

ITALIAN PHYSICAL SOCIETY

INTERNATIONAL SCHOOL OF PHYSICS “ENRICO FERMI”

GUIDE FOR THE ORGANIZATION OF THE COURSES (1-WEEK COURSE)

1) Director, Secretary, Lecturers.

a) Each Course aims at illustrating in a formative and critical way the subjects dealt with, according to their most modern aspect and to their present development starting from the foundations of the field. The level of each Course should be kept very elevated, decidedly postgraduate.

b) The Director of each Course is responsible both for the scientific and teaching organization of the Course he is entrusted with and its development.

c) The Director may choose a person he trusts who acts as Scientific Secretary and helps him both during the preparations and the duration of the Course. The Scientific Secretary will carry on the following duties: deal with student's application form and appointment letters, filter the scholarship requests, collect all lecturer's texts/presentations, act as interface between Director/lecturers/students and the person in charge for the Italian Physical Society (IPS) both during the preparation and the duration of the Course. The Secretary should participate in the Course.

d) As a rule the Director should assure coordination of the program of the Course, keeping in mind that this program will fit in a real context of a school, not of a conference or meeting.

e) Since organizational and travel expenses weigh heavily on the balance of the School, we invite the Director to contribute to the School by raising some additional funds (order of 10.000,00 Euro) and helping to meet some of the travel and living expenses.

We strongly recommend the Director to find at least 40 full paying students.

The registration fee is 900,00 Euro – from Sunday to Saturday (arrival and departure days) – and includes registration, full board, lodging and Proceedings.

Deviations from such a format may be allowed, but in terms of general budgetary compatibility (e.g.: less paying students necessarily imply a higher fund raising from the Organizers, and so on).

f) The Director chooses the lecturers inviting them for the whole lecturing period (6 days). The choice of the lecturers is made on an international basis and only on the ground of their specific competence. The Director will fix with them the subjects to be dealt with. The total number of Lecturers, including Directors and Scientific Secretary has been fixed as 12. All figures exceeding the above will not be considered.

Lecturers will be informed of their economic and work conditions, as stated at sections 2, 3 and 4. Few seminars may be given by participants without charge on the Italian Physical Society.

g) The Director is not bound to lecture.

2) Program

a) The Director fixes the program and the schedule of lectures.

b) The Course starts on Monday morning and finishes on Saturday at 12,30 a.m.. Usually 3 lectures are held in the morning between 9.00 and 12.30 a.m. and 3 in the afternoon between 4.00 and 7.00 p.m.. If necessary an optional hour can be added from 3.00 to 4.00 p.m.. Each lecture will last one hour. As a rule English is the official language of the School.

c) Lectures are held in the hall called "the oratory", which is provided with adequate facilities. This hall contains 80 seats for the audience, 20 additional seats may be added.

3) Economic conditions

a) The Directors, the Secretary and all Lecturers are invited to have travel expenses covered by their Institutions (in case of serious difficulties, they should inform the Organizers as soon as possible).

b) Free board and lodging (not including extras) are provided for Director, Secretary, and Lecturers either in Villa Monastero or in a Varenna hotel. Board and lodging for accompanying persons can be organized without charge on the Italian Physical Society.

c) The financial administration, the room and board organization of the School, the lodging allotment, are in care of the directive and administrative Board of the Italian Physical Society. For this purpose the people in charge for the Society will act on behalf of the Council.

d) A copy of the Proceedings will be given to each participant.

4) Proceedings

a) Lecturers should come to the School with the text of their lectures ready for publication. Moreover, during the Course xerox copies of the manuscripts will be made and distributed to the participants upon request. All texts/presentations will be made available online during the School (www.sif.it).

b) At the end of the Course, all texts are then organically grouped and published in the series "Proceedings of the International School of Physics Enrico Fermi" of the Italian Physical Society which, through the Directors of the Courses, is the sole and only copyright holder of the Proceedings.

The prompt publication of the Proceedings is of fundamental interest to the School. The Proceedings must be necessarily published as rapidly as possible to be successful. To this end we reckon on your collaboration in taking care that all lecturers bring to Varenna their manuscripts in final form and ready for publication. Let us emphasize that none of them, for any reason, can evade the duty to prepare a written contribution. Manuscripts should not exceed 20 pages per lecture.

To this end a "Guide for the Authors" will be distributed in advance among lecturers when nominated.

c) Exceptionally, if the collection of final manuscripts is not completed by the end of the Course, the Director together with the person in charge for the IPS will establish a definitive deadline for their delivery.

5) Application

a) The Italian Physical Society announces every year, in accordance with the various Directors of the current year school, the program of the Courses which will be held, and makes it widely known all over the world. The conditions for admission of the students are stated in this program, which also contains an application form.

b) Application forms should be accompanied by at least a letter of a University Professor testifying to the candidate's qualifications and interests in attending the Course, and his adequate preparation to follow it.

c) Applications will be considered by the President of the Italian Physical Society and by the Directors of the Course. On the basis of the information submitted, they will make a choice, also considering a fair distribution of places among the students from the various countries. The number of students in each Course should be at least 60. However, a minimum participation of 40 students is requested.

d) Whoever may be interested in attending the Course and is not entitled - for his age or other reasons - to be considered a student, may follow the Course as observer. The number of observers cannot exceed 10 people. They have no duties to the School, nor the School to them.

e) In case of financial difficulties, students may ask for financial help (scholarship) to the Council of the Italian Physical Society. Scholarships are limited and fixed every year according to the needs and financial possibilities. The grant of a scholarship means that no participation fee is requested to the candidate. Half or partial scholarships may be considered as well.