

# Organizer Manual Workshop

## Open period

From early January to early November (the secretariat remains open all year, except the last two weeks of December). The months of July and August are reserved for summer schools.

## Duration of a session

Workshops take place over **a week (5 days), or two weeks (11 days)**. Longer durations are exceptional.

## Dates of arrival/departure

**One week Session:** arrival on Sunday evening. Sessions start on Monday morning and end on the Friday in the late morning.

**Two-week session:** arrival on Monday evening. Sessions start on Tuesday morning and end on the Friday of the last week, late morning.

For reasons of organization (cleaning, caretaking) and security, **it is not possible to extend the stay on the school before or after the session.**

## Reception capacity: 70 participants maximum!

The school has 70 bedrooms. The amphitheatre has 70 seats. The capacity must not be exceeded; otherwise the school will be in difficulty in the event of an accident or visit of a safety committee.

## To apply

### Send the "Session proposal" sheet

Any project of a session is to be submitted to the direction of the school (On the website, homepage, at the bottom right, "Organize a session" and then, "Session Proposal"). The project is then approved or not by the Scientific Council, which meets twice a year (spring and autumn).

### Book far enough in advance...

In general, a session is decided one or two years in advance (rather two or three for a summer school).

Note: the search for fundings takes a lot of time and must often be started before the formal acceptance of the session by the Scientific Board of the School.

## Budget

Every session must have a balanced budget. The ideal is obviously to find fundings that can support all participants:

- Registration cost
- Travel and accommodation for lecturers and organizers, accommodation for accompanying persons
- Possible secretarial expenses for the organizers in their laboratory
- Photocopies (if the number is significant)
- Possible extras: improved meals organization of a particular event, etc.

### CNRS permanent training

The funding rules for your permanent formation are currently undergoing many changes.

For detailed information, please consult

<http://www.dgdr.cnrs.fr/drh/competences/projet-ecoles-them.htm>

If funding is not sufficient, registration fees will be at the expense of the participants.

## Rates

**Regardless of the exact number of days of attendance, the school applies a flat fee** including catering (3 meals a day), accommodation on site and all the services offered by the school (secretarial, library, computer, tea/coffee breaks, welcome drink, ping-pong, piano, table football, bicycles, etc.).

In the exceptional case of very short sessions (speakers particularly), or in special cases, a daily rate is applied.

**All fees are subject to VAT 20%.**

It is possible to benefit from improved meals and festive meals (with additional charge).

Please contact the school administration to get information on our up-to-date rates ([houches-resp-admin@univ-grenoble-alpes.fr](mailto:houches-resp-admin@univ-grenoble-alpes.fr)).

## Financial management

It is down to the organizers to manage their budget within their lab/institute. The School establishes one or more global invoices corresponding to the registration fees and any extras ordered from the restaurant.

In the event that you are planning the receipt of the registration fees by another entity than the School, and that the financing plan requires to increase the cost, the Scientific Committee will be vigilant on the amount of these additional costs.

Indeed the Les Houches School of Physics is attached to the fact that the sessions are open to the greatest number. The Scientific Committee considers that registration fees that exceed the cost of the School for a week-long fee by more than 40% are not reasonable. Any significant overruns beyond this value must be justified in detail and may constitute a cause for refusal of session.

The School may be responsible for the collection of registration fees, at the rates listed above.

Travel expenses are fully taken care of by the organizers via their laboratory or another entity.

The estimated budget will have to be provided two months before the session (on the basis of an EXCEL file sent to the organizers). It will have to indicate separately the sums managed at the School (collection of the registration fees) and those managed outside.

## Payment of registration fee at the School

When the School has to collect the registration fee, **participants must pay in the first three days of the session.**

Payment can be done by credit card, cash, or check. In case of payment by a laboratory's credit card, payments are accepted by "VAD" (Distance Selling), by phone call to the secretariat **in the two weeks before the beginning of the session.**

Purchase orders, which are heavy to manage, are reserved for global invoices or laboratories managing several registrations.

**Important:** in case of registration cancelled less than one week prior to arrival date, the total amount should be paid.

## Accompanying person

**The distance from the school to the village and the restricted space in the central building (secretariat, amphitheatre, library) make the site difficult to accommodate accompanying persons (spouses and/or children).**

We do not recommend that participants come accompanied, especially in winter, especially with children.

The school has 5 double rooms only. The organizers must inform the school secretariat of any accompanying persons (number, age) so that the most appropriate accommodation possible is offered to them.

