USEFUL INFORMATION FOR NEW PARTICIPANTS

Dear colleague,

If you have recently joined the Action, please find below some practical information which will lead you to better understand the project dynamics, to participate in the activities, to know how to be reimbursed when you travel and to become an active member within this Action.

1.   CONFIRM YOUR PARTICIPATION IN THE ACTION

After joining the Action, please first visit our website and find yourself in the participants list. In the case you are part of the Management Committee, please also find yourself in the MC list. If, by any means, you do not find yourself listed, please let us know.

https://is-le.eu/members/management-committee/

https://is-le.eu/members/participants/

2.   GETTING TO KNOW ABOUT THE PROJECT

The best way to get to know about the project dynamics, working groups, and main activities (meetings, training schools, ITC conference grants, short term scientific missions, dissemination), is to have a look at our website. Some information, which is relevant for the project development but only concerns members of the Action, is also available within the reserved area of the website. Please, find here the details to enter the reserved area:

Username: isle@users
Password: Zk&K5%ywh&q3W?cnh

3.   MEMORANDUM OF UNDERSTANDING

We also strongly recommend you to read our MOU (Memorandum of Understanding), which you might find here: https://is-le.eu/reserved-area/#elf_l1_Lw. The MoU defines the objectives and activities of the Action. Every year, a Working and Budget Plan approved by the Management Committee provide the means for the MoU's implementation.

4.   HOW TO JOIN YOUR WORKING GROUP

Since you will be part of any of the three working groups we have in the Action, the next step for you could be to have a look at them, their main research lines and planned activities. You will need to choose the one that better suits your research interests, although throughout the project duration you will also be able to attend and participate in activities organized and proposed by other working groups. Information and a brief description of the main WG aims and objectives is to be found here: https://is-le.eu/working-groups/

Each WG has a coordinator and you will need to contact him/her so they can add you to his/her own mailing list. From that moment onwards, you will regularly receive information about your working group activities, news etc. It will be through your WG coordinator that you will be able to be in touch with the Action Core Group, the Action Chair and Vice-Chair.

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5.   HOW TO PARTICIPATE IN A PLANNED ACTIVITY

A closer look at our calendar and activities program will also be very useful to identify the conferences, workshops and all kind of initiatives that might interest you. Please follow these links to do so:

https://is-le.eu/calendar/

https://is-le.eu/working-groups/wg-activities-schedule/

Whenever you find an activity that interests you and want to participate, please double check if the call for papers/participation is open, not yet open, or already closed. You can always directly see what is going on at every moment when having a look at the Calls section: https://is-le.eu/calls/

Whenever you want to participate in an activity, please send your proposal and interest to the respective Scientific Coordinators or/and Working Group Leaders.

7.   HOW TO BE REIUMBURSED

The Action activities are open to all the Action Participants on the basis of calls for papers/participation and the evaluation of the proposals by the scientific committees of the particular activities. The reimbursement of the expenses is subject to COST rules and to budget availability.

Regarding reimbursement rules, we strongly recommend you to read the general Vademecum for all COST Action projects, which you might find here: https://www.cost.eu/wp-content/uploads/2019/07/Vademecum_June2019.pdf

It is also important to take into account that our project has also a set of specific rules, which you might find here: https://is-le.eu/contacts/

Enjoy the Action!