



Structures & Architecture . 21-23 July 2010 . Guimarães - Portugal

Short Courses – Terms & Conditions

Introduction

The conference encourages the proposal of pre-conference short courses (one or two days) on topics related to “Structures and Architecture”.

Prospective short course organizers should consider the following items prior to submitting the proposal:

1. Each course should have a specific title and clearly defined objectives;
2. Short courses should be designed to achieve specific educational goals for a target audience. In general, short courses that include in-depth technical discussion of current research results will not be approved. The appropriate place for the latter detailed discussion is a technical session at ICSA2010 conference.
3. A short course should comprise coherent tutorial presentations of a single topic addressed to ICSA2010 attendees who are not necessarily specialists in that topic;
4. Short courses shall be offered by a single expert, or by a well-coordinated team of two experts, hereinafter referred to as the instructor(s).

The short course proposal should include the following:

- a. Topic, theme, and detailed schedule;
- b. Instructor(s) (Provide your full name, title, affiliation, address, photo and email address);
- c. A definition of the prerequisites and learning objectives for the short course;
- d. Method of presentation;
- e. A description of the material to be distributed to students, which shall be limited to the equivalent of 400 slides, for a full-day short course, printed no more than two slides per side of a sheet of A4 paper;
- f. Desired schedule for the short course.

Submission

The submission of short course proposals is made by sending the necessary information to the conference organizers at secretariat@icsa2010.com by **30 November 2009**.

Terms & Conditions

- After approved by the organizing committee the title will be posted on the ICSA2010 portal along with the instructor(s) name(s) and contacts and the short course schedule.
- The proposal for the short course should contain an explanation of the course's educational goals, including a description of the target audience (for example, graduate students, conference attendees from industry, or conference attendees who are not specialists in the topic). The assumptions made by the instructors with regard to the target audience must be specified. What are the knowledge and skills assumed?



- Instructors are expected to have proven ability as speakers and have recognition in the field to be presented at the course. An instructor who has a financial interest in any product discussed in the short course should explicitly state his/her association with the product. The proposal should address the credentials of the instructors.
- The proposal should include a list, a cost estimate, and rationale for any extraordinary items for the short course budget (see also Short Course Costs and Fees below). These items include such costs as books and non-standard audio-visual equipment. Short course fees are expected to cover all direct costs, including instructor(s) expenses that exceed the standard amount.
- The short course materials should be sent to ICSA2010 secretariat by 31 May 2010 (secretariat@icsa2010.com).

Short Course Registration Fees and Costs

- The direct costs of a short course are recovered from attendee registration fees.
- The direct costs for a short course include the following items: travel reimbursement and honoraria for instructors; rent of audio-visual equipment, rent of room (if required); food and beverage at breaks and lunch; cost of reproduction of short course notes; ICSA2010 staff labour; miscellaneous materials cost (signs and name badges); and any extraordinary costs included in the proposal budget.

Short Course Cancellation

ICSA2010 reserves the right to cancel a short course if the pre-registration for the short course is below expectation and it is likely that direct costs will not be recovered. The ICSA2010 chairman will make the decision in this matter. Notice of such action will be provided to the organizer within one week of the close of pre-registration.