



SOME POINTERS ON HOW TO FILL IN THE ONLINE PROPOSAL

Proposed Workshop I and Optional Workshop II

- **Duration:** 5 days
- **Participants:** from 20 to 40 participants. Note that workshops run alongside other larger conferences and research schools therefore accommodation is shared between the events.
- **Dates:** Unless some dates have already been specifically identified by CIRM, we ask you to suggest 3 different weeks in the calendar. The Scientific Committee will try its best to pick one of your weeks and the Event Coordinator will confirm the chosen week if the proposal is successful.
- **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. Cirm is very attentive to having balanced committees).
- **Speakers:** supply a list of potential speakers. Please consider an appropriate demographic balance in the choice of speakers (gender, experience, geographical spread etc. Cirm is very attentive to having balanced lists).
- **Funding:** **Workshops at Cirm must be fully subsidized by external means.** Note that local co-funding should be arranged with the Local project leader who may have access to departmental or university funding for this. It is also expected that co-funding will be sought from other bodies including national sponsors (ANR, CNRS GDR, Labexes, etc.), as well as European and other international sponsors such as EMS, ERC, NSF, Clay CMI, Fondation Compositio, etc. Please make sure to identify potential and definite sponsors in your application. Note that you may dedicate part of the Programme of Invitations Budget to supporting a workshop.

Useful information to plan your budget: Note that the average cost of one participant's full board and stay at CIRM is on average 550€ per week. For local participants – who are non-residents - each meal taken at CIRM costs around €17.50. 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 Chair website, as well as on other communication material.