Contact the secretariat about fees.

In case of accommodation for accompanying person cancelled less than one week prior to arrival date, the total amount should be paid.

## Pets

Unfortunately, we are not able to accommodate animals.

## Administrative Team

The management of the school is provided by Administrative Director Anny Glomot, together with Administrators Isabel Lelièvre and Murielle Gardette. They provide all the practical information necessary for the preparation of the session. It is important to get in touch with them as soon as possible.

The Admin Team is onsite from 8:30 am to 5:30 pm, except Saturdays, Sundays and public holidays.

### Don't panic!

The secretariat will remind you in due time the different elements to submit...

**Contacts :** **Secretariat:** 33+(0)4.57.04.10.40  
[houches-secretariat@univ-grenoble-alpes.fr](mailto:houches-secretariat@univ-grenoble-alpes.fr).

**Head of administration:** 33+(0)4.57.04.10.42  
[houches-resp-admin@univ-grenoble-alpes.fr](mailto:houches-resp-admin@univ-grenoble-alpes.fr)

## Work of the organizers

The organizers are responsible for the prior correspondence with the participants (invitations, registrations, etc.), in addition to the establishment of the scientific program, the budget of the session, the financial reports. It is often useful for the organizers to be assisted by the administrative staff of their laboratory.

The final list of participants (surname, first name, age, gender, email, laboratory/institution, address, status, possible diet, dates of arrival and departure), in alphabetical order, must be provided **4 weeks** before the beginning of the session. An EXCEL file is sent for this purpose.

This data is used to prepare the allocation of rooms, badges and personal access codes to Wi-Fi.

## Schedule of lectures/conferences

It is traditional to leave a good part of the afternoon free for discussions and interactions between participants. It is essential to provide a schedule of courses respecting the restaurant's schedule.

Weekends are usually free.

## Website

In general, the organizers create a website, which is hosted on their institute's server. Do not forget to include in your pages a link to the Les Houches website ([School of Physics of Les Houches](#)), as well as the logos of the School and the five School's Partners.

**To provide the secretariat with:** the address of your website so that we establish a link from the School's site.

In addition to the usual information (title, dates of arrival and departure, names of the organizers, scientific committee, guest speakers, and sponsors), we would be grateful if you could include on your website and on any posters and leaflets:

- In the header: the complete banner including the logo of the School and of the five School's Partners (do not use the web version of the logo but download the high definition version on our website)

- At the bottom of the page, the following text:

*Les Houches is a village located in Chamonix valley, in the French Alps.*

*Established in 1951, the Physics School is situated at 1150 m above sea level in natural surroundings, with breathtaking views on the Mont-Blanc mountain range.*

**Les Houches Physics School is UMS 2002 run by Université Grenoble Alpes (UGA).**

*The 5 school partners of are UGA, the Centre National de la Recherche Scientifique (CNRS), the Commissariat à l'Energie Atomique (CEA), the Institut National Polytechnique (Grenoble-INP), and the Ecole Normale Supérieure de Lyon (ENS Lyon).*

**Ecole de Physique des Houches,  
149 Chemin de la Côte, F-74310 Les Houches, France**

**<https://houches-school-physics.com>**

## School Equipment

The Cécile DeWitt building (ex Jacassière) is equipped with:

- An amphitheatre that seats 70 equipped with:
  - Video projector
  - Capture system for video recording of lectures
- Poster room equipped with panels allowing the organization of poster sessions

Number	Type	Size
10	Magnetic Whiteboard	135 x 95
10	Dual Sided Mobile Board (in felt)	114 x 144

- Study room with table for group work
- Copier/scan/laser printer (B & W)
- A WiFi network (Cécile DeWitt building and in the rooms). The connection with EDUROAM is recommended. However, we can distribute individual access codes
- Library with reference books (all organizers are invited to suggest the purchase of some basic books) ; scientific journals available online
- 5 self-service PCs. It is also possible to connect your laptop to the network via RJ45 cables

## On site during the session

### Arrival

The arrival is in the afternoon:

- **Sunday starting at 3:00 pm for one-week session**
- **Monday starting at 3:00 pm for two-week session**

On the day of arrival, only the evening meal is planned.

**Arrival on Sunday or public holiday: the secretariat is open from 6:00 pm to 7:30 pm.**

For security and liability reasons, it is not possible to open the buildings earlier. Given the location of the school, it is imperative not to arrive on site earlier, because there is no shops nearby (catering and other services at more than 2 km from the site).

