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Guidelines for the International Combustion Institute Summer Schools, CI-SS 2018-11-7

Background

As is described in the Mission statement of The Combustion Institute, the most important aspects of CI are to be an international, educational and scientific society, with the purpose to promote and disseminate research in the areas of combustion science. The most important aspects of doing this are the biennial International Symposium on Combustion as well as the responsibility for the journals Combustion and Flame and the Proceedings of the Combustion Institute. To further enhance the outreach activities and to foster a new generation of combustion scientists, the Board of Directors decided to establish The Combustion Institute-Summer Schools (CI-SS). To allow preserving the freedom of initiatives and the diversification of topics and style, The Combustion Institute will for the organization of the CI-SS invite local host/proponents, identified according to the present guidelines, to be responsible for the event.

Objectives

For The Combustion Institute the main objectives for an engagement in CI-SS would be:

- CI would be made more visible for students and young scientists at an early age
- By placing the CI-SS engagements in different continents and countries/regions and by promoting the international participation, CI will be able to harmonize and promote the global growth of combustion science and technologies according to its mission. By proper announcement of CI-SS, the area of combustion and the corresponding societal needs e.g. sustainable energy supply, minor impact on our environment, safe and cheap transportation, fire suppression etc., would be made more public.

For the participating students the main objectives would be:

- To attend a meeting with world leading scientists giving ample time for personal discussions
- To build a long-lasting international network with peers and senior scholars
- To receive a high quality intensive educational infusion in the field of combustion

Format

For the format of CI-SS, the items below should act as guidance.

1. CI-SS should be an international summer school for young scientists, preferably master/PhD students and post docs, mainly from a specific continent or subcontinent (e.g. North America, Europe, Asia, Australia, South America, Middle East).
2. CI-SS should be announced as a Combustion Institute-Summer School in cooperation with the local host.
3. The Combustion Institute should announce for CI-SS proposals once a year with the ambition to be able to finance about 3 or more proposals in principle depending on the financial situation of CI, and the number of good proposals. The announcement to hold a CI-SS should be sent to all Section Chairs for optimum awareness of the possibility to be the host of a CI-SS.
4. The selection of the CI-SS participants should be made on a basis of geographical spread, scientific diversity as well as fulfilling the general statements in the CI By-Laws in terms of gender, religion and race.
5. The duration of the Summer School could vary in time from a couple of days up to a week or more, but a nominal guideline could be one week.
6. The Lectures should be given by highly recognized scientists covering distinct aspects of combustion, particular topics on combustion and their corresponding societal needs. Topics and invited speakers are chosen by the local host. The VP Sectional Affairs of CI should be available for input and advice if needed. If possible, the Summer School should also include some lectures on industrial challenges and topics given by industrial representatives.
7. The arrangement is a close and collaborative one between the local host and CI, in a win-win situation, where CI helps cover some expenses and guide the quality of the event. For this reason, in the announcements, the website and in the promotional materials it should be highlighted that CI-SS is a joint effort between the local host and CI.
8. The local host is expected to share the cost for the CI-SS with CI. For the student, preferably all costs should thus be covered except travelling to the host site; e.g. accommodation, meals, local travelling, social activities, invited lectures, lecture notes, etc. There are no definite percentage to what extent CI should contribute to the total cost of a specific CI-SS but a 50/50 arrangement could be used as a guidance (normally a maximum of 50,000 US\$ will be paid by CI depending on the size of the Summer School).

9. The Summer School should provide ample time for networking between the students where various joint activities should be arranged to optimize this.
10. If possible the local organizers should also arrange laboratory visits, career panel discussions or other academic activities.
11. The Summer School should routinely after each event be evaluated, e.g. by suitable anonymous questions to the students.

Submission and Selection Procedures

In order to have a fair and predetermined procedure for the submission of proposals to hold a CI-SS and consequent selection processes the following information can be given.

- All interested parties wanting to hold a CI-SS during a specific year should submit a proposal to the CI office the year before the meeting is to be held with a deadline at 31 May.
- The proposal should include the following points (< 10 pages)
 - A description of the organizing committee of the proposed CI-SS
 - A description of the site, lecture room facilities, accommodation and eating facilities
 - The financing plan
 - A preliminary program, including potential joint activities, laboratory visits, excursions, etc.
 - A preliminary direction of the scientific contents. (No names of invited lecturers are required in the proposal).
- The proposals will be evaluated by a small group headed by the VP Sectional Affairs, including the Secretary Sectional Affairs and 1-2 additional persons appointed by the VP Sectional Affairs. The criteria for the evaluation will be based on the above reported Guidelines and the general prescriptions of The Combustion Institute governing bodies. Proposers may be requested to provide additional materials useful to clarify organizational and financial aspects of their proposals. A recommendation will be given to the Executive Committee which makes the formal decision. This decision will be taken no more than four months after the deadline of submission, i.e. by the end of September, corresponding to the deadline above.
- A proposing group or institution is allowed to submit a proposal for a rerun or repeating of an IC-SS. However, there will be a time period of three years, where priority will be given to qualified proposals from other sections/countries/groups,

considering available budget of CI for the CI-SS program. This will ensure that there can be a diversity of CI-SS organizers around the world.

The decision of the CI-SS to be run the following year will be announced on the CI homepage as soon as possible after the decision.

A pilot of CI-SS was performed in Lund in 2013 and this could be seen as a raw model, still with possibilities to make local changes and rearrangements.

The CI-SS activity will be evaluated on a three years basis, when the Board will take decision of the overall budget and direction for the upcoming period.

Amendment approved: 7 November 2018 (Format: Point 6; Submission and Selection Procedures: Deadline, Decision Timeframe, and Repeat Proposals)