Guidelines for a seminar/workshop proposal

1. Title of the event

2. Preferred abbreviation
   - maximum 6 characters, no numbers

3. Scientific coordinators
   - up to three proposers
   - renowned scientists who have contributed substantially to the proposed research field

4. Event type
   - **Workshops**: A small conference with workshop character, an average of 50 – 60 attendees (extrema 30/100 attendees) and a duration of one week (5 days, arrival Sunday, departure Friday/Saturday). The program should consist of talks on advanced topics, discussions and poster sessions. In addition, a colloquium talk and a public evening lecture can be organized.
   - **Focus Workshops**: A workshop with a strong focus on a particular, modern subtopic, an average of 30 – 50 attendees and a duration of 2 – 3 days.
   - **Seminars**: Research-oriented activity with a duration from two weeks to three months. Approximately 15 – 20 people set up a temporary group working on the subject of the seminar and organizing talks at MPIPKS. Teaching-oriented school activities with topical lecture series are welcome as well.
   - **Combination of seminar and workshop(-s)

5. Preferred dates
   - please also provide one or two alternative dates

6. Aim of the event
   - Why is it timely?
7. **Structure of the event**
   - Talk/lecture series, school activities
   - preliminary schedule
   - time for discussions, interaction and collaboration

8. **Participant's details**
   - number of expected participants during the seminar and during the workshop
   - number of participants from Germany/Europe/Overseas
   - number of students/post-docs/senior scientists

9. **Preliminary speaker's list including contribution titles**
   - confirmed, if possible

10. **Requested person-days budget**
    - number of expected participants x days of attendance

11. **Requested travel support budget**

12. **Expected financial support from other sources than MPIPKS**

13. **Special requirements/comments**