|  |  |
| --- | --- |
| Logo, company name  Description automatically generated | **Proposal to host the CERN School of Computing**  version 2.2 |

*Please fill in this form with the available information. Not all fields need to be completed, if certain details are not known (or provide indicative values when the exact ones are not available). The proposal may contain more than one option for the teaching facilities, accommodation etc. Feel free to embed relevant pictures, e.g. of the lecture and exercise rooms. If you have any questions, don’t hesitate to discuss them with the school director before submitting this proposal.*

## **General information**

|  |  |  |
| --- | --- | --- |
| **Organizing committee** | | |
| The main organization to host the school |  | *The organization (university, laboratory etc.) acting at the main local organizer* |
| Other involved organization(s), if any |  |  |
| Names, affiliations, and roles of the main contact person(s) |  | *In principle, they would become the chairperson(s) of the future Local Organizing Committee* |
| **Date** | | |
| For which year(s) is this proposal valid? |  |  |
| School type and duration | 🞎 Main school (two weeks)  🞎 Thematic School (one week)  🞎 Regional School outside E urope (one or two weeks) |  |
| What is the best period/dates to host the school?  *(for the two-weeks main school, usually between late August and mid-October. Other Regional or Thematic schools there is no recommended time of the year)* |  | *Take into account when the hosting university is open but perhaps not full with local students; the weather; avoiding tourist high-season if relevant etc.* |
| **Place** | | |
| Proposed school location (city) |  |  |
| Nearest airport(s) |  | *For smaller airports, indicate with which airport hubs (e.g. Frankfurt, Paris) is it connected, how many flights per day, main airlines etc.* |
| Transport from the airport(s) to the school venue |  | *Indicate the distance in km; transport type (public transport / taxi / train); approximative transport cost and duration. Frequency of public transports and possibilities of late evening/night arrivals and/or early morning departures* |

## **Teaching facilities**

|  |  |  |
| --- | --- | --- |
| **Location** | | |
| The location of the institute(s) or the faculty(-ies) where school classes could take place? *(It could be at faculties other than of physics or computing. It could also be a Hotel with conference facilities)* |  | *Is it a single campus with different faculties / departments? Or spread around the city? What is/are the address(es)? Are there any access restrictions?*  *If Hotels with conference facilities, please ensure that the hotel has a significant internet bandwith (> 10 Gbps) and a 802.11ac or later Wi-fi infrastructure providing a minimum of 433 Mbps to individual network clients* |
| **Lecture and exercise rooms** (or a single room serving both purposes) | | |
| Possible lecture room(s) *(A room with a projector and a large screen, for min. 70-80 persons for the main or regional school, or 30-40 persons for thematic schools)* |  | *Type (amphitheatre? large room?), size (number of seats, surface in m2)*  *Electricity for students’ laptop. Type of Electrical outlet (will converter to EU type C, E or F be provided ?)* |
| Possible exercise room(s) *(A large flat room for min. 70-80 persons, seated at tables, either in pairs, or 30-40 persons for thematic schools)* |  | *Size (number of seats, surface in m2, how many tables ?), distance from the proposed lecture rooms, availability of network and electricity for students’ laptops* |
| Audio / Video / Videoconferencing and Videorecording equipment |  | *Will the lecture room be equipped with video conferencing equipment ? Will the room have audio system and loudspeakers ? Will there be the possibility to video record the lectures ?* |
| Is there a cost (e.g. rental) associated with the use of the lecture/exercise rooms? |  |  |
| **Network** | | |
| Available network connectivity |  | *Wired or only wireless? Which wireless standard ? Eduroam available? Any restrictions for outgoing connections  (e.g. protocols or ports blocked)?*  *Global bandwidth available ?* |
| **Food** | | |
| Lunch |  | *Place (university canteen if available and open? local restaurant? Local hotel ?), approximative cost per person.*  *Please specify which drinks are included* |
| Coffee breaks |  | *Place (close to the lecture/exercise rooms?), approximative cost per person* |

