



## SOME POINTERS ON HOW TO FILL IN THE ONLINE PROPOSAL

### Proposed Conference

- Duration: 5 days
- Participants: up to 90 participants (you can seat up to 100 in the auditorium, counting local day participants). At least half of the participants should be Young Researchers.
- Dates: Please suggest 3 different weeks in the calendar. The Scientific Committee will try its best to pick one of your weeks and the Events Coordinator will contact you to confirm the chosen week.
- Scientific and organizing committees: supply the names and affiliations of other potential organizers as well as a scientific committee that can vouch for the importance and quality of the proposed event. Please consider an appropriate demographic balance in the choice of members (gender, experience, geographical spread etc.)
- Speakers: supply a list of potential speakers. Please consider an appropriate demographic balance in the choice of speakers (gender, experience, geographical spread etc.)
- Funding: up to 40 non-local participants are fully supported by CIRM in terms of residential costs (accommodation and meals, but not travel). For the remaining participants, external or personal funds must be found (this funding should of course be arranged with the Local project leader who may have access to departmental or project funds). It is expected that applications will have been presented for university, departmental and other types of funding, including national ANR grants or GDR, Labex, as well as European or other international grants such as ERC, EMS, NSF, Clay, Simons funds (please make sure to identify potential and definite sponsors in your application).

Useful information to plan your budget: Note that the average cost of one participant's full board and stay at CIRM is on average 450€ per week. For local participants – who are non residents - each meal taken at CIRM costs around 15€. CIRM does not charge any registration fee for events but teams of organizers can organize this themselves if they wish to do that.

- Online description: we ask you to upload a detailed scientific description of the event, putting the title of the proposed event at the top and three potential weeks chosen by you. Just above the detailed description, please include a short but catchy summary that CIRM may use on the Jean-Morlet website as well as on other communication material.