

Subject

**#3rd EVENT: 1st International Conference on Nanofluids (ICNf),
2nd European Symposium on Nanofluids (ESNf), 5th Working
Groups Meeting (WG) and 5th Management Committee
Meeting (MC) rules to be a granted participant**
Approved by MC by E-VOTES 2/19 on 27/04/19 and E-VOTE 3/19
on 7/05/19

Objectives

COST meetings, workshops and conferences, as established by the COST Vademecum, are held for the sole purpose of supporting the Action's scientific and networking activities in line with the objectives specified in both the Action's MoU and the approved Work and Budget Plans.

This 3rd NANOUP TAKE event is made up of 1st International Conference on Nanofluids (ICNf2019), 2nd European Symposium on Nanofluids (ESNf2019), 5th Working Groups Meeting (WG) and 5th Management Committee Meeting (MC).

Participation

All NANOUP TAKE participants who want to attend the 3rd event have to be registered in the 1st International Conference on Nanofluids (ICNf2019). They must at least attend this conference and the Working Group meetings. In addition, members of the Management Committee must attend the MC meeting.

All NANOUP TAKE participants who want to attend the ICNf2019 conference must register via the following [link \(http://icnf2019.com\)](http://icnf2019.com). No registration fee for the conference is required, but voluntary fees are accepted. However, due to budget restrictions, the number of granted participants is limited. So, only a few NANOUP TAKE participants can be funded. The process to become a NANOUP TAKE granted participant is described below.

Process to follow to be granted participant

Invitations and funding for this event are based on COST criteria (see: <http://www.cost.eu/download/COSTVademecum>). There will be an economic limitation for the accommodation that will be indicated in the official invitation.

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The selection of granted participants will be made with the following procedure:

1. The participants interested in being granted to this event should:
 - a. Register in the following [link](http://icnf2019.com) (<http://icnf2019.com>).
 - b. Submit at least one paper (max 4 pages) of their contribution with information about the title of the contribution, authors and affiliations, introductory paragraphs, main results, and references (see more info in this [link](#)). Every registered participant can send a maximum of 2 papers. This requisite is voluntary (although recommended) for the MC members (up to two per country).
2. The GH Manager will select the contributions which match with the eligibility rules and send them to the corresponding WG leaders and vice-leaders.
3. The WG leaders and vice-leaders will classify the contributions following these criteria
 - a. Scientific / technical quality of contribution
 - b. Involvement of the participant in the COST Action
 - c. Interest of the contribution to event and Action goals
4. The WG leaders and vice-leaders will send their priority list of contributions to the Action Chair and vice-chair, and they will prepare the joint proposal of granted participants following these criteria:
 - Members of the Management Committee (up to 2 per country).
 - Paper submission date (prioritizing those received before).
 - Participation of as many institutions as possible (priority of one per institution).
 - Balance between WGs.
 - Gender balance, ECI and ITC priority participation.

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5. The joint list of granted participant's contributions will be sent to the MC to be approved by e-vote, invitations to granted participants will be sent using e-mail.

When Nanouptake members receive the formal letter of invitation from e-COST platform, they have a maximum of 7 days to confirm the attendance. In the case of not confirming it within that period, the denial will be considered and their place was offered for other Nanouptake member

Information about participants will be kept in a database that will only be used for the development of the Action activities. Participants will receive all information about the NANOUP TAKE COST Action (such as electronic newsletters, open calls, etc.) by e-mail. The database will be open continuously throughout the whole action period. Only participants who are in this database will be invited to the activities. The only exceptions to this rule are invited speakers taking part in the activities. Action participants will be able to deregister from a WG by sending an email to the corresponding WG leader.

Further information about 3rd event

Questions may be sent to the GH manager (Laura Menéndez): lmene@uji.es