Participants should therefore be advised to wait in Geneva or the village of Les Houches. Note, the school is located quite far above the village and the shops: walking, 40 min. going up (probably more with snow or with luggage), and 20 min. going down.

The presence of at least one of the organizers is essential from 3:00 pm. If you are unable to attend, please inform the school secretariat.

Upon arrival, participants will find essential information in the hall of the Cécile DeWitt building: the housing plan with the list of participants, name of the accommodation building and bedroom number, and a map of the school. For obvious security reasons, the buildings entry code, previously sent by email to the organizers, is not posted on site. A name badge is provided for each person.

**Important:** send an email to the participants explaining how works the arrival, with all informations provided by the School.

### Beginning of the session

It is often useful not to start too early on the first day so that the organizers have time to get in touch with the Administrative Team and resolve any small last-minute issues. Shift from basically half an hour on the first day.

Allow 10 minutes in the amphitheatre the first morning to give practical information to the participants (progress of the session, welcome drink, mountain activities, restaurant hours, lunch box, cold drinks to pay, free tea and coffee, safe in the bedrooms, payment of registration fee, poster sessions, etc.). A PowerPoint file is provided.

### Security services

A caretaker is present on the school's campus as soon as the secretariat is closed. The caretaker is housed in the **ALPENS** building. **You must contact them in the event of a major accident or material incident** (like a power outage or heating failure in a building). His phone number is indicated in the documents provided before the session and on arrival.

## Behaviour

It is up to the organizers to ensure the smooth running of their session. It is up to them to control the small parties possibly given by the participants and to make sure that the premises remain clean and in good condition.

The Cécile DeWitt building remains open at night so that participants can meet and work there. The organizers must have an eco-responsible attitude: **turn off the lights** after the departure of the last participants, closing the windows if the heating is on, etc...

Everyone must respect the tranquillity of the place and everyone's sleep (participants, the caretaker and his family, neighbours), especially by avoiding loud night-time discussions around the buildings. **The organizers are asked to send this message preventively to the participants.**

## Restaurant

**The organizers must ensure that the participants respect the restaurant's schedules, and in particular that the lectures/courses are not overflowing.**

Breakfast	:	7:45 ➔ 8:45
Lunch	:	12:30
Dinner	:	19:30

It is best to finish the sessions/talks at 12:15 to be at the restaurant at 12:30. Of course, it is possible to schedule a little differently if agreed with the manager of the restaurant. In order to ensure a suitable service, the organizers are asked to respect these instructions.

We take into account possible special diets, and food allergies. This information is to be provided using the EXCEL file, which must be returned 4 weeks before the start of the session.

During 2-week sessions, meals are provided during weekends and public holidays. However, if the weather conditions are favourable, a general picnic can be distributed on Saturday lunch time or Sunday lunch time.

During poster sessions, it is possible to order beer or wine tasting, with petits fours on request.

## Accommodation

The accommodation is distributed in eight buildings, in individual bedrooms, with private bathrooms.

In the case of a two-week session, as the cleaning service is not provided at weekends, the speakers' turnover is to be avoided during these days (room released and re-occupied on Saturdays or Sundays).

## **End of session**

A satisfaction survey is distributed to participants 24 hours before the end of the session.

On the last Friday, sessions end before lunch, which is the last meal served.

Rooms must be vacated no later than 9:00 and participants must leave the site at 3:00 pm at the latest.

## **Dangers of the mountain**

The mountains, especially Mont Blanc, attract a large number of people. Each year, the valley records a significant number of accidents (mountaineering but also hiking). The organizers must encourage the participants, even the enthusiasts who claim to be "experienced", to take as much information and advice as possible from the valley professionals (guide office, weather forecast) or administrative staff of the school.

Climbing of Mont Blanc is not easy (altitude, extreme and brutal weather conditions, crevasses, rock falls): it requires specific equipment and it is absolutely discouraged for unaccompanied beginners and untrained people. Obviously, neither the organizers nor the school are responsible for accidents that may occur.

# Memo

The Administrative Team of the School will send you, in due time:

- File for Estimated Budget of Financing
- Sample list of participants
- Practical information to send to participants
- School map

You will need to send them:

- Forecast Budget of Financing
- Grants Payment Notifications
- Your website address
- EXCEL file containing:
  - List of participants (last name, first name, age, gender, establishment of origin, status, ...)
  - Amount to be paid
  - List of special diets/allergies
  - Dates of arrival/departure
- Program