

# Organizer's Guide Workshop

*This guide provides a wealth of useful information for a Session Organization Project. To understand how the School, as a host structure, works, please read the whole document before submitting a request.*

*As it is updated every year, please refer to the online version, rather than keeping an old version that may be out of date.*

## INITIAL ORGANIZATION

### SESSION PROJECT

Each project must be based on a **Physics** related subject; it must be headed by an organizer who is in turn backed by a scientific panel; it must be part of a program (following the advice contained in this document) and include a list of lecturers/speakers.

The session organization request must be submitted via a [PROPOSAL FORM](#) available on the School website → the document must **be sent to the email addresses** listed (Director and the School Secretary's Office), two years before the session.

**Two requests** per year → to find out about the deadlines for sending in forms, consult the page [Open Calls](#).

The form must specify, in order of priority, three dates between mid-January and the end of October.

Once the Scientific Council has studied the request, an email will be sent to the organizer who must confirm the selected date. The organizer will then be sent an official letter of acceptance, at the latest by June or November, depending on the date of the request.

The organizers are responsible for the Scientific Program, the choice of lecturers and speakers, the selection of participants and all necessary communication for the organization of the session. Local admin support is therefore invaluable to them.

As the host structure, the School handles logistics and can provide valuable practical advice for the organization of the session.

## **BUDGET and FINANCIAL MANAGEMENT € + € +...= €**

Organizers are responsible for managing their own budgets:

- Finding necessary funding
- Managing the budget with the structure relevant to them
- Preparing financial reports

The budget should cover all costs relating to the organization of the session:

- **at the minimum, the fees invoiced by the School** (registration fees and any extras requested from the restaurant).
- all travel and administrative expenses.

Some sessions fall within a thematic school format and require financial support for Continuing Education from the CNRS (“Formation Permanente”). This request covers the registration and stay of doctoral students, post-doctoral students and researchers employed by the CNRS. This entails the covering of other mission expenses by the Regional Delegations.

In this case, special attention is requested from the organizers, on the one hand, to ensure that there is a reasonable proportion of permanent CNRS researchers among participants and, on the other hand, to have good teaching aids so that the session corresponds as best as possible with the criteria for Continuing Education from the CNRS. ([CNRS/FP intranet secured access](#)).

The School can take care of some of the administration:

- Collection of accommodation costs on site  
In the case of Purchase Orders, it is preferable to pay for several registrations at once; they must reach the School at least two weeks before the beginning of the session.

The Purchase Order(s) for the various funding sources must reach the School at least two weeks before the beginning of the session. Invoices are issued at the end of the session.

 **Please note: the fees in respect of any session cancelled within 5 days of the date of arrival will remain due and payable.**

## FEES

The accommodation cost

- includes
  - full board, from dinner on the day of arrival to lunch on the day of departure
  - services offered on site: coffee breaks, library, IT space, leisure facilities (piano, bikes, ping-pong, table soccer, etc.).
- subject to tax: invoices will show the total excluding tax + 20% tax; a Purchase Order must be sent in advance.

Regardless of the length of the stay, the flat fee is applicable, except for shorter stays of lecturers and organisers, which are invoiced by the day.

For financial reasons, the School requires a maximum occupancy rate. If the number of participants is less than 55, a minimum price is applied, equivalent to the accommodation cost for 55 participants.

For all fees, please contact the Secretary's Office. ([houches-resp-admin@univ-grenoble-alpes.fr](mailto:houches-resp-admin@univ-grenoble-alpes.fr)).

 **Please note:** If the funding plan requires an increase in registration fees as a result of fees charged by the School, the Scientific Council will be mindful of the amount of these additional costs.

The School of Physics is committed to ensuring that the sessions are accessible to as many people as possible. The Scientific Council considers that **registration fees exceeding by more than 40% the fee invoiced by the School for a one-week package would be unreasonable**. Any significant overcharge must be fully explained and may constitute grounds for refusal of the session.

The School of Physics cannot collect the accommodation costs if the fees requested by the organisers are higher than the fees invoiced by the School of Physics.

# SESSION PREPARATION

## PROGRAM

Classes generally start between 8:30 am and 9 am and timings must take into consideration restaurant timings (see *Accommodation & Catering*).

Part of the afternoon is usually left free for discussions and interaction between participants, poster sessions or leisure activities. During the two-week sessions, there will be no or very few classes at the weekend.

**Equality:** The Les Houches School of Physics is particularly sensitive to the issue of gender equality in Physics. It strongly encourages the organizers to read the charter on equality for scientific conferences drafted by the Société Française de Physique in 2017: [Charter for Gender Fairness](#). The Scientific Council will be attentive to the respect of gender equality among the organizers, guest speakers and participants.

## COMMUNICATION

The organizers usually create a website, which is hosted on a server at their institution.

