Process for Proposing Locations to host the CSC

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Version 2

This note explains to potential Local Organizers interested in hosting the CERN School of Computing the process for developing their proposal and provides a template for formulating it.

1   Process

The process for submitting proposals is in two stages:
1. An **Expression of Interest letter** is to be sent to the Director of the CERN School, of Computing, by the authorized person in the organization which will act as Local Organizer or which will lead a consortium of organizations.
    The letter should be short and the only required elements are:
    *   The expression of Interest
    *   The name of the person who will (possibly only initially) act as contact.
2. A **proposal** based on the following template is to be submitted at least 20 months before the school.
    *   The proposal may include several options regarding the location city, the tuition and lodging places, …
    *   During the preparation of this proposal, it preferable that the options be discussed with the School Director.

Based on the proposal, the CSC Advisory Committee will make a decision at least 18 months before the school takes place.

2   Elements to be taken into account when considering a location

2.1   Location (city)

There is no absolute rule for the choice of the city where the school is taking place. Recently. very successful schools have been organized:
*   in country capitals (Helsinki)
*   in medium size tourist/resort towns (Dubrovnik, Vico Equense, Funchal)
*   in smaller towns located ~ 90 min from a major city (Krems, 80 km from Vienna).

However, the following key criteria must be considered:

1. The location should be in a **reasonably attractive area**.
2. For logistics reasons, it should not be located **too far from the premises of (one of) the local organizer(s)**. This is to facilitate logistical support (secretarial support, technical assistance)
3. In general, participants, who are young, prefer **reasonably animated** places (cities or nearby cities) rather than exceptionally beautiful but very isolated areas.
4. The location should permit the organization of attractive **excursion**(s), as well as other social activities (nearby **sport** centre / facilities is particularly appreciated).
5. The costs in the area (for lodging, meals, transportation, services, …) should be compatible with the limited budget of the school (unless prices are very favourably negotiated).
6.

2.2   Possible models for the site (single / separate)

Annex 1 provides details of the possible school models, and the key elements to be taken into account for each model.

In short, a school site is formed of two components:
*   **The Accommodation facility**: where the students and organizers/lecturers are accommodated during the nights
*   **The Tuition facility:** where the lectures and exercises take place.

A - Single site model
*   **A1**: Single hotel to provide both accommodation and tuition facilities
*   **A2**: Single academic campus to provide both accommodation and tuition facilities

B - Separate sites model
- **B1**: Accommodation in hotel - tuition at academic site
- **B2**: Accommodation in hotel - Tuition in Convention Centre
- **B3**: Accommodation in academic campus - Tuition in Convention Centre
- **B4**: Accommodation in academic campus - Tuition at distinct academic site

Advantages and drawbacks of each model are discussed in details in Annex 1.
In recent years, very successful models have been:

A1 2004 2007	Single hotel to provide both accommodation and tuition facilities	• Major advantage: **all-in-one aspect** (no commuting time, …) • Major drawback: logistics and cost to set up a full **computing / networking infrastructur**e in the hotel
B1 2006	Accommodation in hotel - tuition at academic site	• Major advantage: use of **local computing infrastructure** for exercises (no cost, no set up)

B4
2003
	Accommodation in academic campus - Tuition at distinct academic site	• Major advantages:
		  ◦ low cost
		  ◦ **all-in-one aspect** (no commuting time, …)
		  ◦ use of **local computing infrastructure** for exercises (no cost, no set up)
		• Possible drawback: commuting time

Another model likely to be successful (though not experimented recently) is **A2**, provided that:
1. The campus is **not too isolated**
2. The lodging and meals on the campus are of **good quality**

A2	Single academic campus to provide both accommodation and tuition facilities	• Major advantages:
		  ◦ low cost
		  ◦ **all-in-one aspect** (no commuting time, …)
		  ◦ use of **local computing infrastructure** for exercises (no cost, no set up)
		• Possible drawback: if isolated campus, distance to reach animated areas

3   Role of the Local Organizing Committee

3.1   Summarized role

The role of the Local Organizing Committee (LOC) is detailed in Annex 2. The key components of this role can be summarized as:
- Proposing options for the **city** and the **site(s)** (campus, hotel)
- Providing the **computing infrastructure** (students PCs, school servers, on- and off-site networking, …)
- Proposing **social activitie**s and assisting in their running (excursion, sport programme, …)
- Providing on-site **secretarial** and **technical assistance** during he school
- If possible, identifying domestic industrial or institutional **sponsors** to support (in-cash or in-kind) small school items (e.g. recreational activities, bags, presents, …)

3.2   Key of success: the LOC team

The key of the success is the formation by the LOC of a team of people, with clear responsibilities before and (for some of them) during the school. See example from CSC206-Helsinki.
From past experience, the team is particularly efficient when it includes:
- young engineers / scientists (social chemistry with students is facilitated)
- people with a knowledge of the local social opportunities (sport, self visits, discos, ..)

