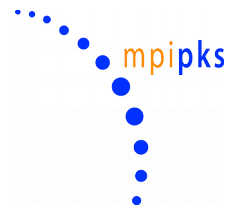




Max-Planck-Institut für Physik komplexer Systeme



Visitors Program

Noethnitzer Strasse 38, 01187 Dresden, Germany
phone: +49(0)351/871-1932, fax: +49(0)351/871-2199,
<http://www.pks.mpg.de/visitors>, e-mail: visitors@pks.mpg.de

Guidelines for a seminar/workshop proposal

1. Title of the event

2. Preferred abbreviation

- maximum 6 characters, no numbers

3. Scientific coordinators

- international board of typically three proposers with different affiliations
- 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.
The program can start either Monday morning (arrival on Sunday) or Monday at noon (arrival Monday morning, facilitating travel arrangements for participants with family commitments during weekends) and end on Friday.
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
- sessions tailored for junior participants (e.g. tutorials) are also possible

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 persondays 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