We kindly ask you to include, in addition to information specific to your session (title, dates and times of arrival/departure, science committee, guest speakers, sponsors):

- a link to the Houches website ([Ecole de Physique des Houches](#))
- logos of the School and the five School Partners (to be downloaded in high definition)
- 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 UAR 2002 run by Université Grenoble Alpes (UGA).**

*The 5 School Partners are UGA, the Institut National Polytechnique (Grenoble-INP), the Centre National de la Recherche Scientifique (CNRS), the Commissariat à l'Energie Atomique (CEA), 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>***

Each autumn, the School publishes and distributes a poster for sessions taking place the following year. Information regarding the title and name of the organizers and main speakers should be sent to the secretary's office in October of the year before.

# SCHOOL OPERATIONS

## SCHOOL AVAILABILITY

**Open to the public:** the beginning of January to the beginning of November (July and August are reserved for summer schools).

Duration of a Workshop:

- **5 days: arriving Sunday evening**, classes start on the Monday morning, departure on Friday after lunch
- **11 days: arriving Monday evening**, classes start on the Tuesday morning, departure on the second Friday
- exceptional shorter or longer sessions

**It is not possible to extend your stay before or after the session.**

**Capacity:** 70 participants maximum (the number of rooms and seats in the lecture hall cannot be increased for safety reasons).

## THE ADMINISTRATIVE TEAM

The School is managed by

- ➔ Elsa Glasson, Head of Administration
- ➔ Isabel Lelièvre, in charge of accommodation and reception
- ➔ Marina Riveron, Revenue Officer

All documents are sent in good time (see calendar at the end of the document) but the team is available to answer any questions. Do not hesitate to contact us by e-mail or by phone, from 8:30 a.m. to 5:30 p.m., with the exception of weekends and public holidays.

📞 @ **Secretary's Office:** +33 (0)4.50.78.71.70  
[houches-secretariat@univ-grenoble-alpes.fr](mailto:houches-secretariat@univ-grenoble-alpes.fr).

**Head of Administration:** +33 (0)4.50.78.71.72  
[houches-resp-admin@univ-grenoble-alpes.fr](mailto:houches-resp-admin@univ-grenoble-alpes.fr)

## ADMINISTRATIVE BUILDING FACILITIES

The **Cécile DeWitt building** (ex Jacassière) has:

- A 70-seat Lecture Hall equipped with :
  - A 16:9 video projector
  - A recording system allowing video recording of the classes (downloadable on USB key or uploaded to UGA Web TV) → **Image Rights Clearance MANDATORY**

- The Poster room/lounge area is equipped with both static and mobile boards

Quantity	Board type	Dimensions
10	Fixed magnetic white board	h 135 x 95
15	Movable Double-sided felt board	h 114 x 144

- Study room with boards for group work (15-person capacity)
- Video conference system: **can only be used in the study room (cannot be taken into the Lecture Hall)**
- Laser photocopier/scanner/printer (b&w)
- WiFi network with EDUROAM connection; individual access codes are also provided
- Library with reference books (all organizers are invited to recommend the purchase of a few core works); journals available for online consultation
- 2 self-service PCs connected to the copier/printer; laptops can be connected to the network using RJ45 cables
- Personal assigned pigeonholes
- 2 kitchenettes with self-service tea/coffee and cold drinks (charged 1 €/per can)  
**The administrative team will prepare morning coffee and biscuits**

## ACCOMMODATION

Accommodation is spread across eight buildings, with single rooms and private bathroom facilities. Sheets and towels are provided.

Each room has a desk, cupboards and a small safety deposit box.

Access to the rooms is by means of a door code at the entrance of each building (provided before arrival).

In the case of a 2-week session, the cleaning service is not provided on weekends or public holidays. Changes in room occupancy (vacated and re-occupied on the same day by lecturers) are to be avoided on these days.

## CATERING

A private company runs the restaurant.

**The organizers must ensure that the restaurant's opening hours are respected** and must plan to end classes 10 to 15 minutes before the following times:

Breakfast : 7:45 am ➔ 8:45 am  
Lunch : 12:30 pm  
Dinner : 7:30 pm

**Special dietary requirements** can be taken into account, if they are specified in the EXCEL file, participant list, two weeks before arrival.

**Picnics** can be provided for lunch by registering 48h in advance. The restaurant does not provide bottled water, so please bring your water bottle.

During the 2-week sessions, meals are provided on weekends. However, if the weather is good, a picnic can be provided for everyone for lunch on Saturday or Sunday.

There are options available if ordered **at least two weeks ahead** (prices provided by the Secretary's Office upon request) for the following:

- gourmet meals
- Beer or wine tasting, with optional savory sides (served in the Cécile DeWitt building for the Poster Sessions)

Please let us know if you are not attending any meals so we can avoid unnecessary food waste.

There is a bar in the lounge area below the restaurant, run by the restaurant team.

## ACCESSIBILITY

The Cécile DeWitt building has an access dedicated to people with disabilities.

Reserved parking spaces are available in the Cécile DeWitt and Chavanne buildings.