4   Template for Proposals to host a CSC

This template must be viewed as a guide to collect key data of the proposal. Not all components may be known at the time the proposal is submitted. It is preferable to discuss initial ideas and versions with the School Director before investing too much into a specific direction.
The proposal may contain several options for the proposed city and/or the site model (single/separate)

4.1   General elements

Organizing Committee		
Name of Leading Local Organizer		Name of the organization acting as Local Organizer or as consortium leader
Name of other involved organization(s), if any		Name of other organization(s) part of the Local Organizing Committee Consortium
Name and affiliation of the prime contact person (in principle, the chair-person of the future Local Organizing Committee)		
Year		
Is the proposal only valid for one specific year?		Indicate the year, if hosting the school is only possible one specific year.
Is the proposal valid for a range of years?		Indicate the range of years, if applicable
Location (city)		
Proposed school location (city). *Give the list, if several cities are proposed*		Name of the city(ies) where the school is proposed to take place
School Model (Single /Separate site)		
What is (are) the model(s) proposed (A1, A2, B1, … other)? *Give the models for each city, if several cities are proposed*		Refer to the models of Annex 1. If several models are proposed for a given location, list them.

4.2 Elements specific to each proposed location (city) and model

Campus and hotel(s)		
Campus (if applicable): Give the name of the institute / university / …		Only if a campus is involved for tuition and/or lodging
Hotel(s) (if applicable): Are possible hotels already identified?		If potential hotels already identified, provide names of hotels
Sport centre / area close to tuition and/or lodging site?		
Tuition facilities (if known)		
Lecture room: type (amphitheatre, large room, ...) and numerology (number of seats, floor area M^2, …)		Only if this is already known. Indicative numbers only
Exercise room: type (single large room, ...) and floor area (M^2)		Only if this is already known. Indicative numbers only
Commuting time (for separate sites models only)		
Means (walking, public transport, rented bus) and estimated time to commute between the two sites		
Cost aspects		
Is there a cost (e.g. rental) associated with the use of the **lecture** and/or **exercise** rooms? If so, indicate the range.		Provide indicative cost only
Is there a cost associated with the use of the Internet connection, or other **networking** facilities? If so, indicate the range		Provide indicative cost only
Other cost associated with the tuition facilities?		Provide indicative cost only
Indicative cost per day / per person for **lodging** (in two-bed rooms) and **meals**		Provide indicative cost only
Possible domestic sponsoring		
Any prospects for either industrial (e.g. computing companies) or institutional (e.g. city, …) domestic sponsoring?		No commitment at this stage, indication only - Industrial sponsoring may be for special social events, receptions, excursions, presents to meritorious students, … - Institutional sponsoring may be for social events (city hall reception, …), in-kind contribution (e.g. free access to city public transport system, …)

4.3 Other information (free text)

If available, any additional information such as details of city, campus facilities, hotel facilities, computing infrastructure, on-site networking, wireless access at tuition location or hotel; lecture room, exercise room, excursion possibilities, nearby sport centre, planned LOC team, sponsoring opportunities, …. Pictures are also welcome.

Topic

Topic

Topic

5   Annex 1: Models for the school site

5.1   The possible models for the Site

The site is formed of two components:

- **The Accommodation facility**: where the students and organizers/lecturers are accommodated during the nights
- **The Tuition facility:** where the lectures and exercises take place.

Several models are possible.

    A.   Single site model
        A1 Single hotel to provide both accommodation and tuition facilities
        A1 Single academic campus to provide both accommodation and tuition facilities

    B.   Separate sites model
        B1 Accommodation in hotel - tuition at academic site
        B2 Accommodation in hotel - Tuition in Convention Centre
        B3 Accommodation in academic campus - Tuition in Convention Centre
        B4 Accommodation in academic campus - Tuition at distinct academic site

