

ESHEP – role of Local Director and LOC:

The European Schools are annual events organised in CERN member states.

- The country is decided by the CERN DG based on advice from Martijn, Markus and Sascha, aiming to visit countries with an appropriate frequency taking into account ESHEP and also the CERN Accelerator and Computing Schools;
 - Sometimes CERN organises Outreach events at the same time as the Schools, e.g. exhibitions, public lectures, etc.

Note: In the past the school was organised jointly by CERN and JINR and in 1 out of 4 years the school was held in a JINR member state with JINR taking the lead in the organisation. In 2022, following the Russian invasion of the Ukraine, the collaboration with JINR was suspended according to CERN council decisions until further notice.

The organization of the School includes the following bodies:

- International Organizing Committee (IOC)
 - M. Mulders, CERN (chair director CERN Schools of Physics)
 - M. Elsing, CERN (deputy director CERN Schools of Physics)
 - S. Stahl, CERN (deputy director CERN Schools of Physics)
 - A. Huss, CERN (Theory department)
 - K. Ross, CERN (administrator)
 - N. Ellis, CERN (honorary member)
 - LOC chair – ex officio
- Local Organizing Committee (LOC)
 - To be defined

The chairperson of the LOC, or the Local School Director, attends and represents the LOC in the IOC meetings, including:

- Programme meeting of IOC
 - Which courses?
 - How many lectures per course?
 - Which lecturers?
 - Which discussion leaders?
- Selection meeting of IOC
 - Decide which students to accept for the School – typically we have about 150-200 applications for 100 places

The Local School Director works very closely with the Directors of the CERN Schools of Physics (Martijn Mulders and his deputies, Markus Elsing and Sascha Stahl) and the Administrator of the CERN Schools of Physics (Kate Ross) on many practical issues:

- Making a long-list of candidate sites for the School taking into account the requirements (clearly other members of the LOC can give input on this via the local director)
 - Checking on web / by phone / by email if places might be suitable

- Getting initial price indications that will be a starting point for discussions and negotiations!
- Selecting a short-list of sites to be evaluated in detail
 - Joint discussion with Martijn, Markus, Sascha and Kate
- Making a site visit to evaluate short-listed places
 - Site visit done by one or more of Martijn, Markus, Sascha and Kate together with the Local Director.
 - Evaluate the facilities and discuss detailed requirements with the hotel management; encourage competitive offers (in view of firm booking, nearly a year in advance, out of main holiday season, etc.).
 - Usually we manage to negotiate improved conditions that more than cover the cost of our site visit
- Help in obtaining formal offers (to CERN) from candidate sites
 - Translation of offers into English if necessary
- Discussing the theme/image for the poster
- Planning and arranging excursions (1 full day, and 1 or 2 half days), including finding suitable companies, etc.
 - We like the local organisers to take care of the arrangements, in discussion with us
- Arranging transfers between the airport and hotel for the students and also staff (who come and go throughout the School)
 - We like the local organisers to take care of the transport arrangements, in discussion with us
- Arranging bulk photocopying of hand-outs to students (about 30,000 sides of paper, produced locally on a short timescale) - note: we are phasing out the use of paper copies, but currently about 30% of the students still appreciate and rely on this option
 - We like the local organisers to take care of the arrangements, in discussion with us
- Interacting with the hotel / conference centre on many practical issues both before and during the School, while leaving all contractual matters to CERN
- Preparing publicity and any Outreach activities around the School, e.g. press coverage, e.g. inviting local VIPs, etc. [n.b. CERN DG usually visits the School]
- Arranging letters of invitation for participants requiring visas and, potentially, following up with authorities in case of visa issues.
- Finding sponsorship for the School from within the host country
 - Money or in-kind, aim for about 20-40 kCHF?
 - Of course there is also sponsorship from CERN

CERN takes care of

- Arranging the IOC meeting to discuss the programme
- Contractual arrangements with the hotel / conference centre
- Contractual arrangements with other companies (if not arranged via the hotel / conference centre / local institutes)
 - Sometimes the local organizers can make the contracts for buses (transfers), excursions, bulk copying, etc.; they can then invoice

CERN for the total amount, less anything that is covered by local sponsorship.

- Formal invitations to the lecturers and discussion leaders
- Advertising the School (web pages and poster, emails, etc.)
- Collecting applications and letters of recommendation
- Arranging the IOC meeting to make the student selection
- Interacting with the selected candidates (and informing those who are rejected)
 - Collecting fees and contractual issues with the students
 - Collecting information on arrival/departure times, special diets, etc. – also for staff
- Distribution of information bulletins, etc.
- Arranging travel for staff (and a very few students who are sponsored)
- Expenses claims for staff
- Editing and publishing the proceedings (CERN Yellow Report).
- Maintaining the programme and uploading the presentations to INDICO
- Payments for hotel / conference centre, transport, excursions, photocopying, etc. – except where covered directly by local sponsorship

The Local School Director

- As indicated above, in addition to the scientific aspects (contributing as a member of the IOC to defining the programme and selecting the students), there is will be a lot of practical and organizational work both before and during the School.
- The LOC should be representative of different interests in the host country (funding bodies, experiments, universities c.f. labs, etc.), that can help with obtaining support and sponsorship, and that can help with the practical work
 - Typically the LOC is composed of mixture of senior and more junior people, but this varies from School to School
 - Very senior people whose presence can help politically, even if they have little time to help at a practical level
 - Established people, including the local director, who have time to contribute at a practical level, and are experienced in coordination and organisation
 - Junior people who may help on specific issues, e.g. meeting participants at the airport
- The Local Director should personally be present all the time for the duration of the School, helping to address practical issues and little emergencies that come up from day to day.
 - Other members of the LOC are welcome to attend the school too, obviously taking into account financial considerations.

The School Programme has a structure that is stable from year to year, with minor variations depending, e.g., on what is topical, and some evolution

- Core courses
- Some more topical courses
- Outreach training
- Discussion sessions

- Poster session
- Collaborative projects (outreach theme)
- Sometimes take into account, but only at the level of 1-2 lectures, specific activities/interests of the hosts country
- Lecturers are selected from the best in their fields, worldwide
 - Typically have at least one lecturer from the host country, especially if it has a large community in the field, but most are from other countries in CERN member states, and beyond (e.g. USA)
 - Typically have at least 3 discussion leaders from CERN and 2 from the host country

Next steps:

- Make long-list of candidate sites (for subsequent “paper” evaluation with the team at CERN)
- Form local committee
- Define rough time of school, it should not clash with CLASHEP2025 which will take place April 30 - May 13, 2025. Normally September-October would be fine, but November can also be considered.
- Schedule site visits to short-listed sites, probably in October, about a year before the School.
- Aim to define programme and select site as soon as possible, latest ~November/December 2024 if School will be in October 2025
- Schedule scientific programme meeting of IOC (with LOC chair attending).
- Also consider possible Outreach and/or VIP activities in connection with the School