transports in Corsica are scarce <http://www.corsicabus.org>

Driving through Corsica is pleasant and allows discovering beautiful landscapes but takes time. Average driving time between major cities:

Average driving time from major cities:

Ajaccio to Cargèse	0:45
Calvi to Cargèse	2:30
Bastia to Cargèse	3:30
Corte to Cargèse	3:00

Web services

Web page and Web Site

The IESC offers to organizers the establishment of a web page (also a poster in ready to print format) for each meeting. Its content is derived from the information provided by the organizer in a predefined format.

The web page will be hosted on the IESC website 12 months prior to the event. It will be updated regularly if needed.

If you prepared already a web page or a poster, thank you to inform us so that we can link to your site directly.

Remember to include the web address of the institute www.iesc.univ-corse.fr

Proceedings

In 2010, in partnership with EDP Web of conferences, we have implemented the possibility to publish online the proceedings of events held at the IESC, www.iesc-proceedings.org.

The Collectivité de Corse can provide financial support via IESC. For more information on application procedure, please contact: Dominique Donzella

Online Registration

The IESC offers to organizers an online registration service.

This service, hosted on the server of the IESC, allows selecting participants based on the specific information entered during the registration process. The information is automatically retrieved in order to simplify logistics procedures.

The registration is a two-step process: pre-registration and registration. The follow up of these two phases is the responsibility of the organizer.

The perception of registration fees cannot be dealt by IESC.

If is planned by the organizers it should take place after pre-registration and final validation of the list of attendees.

Your contacts at IESC

Aggeliki Oikonomou – oikonomou_a@univ-corse.fr - is the primary contact to assist you with the setup of on line registration

Once closed, the list of participants is transmitted automatically to Nathalie Giudicelli – giudicelli_n@univ-corse.fr – or Aggeliki Oikonomou – oikonomou_a@univ-corse.fr. They take care of the rooming and all logistic arrangements in agreement with the organizer

NB: Please, contact them 6 months before the beginning of your event

A site keeper is lodged on the venue and takes care of emergency situations. Please, do not hesitate to contact him.

Online Registration

Set up

IESC warmly recommends taking advantage of our online registration service. However if this turns out not to be possible, please contact Madame Giudicelli Nathalie to define with her the best way to transmit the list of selected participants.

At the request of the scientific director, a web environment is agreed and established.

Closing dates for pre-registration and registration need to be indicated, these are nevertheless only indicative since access to the site will be closed only by express decision of the organizer and at the latest at the date of closure of the site as agreed with the IESC. Throughout this period, pre-registration and registration are available at any time.

Site Access

Once the webpage is online, registrations are accessible via the IESC website.

Apart from the director who receives his login and password from the IESC, participants must apply for a login password through the website. They have to provide a name, and an email address to receive an automatically generated message with their login and password.

Application

All the participants, i.e. attendees, invited speakers, organizers and director, have to fill this application form.

The pre-registration form collects information that will be useful to select final participants. It includes a range of fields adjustable according to the specific needs of the organizer. Applications should be validated (one by one or collectively) by the organizer. This validation is possible until the closure of site.

Registration

This final step concerns the selected participants and is accessible only after confirmation of their application. The form collects information about the logistics and accommodation wishes.

Throughout the registration phase the organizer can validate the participants, the participation of accompanying persons should specifically be validated by the organizer.

When selection and validation are completed, the director of the school closes the accessibility to the site and transfers information to the IESC.

Organization of transports and rooming are dealt by Nathalie Giudicelli or Aggeliki Oikonomou, in agreement with the organizer.

The procedure and practical guide for the online registration are available on the IESC website

Organizer's duties

It is up to organizers to ensure the good performance of their session. They should check that parties given by the participants do not prevent use of public areas for study or work. Everyone must respect the quietness of the place.

Organizers should gather information from participants on any special dietary requirement, including food allergies. This information should be transferred to the secretariat before the session in order to arrange specific meals.

INSTITUT D'ÉTUDES SCIENTIFIQUES DE CARGÈSE



Contacts

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