5.2   Elements to take into account for each model

Model	Issues to be considered				
	Commuting time	Lunches	Dinners	Lecture room	Computing environment
A **Single site**					
A1 Single hotel to provide both accommodation and tuition facilities *Example: CSC2002, CSC2004, CSC2007*	None	To take place at the hotel. Buffet style preferred	To take place at the hotel. Buffet style preferred.	Ensure audio-video and seating facilities follow academic lecturing standards	Individual computers and server cluster to be installed in hotel by Local Organizer
A2 Single academic campus to provide both accommodation and tuition facilities	None	To take place at the campus. Potential concern: size of the queue	To take place at the campus or nearby restaurant. Potential concern: - size of the queue if at the campus - Commuting time if in restaurant	Use existing good quality university lecture room	Use of existing facilities for Individual computers and server cluster
B **Separate sites**					
B1 Accommodation in hotel - tuition at academic site *Example: CSC2001*	Walking distance between two sites, or need for a bus transportation?	To take place at the campus. Potential concern: size of the queue.	To take place at the hotel. Buffet style preferred.	Use existing good quality university lecture room	Use of existing facilities for Individual computers and server cluster
B2 Accommodation in hotel - Tuition in Convention Centre *Example: CSC2005*	Hotel should be within walking distance from the tuition facility.	To take place at the convention centre (catering?) or at the hotel if within less than 10 min walk.	To take place at the hotel. Buffet style preferred.	Ensure audio-video and seating facilities follow academic lecturing standards	Individual computers and server cluster to be installed in hotel by Local Organizer
B3 Accommodation in	Walking	To take	To take place	Ensure audio-	Individual

	academic campus - Tuition in Convention Centre	distance between two sites, or need for a bus transportation?	place at the convention centre (catering?) or at the academic campus if within less than 10 min walk.	at the campus or nearby restaurant. Potential concern: - size of the queue if at the campus - Commuting time if in restaurant	video and seating facilities follow academic lecturing standards	computers and server cluster to be installed in hotel by Local Organizer
B4	Accommodation in academic campus - Tuition at distinct academic site *Example: CSC2003*	Walking distance between two sites, or need for a bus transportation?	To take place at the campus. Potential concern: size of the queue.	To take place at the campus or nearby restaurant. Potential concern: - size of the queue if at the campus - Commuting time if in restaurant	Use existing good quality university lecture room	Use of existing facilities for Individual computers and server cluster

5.3   Additional information

Accommodation facility
- Students are accommodated in two-bedded rooms and organizers or lecturers in single rooms. The hotel or campus facility should have therefore the right size for the agreed number of students (80 in 40 double rooms) and lecturing / administrative staff (approximately 20 in 20 single rooms).
- The number of nights required is 13, starting a Sunday evening and ending a Saturday morning 2 weeks later.

Tuition facility
- If in an hotel, it should have an adequate conference/equipment rooms.
- If on an academic campus, a good quality lecture room is required

Other desirable features
- The site should either be in a reasonably secluded area with good recreational facilities, a few pleasant cafés and bars, or, if near a main town, there should be adequate transportation for easy access so that students can benefit from the town's facilities in the evenings and in free periods.
- A dense sport programme is proposed to interested participants to complement the academic programme. Nearby sport centre / facilities is highly appreciated.

6   Annex 2: Role of the Local Organizing Committee

The mandate of the Local Organising Committee is as follows:

6.1   Contribution to local organization

- To investigate and propose options for the school venue: hotels, lecture and exercise location if different from the hotel.
- To collaborate with CERN in the organisation of the local services (e.g. dealing with the hotel, lecture rooms; organisation of social events, excursions, final banquet; transport issues e.g. transport of students on the days of arrival and departure, transportation of lecturers- customs clearance, etc.).

6.2   The Lecture, Exercise and Server/ Secretariat Rooms

- **The lecture room** must have a minimum surface of 100 m2, if possible with a high ceiling, no pillars, and should be furnished with chairs and tables in a "classroom style"., as well as full audio an video facilities.
- **The exercise room** must have a minimum surface of 150 m2 and should be furnished with enough chairs and tables for 2 students per computer - 40 machines minimum, with full networking and connections to the secretariat and computer server room.
- **The secretariat and computer server room** must have a minimum surface of 40 m2. It will host computer servers, communication equipment, printers and office equipment. The room must be connected to the Internet at a minimum bit rate of 4 Mbps. The room should be situated as close as possible to the lecture/exercise rooms for efficient contact with all the participants.
- **Air conditioning:** If the climate is warm, air conditioning is mandatory for all three rooms .

