# Proposal: activity title

# Submitted xxx nn, 20nn

Organizing committee and scientific committee

List names and contact information for the organizing committee. Indicate who is the contact organizer, and who will be responsible for writing a short activity report after the event.

If organizers are predominantly from CRM member institutions, it may be appropriate to additionally form a scientific committee consisting of experts in the subject area from other parts of the world.

Executive summary

A one-paragraph overview of the proposed program, which clearly states the purpose and goals.

Scientific description

A scientific description of the event. The length may vary depending on the nature of the event, and should generally be between 1 and 5 pages (depending on the nature of the event). The description should address the goals, the background and the timeliness of the event, as well as event's value in terms of training.

Publications

If appropriate, indicate if any publications are planned or are possible in connection with the event.

We encourage you to consider publishing proceedings, or related work, in one of the CRM publication series. It is expected that the CRM will be the publisher of any works associated to events held at the CRM or for which the CRM is the primary funding source.

For more information on CRM publication possibilities, please see http://www.crm.umontreal.ca/pub/pub\_an.shtml

Industrial connections

If appropriate, indicate any potential or planned connections with the CRM industrial activities or other links with industry.

Participants

Indicate the expected number of funded and non-funded participants of the relevant categories (plenary speakers, invited speakers, graduate students, young researchers, local researchers, local students). This section should generally address demographic diversity and thematic diversity among participants; other sections may also address diversity as appropriate.

If appropriate, include a partial or complete list of participants. If some potential participants have already indicated their interest/availability, this information should be included. For some activities, it may make sense to provide short bios of the key participants.

Local expertise

If appropriate, list the names of researchers at CRM member universities who may participate or who have students who may participate in the event, and of CRM laboratories whose research area overlaps with that of the event.

Timeline, relation with other activities

Indicate the proposed or preferred date of the activity.

If appropriate, address any thematic or temporal overlap with other activities (at the CRM or elsewhere). Examples include: a training activity preceding a research activity; a conference in a related area which will likely increase event attendance; a program occurring elsewhere which may draw on the same pool of researchers or students.

Projected budget, funding sources

Include a tentative budget for the activity, showing expected revenues and expenditures, including any other confirmed funding sources or planned funding requests.

Depending on the nature of the activity, some or all of the following estimates may be useful. These are estimates; actual costs may vary depending on the time of year, the nature of the event, and the availability of accommodation. Many organizers choose to offer reimbursement of expenses up to a fixed amount, rather than covering all the expenses of each participant.

* $150/night for accommodation in a hotel near the CRM.
* $250/week for accommodation in U de M student residences (available during summer)
* $350/week for accommodation in UQAM student residences (available during summer)
* $45/day maximum per diem for meals.
* Cost of coffee breaks and receptions should be covered by event registration fees or from non-CRM sources whenever possible.
* The CRM cost for design and distribution of a poster for distribution to mathematics departments in Canada and abroad, is approximately $2500.