## **Accommodation**

|  |  |
| --- | --- |
| Main School (two weeks) or Regional School 45-80 rooms:   * 60-75 students in twin or single rooms * 10-15 lecturers / organizers in single rooms | Thematic School (one weeks) 20-40 rooms:   * 20-40 students in twin or single rooms * 6-9 lecturers and organizers in single rooms |

|  |  |  |
| --- | --- | --- |
| **Option 1: Hotels** | | |
| Possible hotels |  | *Please indicate the location. If potential hotels are already identified, provide their names.* |
| Approximative cost for single and twin rooms |  | *With breakfast (bed&breakfast/BB), or breakfast+dinner (half-board/HB).*  *In case of half board, specify how many drinks are included and their cost.*  *Including taxes* |
| Dinner: location and  approximative cost |  | *Dinner at the accommodation, or in a local restaurant? Caterer? University canteen? Cost including taxes*  *Provide cost inclusive of at least one drinks per person (soda, beer, wine, sparkilng water, …)* |
| Distance and transport to the proposed teaching facilities |  | *Means of transport (walking, public transport, rented bus), estimated commuting time, cost if any* |
| **Option 2: University accommodation (if available)** | | |
| Possible university accommodation (student lodging) |  | *Please indicate the location* |
| Availability, or date restrictions |  | *Usually, university accommodation is not available during the academic year. Please indicate when it is available.* |
| Approximative cost for single and twin rooms |  | *With breakfast (bed&breakfast/BB), or breakfast+dinner (half-board/HB).*  *Including taxes* |
| Dinner: location and  approximative cost |  | *Dinner at the accommodation, or in a local restaurant? Caterer? University canteen? Cost including taxes* |
| Distance and transport to the proposed teaching facilities |  | *Means of transport (walking, public transport, rented bus), estimated commuting time, cost if any* |

## **Other information**

|  |  |  |
| --- | --- | --- |
| **Sport facilities** | | |
| Any sport centre or sport area, close to the teaching facilities or  the accommodation? |  | *Please indicate the location/address. Belongs to the university, or independent? Access and cost?* |
| Sport facilities available |  | *What sports (volleyball, basketball, football, beach volley, tennis, table tennis, badminton etc.)?  Indoor / outdoor? Swimming pool?* |
| Availability |  | *Only at specific pre-reserved slots / anytime during the school / every day at given time …* |
| Cost of sport facilities |  | *Approximate cost indication* ***per student*** *or cost of using the infrastructure* ***per hour*** *including nets, balls, rackets, shuttlecock* |
| **Visits** | | |
| Possible scientific visits at the hosting institute |  | *Are there any labs or installations that can be visited by the school participants?* |
| Main attractions in the city and the local area |  | *What could the school participants see or do in the free time during the school?* |
| **Excursion** | | |
| Two weeks Main School: Ideas for a **full-day** excursion in the middle of the school (typically on Sunday) |  | *Ideally within 1-2 hours of a bus ride. Combining visits (culture, heritage, nature etc.) and perhaps some activities. Indicate the distance in km the travel time, and approximative cost.*  *The cost should also foresee lunch and dinner (unless we return to the hotel and have a standard dinner)* |
| Two weeks Main or Regional Schools: Ideas for a **half-day** excursion/sport afternoon in the middle of the first week (typically on Thursday)  One weeks Regional or Thematic School: Ideas for a half-day excursion/sport afternoon in the middle of the week (typically on Wednesday) |  | *Ideally within 30 mins distance. Should have some social activities (Sports, games, …). Indicate the distance in km the travel time, and approximative cost.*  *The cost should also foresee dinner (unless we return to the hotel and have a standard dinner)* |
| Outside Dinners |  | *Please indicate some Restaurants proposal for outside dinners in case you have planned some. Estimated costs including drinks* |
| Dinner for the opening Ceremony (first day) |  | *After the opening ceremony, participants and VIPs have dinner in an upgraded restaurant.*  *Please indicate the restaurant and the estimate*  *ed cost per person, drinks included* |
| Dinner and location for the closing Ceremony (last day) |  | *After the closing ceremony, participants have dinner in a location where a party with music should be possible. Please indicate the location and the estimate*  *The dinner cost per person, drinks included and any other expected fee* |
| **Financial support** | | |  |  |
| Possible financial support |  | *Is there any financial support possible or expected from the hosting university/institute, local or national funding agencies,  or other non-commercial sources?* |
| **Any other information** | | |
| *Please feel free to add any other plans or ideas for the school, or relevant information about the location, the hosting institute, possible guest lecturers, the local area etc. Pictures are also welcome.* | | |
|  | | |
|  | | |