

## **Guidelines for IUVSTA Short Courses (IUVSTA SC)**

### **Purpose and Format**

The program of IUVSTA Short Courses (IUVSTA SC) is intended to teach the current state of the art of a technique or scientific field within the fields covered by IUVSTA. Such courses are held in conjunction with a major scientific meeting. A typical Short Course lasts 1 - 2 days and attracts all groups of specialists like students, technicians and full academics. Top notch experts of the field intensively teach the current state of the art of a technique or scientific field. An IUVSTA SC is typically organized by a National Vacuum Society in association with a major scientific meeting in a field covered by IUVSTA divisions.

In general, IUVSTA will not financially support a series of IUVSTA SC's taking place in the same country in consecutive years. A second IUVSTA SC organized by a National Vacuum Society may be financially supported by IUVSTA if the previous IUVSTA SC had a completely different topic. However, first time applicants have priority for support if otherwise all requirements for organizing a successful IUVSTA SC are satisfied.

### **Financial arrangements**

IUVSTA financial support for such courses is intended to reduce the costs for the participants. The sponsorship should be advertised in the scientific meeting web page and any other scientific meeting documents.

Organizers should also recognize that the IUVSTA financial commitment is limited to the pre-agreed sponsorship level. The sponsorship is limited to 2000 Euro per IUVSTA SC. IUVSTA will support up to 5 IUVSTA SCs per triennium.

If there is a financial loss, this is the responsibility of the organizers, and for this reason, it will normally be appropriate to run the IUVSTA Short Course with the support of the local Vacuum Society who will have agreed to underwrite the IUVSTA SC.

Details of the bank account of the National Vacuum Society should be supplied to the Treasurer of IUVSTA who will transfer the agreed funds by electronic bank transfer.

After the Short Course a summary financial account of the course should be sent to the Scientific Secretary together with a scientific report.

### **Approval and Organization**

The normal procedure for organizing an IUVSTA SC will be:

The basic topic, venue, budget and draft program for a course is developed by a member Vacuum Society (National Vacuum Society). Any member Vacuum Society is eligible to apply but preference will be given to Societies of developing countries.

A proposal must be submitted to the Scientific Secretary no later than one calendar month before the date of a meeting of the Executive Council if it is to be considered at that meeting.

The proposal will be considered by the Education Committee and if accepted will be submitted to the IUVSTA Scientific and Technical Directorate (STD). If the proposal is then accepted by the STD, it will be presented to the Executive Council with a request for a maximum level of sponsorship funding. This money will be available to the organizers when needed, although some period of notice (e.g. 4-8 weeks) may be needed by the Treasurer of IUVSTA.

The organizers will provide progress reports to the Education Committee if required and present the final report at the next Education Committee Meeting which will typically take place a day prior to the Executive Council Meeting.

The course should be referred to in all publicity as an IUVSTA Short Course. This requirement for IUVSTA to be seen as the primary sponsor should be recognized in any possible attempts to obtain additional funding.

After the Short Course, a report and a financial statement will be presented to the Education Committee. The report will be sent in electronic form to the IUVSTA Web editor for inclusion in the web page. The Short Course web page will be terminated.

#### **Non-compliance or Cancellation**

Should the Short Course be cancelled for any reason, any unexpended part of the IUVSTA financial contribution should be returned to IUVSTA.

Should the Executive Council determine that any cancellation was not for good reason, it may require the return of the entire financial contribution, whether or not it had already been spent.

Should the Executive Council determine that the guidelines for ISCs had been deviated from in a significant way, then it may demand the return of its entire financial contribution.

[Sample Short Course Program](#)