COST CA20120 - INTERACT Training Event:
Guidelines for the Organisation of a Training Event

Training Events within INTERACT

INTERACT supports the organisation of two types of Training Events:
- *Training Day:*
  - o *a training event with a duration of half or full day, to be held the day prior to a Management Committee Meeting or a Technical Meeting;*
  - o *organised by INTERACT;*
  - o *with lecturers from INTERACT.*
- *Training School:*
  - o *a training event with a duration of 3 to 5 days, to be held autonomously;*
  - o *organised by INTERACT or jointly with other Actions, projects or scientific entities;*
  - o *with lecturers not only from INTERACT but also from other entities external to the Action.*

Applications

Applications for the organisation of a Training Event should be sent to Krzysztof Cichoń (krzysztof.cichon@put.poznan.pl). The following calendar will be taken for Calls:
- *Training Day: the Call will be launched 3 months prior to the meeting, the deadline being 2 months prior to the meeting;*
- *Training School: the Call will be launched in January of each year, with a deadline by mid February.*

The application should contain the following information:
- *Organiser*
- *Theme*
- *Speakers*
- *Location and travel.*
- *Date*

Applications will be evaluated by the HA Training Co-Chairs and the Steering Committee, according to the following items:
1. *Theme*
2. *Speakers*
3. *Organiser*
4. *Location and travel*
5. *Date*

Information

After a proposal is selected, proposers need to provide detailed information. In what follows, the information to be provided by the organisers of a Training School is presented, some of which being required as well for a Training Day (the remaining one not being applicable).

Templates are available for the proposal of a Training Event at the Action website.

It's recommended that organisers provide a short video teaser to be put at the Action website.

Budget

For Training Schools, proposers need to prepare also a budget, in which all key expenses are listed, as well as the requested support from the Action, for travel expenses of lecturers and other expenses.

In addition, attending trainees may apply to grants to partially cover travel expenses.

Scope

A description with around 10 lines, including the objective and the global theme.

Targeted Audience

A description of the audience, e.g.:

The School is aimed at Ph.D. students, targeting COST institutions participating in Action CA20120 (INTERACT), but open to other institutions as well. Moreover, participation is also open to other researchers and students, who actively work on or are interested in future mobile networks.

Dates

Indication of the dates, e.g.:

It will take place from Monday, Oct. 7th, to Friday, Oct. 11th, 2019.

Speakers

List of speakers with name, affiliation and country.

Note that speakers should be a mixture of local and non-local lecturers, as well as members and non-members of the Action.

General Programme

Description of the programme with the titles of the lectures and indication of the corresponding lecturers (a detailed description should be provided at the end of the document). The programme of Training Schools should include labs/hands-on sessions besides lectures.

Each lecture should have 3 or 6 hours.

General Schedule

Description of the overall schedule in a matrix form.

Supporting Material

If possible, one should aim at recording the lectures and making them available for Action members via the Action server.

Description of supporting texts, e.g.:

Attendees will get an electronic version of all presentations, during the School.

Language

The School will be entirely held in English.

Location

Full information on the location, with links to websites where maps and related information can be consulted.

Visa

Information about Visas.

Travel

Travel information, including airports and how to reach the venue from the airport (with cost).

Accommodation

Recommendations of hotels, namely near the venue. A range of hotels should be provided, with indication of price, and including accommodations for students.

Grants

Grants for the Training School can cover travel expenses of both lecturers and attendees.

Information about Grants should be provided, e.g.:

There are a limited number of grants available, with priority given to Ph.D. students and Early Career Investigators, to attend the Training School. The grants, up to 500 € each, do not cover all costs. Grants will be transferred after the school, so those that are awarded a grant must register prior to school start in regular conditions.   The general conditions are available at https://interactca20120.org/training-schools.

Applicants should send an email to Natascia De Fenzo (natascia.defenzo@wilab.cnit.it) and Krzysztof Cichoń (krzysztof.cichon@put.poznan.pl) with the following information:
- Subject: INTERACT 1st TS grant application
- Applicant's Name, Affiliation and Country
- Applicant's career status: Ph.D. Student, PostDoc, Research Assistant, Industry Researcher, …
- Applicant's CV in attachment

Key dates:
- 2024-Aug-26: applications open
- 2024-Sep-06: applications close
- 2024-Sep-13: notification of acceptance

Registration

Information on registration and cost, e.g.:

The registration fees cover electronic copy of presentations, coffee breaks, lunches, a city tour and a gala dinner, but no other expenses, such as accommodation or transportation. They are as follows:
- 150 €: Students
- 175 €: Academic employees
- 200 €: Industry or other institutions employees

Fees can be paid via one of the following options:

…

The number of participants is limited, hence, you should register as soon as possible. The registration deadline is 2019-Sep-27.

You can register by contacting name (email).

Social Events

Description of social events that will be offered. A dinner should be offered to all participants and lecturers, while the organisation of a visit/excursion is a possibility to be considered. Information could be, e.g.:

A dinner and an excursion will be offered to participants and lecturers.

Contacts

Provide the contact person, indicating
- *Name*
- *Affiliation*
- *Email*
- *Phone*

Organisation and Scientific Programme Committee

List of organisers with name, affiliation and country, and supporting institutions.

Detailed Programme

Provide for each speaker: photo, name, affiliation, country, bio (up to 200 words), title of the talk and abstract of the talk (up to 200 words).