

CY Advanced Studies Thematic Months Programme



Organiser workflow

Key dates

Submission of the proposal	At least six months before the start date of the programme (D)
Notification of organisation	Within one month after each deadline
Auditorium and rooms	The rooms to be booked should be submitted within two weeks after the programme is approved
Budget	A description of the main expenses covered by the institute should be submitted three months before D
Invited positions	A list of visitors offered an invited position should be submitted at least two months before D
Accommodation	Total number of participants to be offered accommodation should be specified at least four months before D
List of participants	List of participants to be lodged should be communicated at least two months before D
Lunch	The way lunches will be organised should be specified at least one month before D

Submission of a proposal

A proposal for the organisation of a thematic programme should be submitted at least six months before the start date. The proposal consists of the following three elements:

1. *A list of organisers and short CVs (2-4 pages) for each of them.*
2. *A selection of five articles (in pdf format) by the programme coordinator.*
3. *An application form, containing in particular a tentative programme and a reasonably detailed budget. Further details can be found in the file Application form (in the .docx or .pages format).*

All the documents should be submitted in the pdf format to the address cyas@cyu.fr, with a cc to the Director of the Institute. The same address can be used for general inquiries.

Selection procedure

Applications can be submitted at any time during the academic year, between September and July. However, the selection committee considers them three times a year, in March, June, and November. The deadline for submitting the application package is therefore the 5th of these three months, and the organisers will be informed of the decision by the end of the month.

Auditorium and teaching/working rooms

Following the acceptance of the proposal, it is strongly recommended that the organisers specify their requirements for the auditorium and teaching and working rooms, as well as any specific equipment to be installed. The booking should be confirmed a minimum of four months in advance.

Budget

The budget details should be communicated to the Institute staff three months prior to the programme's start date. Should the organisers wish to nominate lecturers for invited teaching positions, allowing for lump sum expenses of €160 per day, they should inform the relevant staff at least two months in advance, so that the necessary paperwork can be organised. Other important point to specify are expenses related to the accommodation and lunches/coffee breaks (see below).

Accommodation and offices

The Institute's staff will arrange accommodation for programme participants. To ensure that special rates are applied for lodging (no more than €70 per day per person), please specify the number of participants requiring accommodation four months in advance. A more detailed list with names can be provided two months before the programme's

commencement date. It is recommended that organisers allocate a significant portion of the Institute's contribution to cover the accommodation costs for young participants (master and PhD students, postdocs, and early-career faculty) attending the teaching period.

Should you require office space for the programme organisers or training lecturers, please request this in advance. To ensure that all arrangements are made in a timely manner, please inform the staff of your needs at least two weeks prior to the event.

Food and drink services

The staff of the Institute will be responsible for the organisation of lunches and coffee breaks. Two options will be available for lunch: a buffet lunch, with a cost of €21 per person (strongly recommended), and a budget lunch, with a cost of €9 per person at the university restaurant. The cost of the coffee break is €3.50 per person, to be served in the Institute's hall. (The prices are valid as of January of 2025.) Organisers should inform the Institute's staff of their choice of lunch and coffee break no later than one month in advance.

Web page

It is expected that the organisers will be responsible for creating and maintaining a web page for the programme. A link to this page will be included in the Institute's web page and vice versa.