**Institute for Mathematical Sciences**

**National University of Singapore**

**Guidelines for proposal for a program or workshop**

The Institute for Mathematical Sciences (IMS) invites proposals for programs and workshops scheduled for the period **1 February 2025 to 31 May 2025 and 1 August 2025 to 31 March 2026.**

A proposal is a statement of interest in organizing a program at the IMS. The proposal has to follow the document structure indicated below and written in such a way that it is understandable to non-specialists. You will also be required to give a presentation to the reviewers who will vary widely in their level of expertise with the topics.

Please use our template and start each of the four sections on a new page.

A soft copy of the proposal should be sent to the Institute at imsbox2@nus.edu.sg no later than **31 May 2023.**

**Title page**

Please include the following:

* Title of proposal
* Proposed period of program/workshop
* Name(s) and affiliation(s) of author(s)
* List the AMS 2010 Subject Classification. <http://www.ams.org/msc/msc2010.html>

**1. Proposal**

**1.1. Scientific case**

* At most 4 pages
* Mathematical/scientific background
* Explain how your program will be of international interest as well as of interest or relevance to the local scientific community
* Explain the role of mathematical sciences in your program
* Highlight clearly the domains and subdomains of mathematics that will be featured in the workshop. Provide details on the mathematical content whilst providing formulas and some specific details. What is the mathematical focus; what you want to accomplish; what problems you would lie to solve with what mathematical tools; and challenges you currently face.
* Possible future directions and developments

**1.2. Bibliography**

* Relevant recent literature

**1.3. Recent and upcoming meetings within this research area**

* List any recent/forthcoming meetings held in IMS and/or worldwide that you are aware of within the field of your proposal.
* Explain in what way the proposed activity at IMS differs from these meetings.

**2. Outline of program structure**

* Possible theme(s) and sub-themes; please indicate ordering.
* Proposed dates of program and tentative dates of tutorials and workshops.
* The duration of a program generally ranges from one month to three months. Although the Institute provides a program structure, it is flexible and the proposed program can be tailored to specific need under special circumstances.
* For interdisciplinary programs, please indicate how scientists from across the disciplinary backgrounds involved may benefit from mutual interaction and collaboration, and how such interactions and/or collaborations are to be brought about within the program.

**3. Organizers and prospective participants**

**3.1. Organizing Committee**

* A list of all the **confirmed** members of the organizing committee with their affiliations
* Indicate who is (are) the chair(s) of the committee
* The organizing committee should include the authors of the proposal

**3.2. Prospective international participants**

* A list of potential international speakers with their affiliations; these do not have to be confirmed at the point of proposal submission

**3.3. Prospective local participants**

* A list of potential local speakers and participants with their affiliations; these do not have to be confirmed at the point of proposal submission

**3.4. Top people internationally in this and related areas**

* A list of the top people in the field of the proposal with their affiliations

**4. Curriculum vitae of authors**

* In no more than 1 page per person, please provide the following information on the each of the authors of theproposal:
	+ Name
	+ Current position and affiliation
	+ Email
	+ Academic qualifications
	+ Research interests
	+ Recent awards
	+ Selected publications (not more than 6 relevant publications)
* Start each CV on a new page.