All the buildings are connected by ramps and the Alpens building has 2 dedicated bedrooms.

Two hearing-impaired devices are available in the Lecturer Hall (Sennheiser induction loops, headphones and jack).

## PARTNERS/CHILDREN

We advise against bringing partners or children, given the distance of the school from the village and the limited space in the restaurant.

However, the School has 5 double bedrooms, which can be made available to organizers and lecturers. Rates provided upon request to the Secretary's Office.

Pets are not allowed.

## SESSION PROGRAM

The list of participants must be sent no later than 2 weeks before the start of the session.

 **Please note:** please only use the EXCEL file provided, which is used in an ACCESS Application, and fill in all the cells.

## ARRIVAL

**Arrival is only possible from 3:00 pm** on Sunday or Monday depending on the length of the session and at least one of the **organizers must be present** from this time.

 **Please note: for security and liability reasons, we cannot open the buildings earlier.** Given the location of the School, far above the village of Les Houches, we would ask you to arrive on site no earlier than 3pm, as there are no shops nearby (restaurants and other services are more than 2 km from the site and buses 30 minutes away on foot).

Participants should therefore be advised to organize their arrival time with this in mind. The various means of getting here are listed on the School's website.

On Sundays and public holidays, the Secretary's Office is open from 6 pm to 7:30 pm to provide the organizers with up-to-date practical information.

Upon arrival participants will find in the lobby of the Cécile DeWitt building:

- **A personal assigned pigeonhole** containing: a name tag + a school map + a WiFi access code + any documents specific to the session
- **Accommodation plan:** list of participants + name of the building + room number + location map

 **Please note:** the organizers must give the participants all the information and documents provided by the School. Everyone **must have their access codes with them to access their rooms**. These codes are not available on site for obvious security reasons.

## BEGINNING OF THE SESSION

A PowerPoint containing up-to-date practical information (restaurant opening hours, library, range of services) should be shared before the first class.

If the School is in charge of collecting the accommodation costs, payment must be made **during the first 3 days** of the session, at the reception desk, using one of the following payment methods:

- Credit card payment by phone
- Credit card payment on site
- Check (from a French bank)
- Cash
- Online payment (available once the list of participants has been communicated to us)

A receipt will be given to participants.

## END OF THE SESSION

A customer satisfaction survey will be handed out to participants 24 hours before the end of the session.

On the last Friday:

- The rooms must be vacated by 9 am at the latest
- Classes should end before lunch, which is the final meal
- Participants must leave the site no later than 3 pm

## SECURITY

We have two caretakers on site to take care of both security and any technical issues arising on site. Any security problem or technical issue should be reported to the Secretary's Office, during opening hours, or to the on-call caretaker directly in the evening or at night in case of emergency (health issues, accidents, material damage, power or heating outages, etc.).

A contact number is listed in the documents provided prior to the session and upon arrival.

## BEHAVIOR

It is up to the organizers to ensure that their session runs smoothly. They are responsible for ensuring that any small parties held by the participants respect the following:

- the cleanliness and tidiness of the premises; and
- everyone's sleep after 10 pm: participants, caretaker, neighbors etc.

**The organizers are responsible for getting this message across to participants** to avoid any action or fines by local police.

The School of Physics operates in an **environmentally responsible** way. → It is important to ensure that participants:

- switch lights off
- sorting waste

## EXTRAS

If the organizers plan a group outing, the secretary's office can provide any useful information required.

The following are at your disposal on site for leisure activities:

- bikes, frisbee, pétanque balls and badminton rackets in summer
- snowshoes
- table soccer, ping-pong table, piano in the lounge bar area
- maps for mountain trekking
- useful information for mountain sports (from the Secretary's Office and the Caretaker)

**Beware of the dangers of the mountain!** The organizers must inform the participants of the risks encountered in the mountains and of the need to be accompanied by professionals from the valley (guides' office, weather forecast).

**The School declines all responsibility in case of any accident and is not insured beyond its scope.**

# TIMETABLE

ORGANIZER / SCHOOL COMMUNICATION TIMETABLE		
PERIOD S = Session	THE ORGANIZER ↓	THE SCHOOL ↓
S - 2 years	→ sends the PROPOSAL FORM	
		→ sends the letter of acceptance, or refusal, of the session by the Scientific Council
October of the year before the session	→ sends - session information: title, organizers, website, etc.	→ incorporates session information into the annual advertising poster
S - 4 to 6 months		→ sends: - general information for the participants: * information booklet * plan of the School - provisional budget file - information sheet - participant list file
S - 3 months	→ sends : - information sheet - provisional budget - program	
S - 2 weeks	→ sends: - participant list	
S - 1 to 2 weeks		→ sends: - building entry codes - PowerPoint to be shared before the first class
S - 5 days	→ sends any modifications	
S = Day 1	→ is on site from 3pm on	→ admin staff meet the organizers between 6pm and 7.30pm

*This timetable does not exclude any useful communication between the organizer and the School administration.*