6.3   Social Programme

- A welcome reception is usually given to the students on the day after their arrival (at the end of the first day of lectures). Members of the local government, civic council and/or other local bodies who have contributed to the organisation of the School are invited.
- One full-day excursion and one or two half-day excursions are usually organised during the School. Local committees are understandably eager to show as much as possible of the region, but care should be taken to make sure that excursions do not cover too long distances.
- Whenever possible, sport activities are proposed to interested student, during day breaks, or free afternoons. In particular it is appreciated if the students can, for example, swim, play table tennis/football/volleyball/tennis on the premises of the site or nearby, or have access to a sport centre. A traditional football match is organized, usually the second Wednesday afternoon.
- Some evening entertainment are usually made available, such as disco evenings, films, a local folk-singing or dancing group or wine-tasting session.
- It is appreciated that the hotel or the campus can offer some, if not all, of the above recreational facilities, or that such facilities are available in the immediate neighbourhood.
- A closing banquet is usually held on the last evening of the School. This may be offered by CERN, or jointly with the host country/organization.

6.4   Contribution to technical, A/V infrastructure

- Local organizers are expected to contribute, in collaboration with CERN, in the organisation/installation of the computing and network infrastructure needed at the school for lectures and exercises. In particular, it is the responsibility of the LOC **to provide or arrange for the provision of the personal computers to be used by the students during exercise sessions** (usually, one computer per pair of students, i.e. up to 40 computers).
- To ensure the provision of appropriate audio/visual facilities for the lecturer and exercises -in liaison with the hotel or the institute hosting the lectures (screen and beamer –with back-up equipment, microphones, …).
- To ensure the provision of **computer servers** as well as office equipment for the secretariat (including printer/photocopier connected to the network).
- To provide the **on-site networking**, including appropriate wireless facilities, and the connection of the server cluster to the **Internet** at the required bit rate (minimum: 8 Mbps).

6.5   On-site assistance

- Provide bilingual secretarial help during the School.
- Secretarial help from the host country may also be requested to help with on-site travel issues (in general to deal with last minute changes, delays..). This may not be necessary if the hotel personnel are prepared to help with travel reservations or if there is a travel agency in the vicinity to whom participants may be referred.
- If the site is isolated, a car should be made available in case of emergency visits to the doctor, dentist, etc.

6.6   Financial Contribution from local organizers / Sponsoring

It is expected that the Local Organizing Committee provides the following facilities and covers (directly or through sponsoring) the possible corresponding costs (note that in several of the school models, there is no cost to the LOC for providing these facilities):

- Provision of **personal computers** for students (e.g. rental if computers are not available from campus facilities), **computer servers and secretarial equipment** (colour printer, ...).
- Provision (e.g. rental if necessary) of on-site **networking** facilities necessary for the **exercises** (inter-connections of student computers, servers and secretariat computers)
- Provision of **other** on-site **networking** facilities, e.g. for organizers and students (wireless access in open areas, lobbies; … wired or wireless access in rooms for organizers and if possible for students)
- Provision of external **Internet** access at the required bit rate.
- Provision of **lecture and exercise rooms**: the CSC may provide a limited budget for renting lecture and exercise rooms. Beyond this budget (to be discussed on a case-by-case basis) the LOC is expected to cover possible renting costs.

In addition, a contribution to other costs is welcome. This has traditionally been achieved through sponsoring obtained by the local organizing committee from **institutions** (e.g. the University or Institute hosting the school) or **industrial partner**s.

Sponsored items (partially or totally covered) may include:
- Social events (such as welcome cocktail, special evening, band invitation, closing dinner, reception at sponsor site like city hall building, industrial partner headquarter, …)
- Excursion
- Free or discounted access to local sport facilities (sport centres, swimming pool, …)
- Free or discounted access to public transport facilities (city buses or trams, …)

Due acknowledgement of all sponsors is made on the school web site. Additional recognition can be organized in case of exceptional contribution.

6.7   Visa for participants and letter of invitation

The Local Organizing Committee must be fully aware of the visa or otherwise conditions for entering their country. The Committee must provide in a timely way a **letter of invitation** or equivalent document to any participant needing such letter or document for obtaining a **visa** to enter the country where the school takes place.

6.8   Local Organising Committee composition

The Local Organising Committee (LOC) can be formed with as many members as is deemed necessary by the host country, but the following guidelines should be noted:

- The chair-person of the LOC should normally attend the meetings of the Advisory Committee (AC) where his/her School will be discussed (there are two AC meetings per year; usually, the LOC chair-person attends one meeting prior to the school and one meeting after it).
- The work of the LOC (before and during the school) can be broken-down into specific tasks. It is recommended that the LOC appoints one responsible person per tasks (though one individual may oversee several tasks)
- If any other members of the LOC happen to be at CERN for other reasons, thus allowing them to meet from time to time with the CERN Central Management Unit, then this is very helpful and appreciated.