

Guidelines for a Proposal to Organize a MRC Summer Conference

The Mathematics Research Communities Advisory Board and the American Mathematical Society solicit proposals to organize MRCs focused in areas from the entire spectrum of the mathematical sciences. These guidelines target proposals for MRC conferences to be held in the summer of 2019 or later. Proposers are encouraged to think deeply about how the content and structure of the conference will affect the breadth of appeal and interest among peri-doctoral mathematical scientists—two years pre- to five years post-PhD.

Parameters

- **Program goal:** to offer early-career mathematicians a rich array of opportunities to develop collaboration skills, build a network focused in an active research domain, and receive mentoring from leaders in that area.
- **Summer conference**
 - Each topical conference runs one of three week during June
 - For each topical conference, the program provides full support for either 20 or 40 participants
 - A 20-person conference involves 2 or 3 organizers; a 40-person conference involves at least 2 and at most 5 organizers. The program provides full travel support and an honorarium for each organizer.

Proposal Content

The proposal should be no more than six pages, and should address the following:

- **Personnel** List the organizers with institutions and contact information. If the organizers would like to utilize assistants—e.g., advanced graduate students or postdocs—in the lead-up to and on site at the summer conferences, please describe their anticipated roles.
- **Scientific Content** Outline both the scientific background and topic of the proposal, as well as the topic's timeliness. Discuss the sort of academic or experiential background participants will need in order to benefit from and contribute to the program. Describe the activities or sample problems with which you anticipate engaging the participants.
- **Objectives** What will the participants take away from the conference? How will the participants outcomes at the summer conference fit with the overarching goals of the program?
- **Nuts and Bolts** Provide a rough outline of the actual daily structure of the summer conference. This need not account for every hour of every day, but should give a clear indication of how the time will be spent. Strive to minimize the time spent with senior organizers lecturing and to maximize the time and effort spent with participants engaging in collaborative research.
- **Professional Development Activities** In the context of two evening sessions, address such issues of professional development as grant-writing, academic job searches, job searches and interviews in business-industry-government, career planning, or leadership.
- **Dates** Please indicate any weeks that are not possible for your organizers, and choose your preferred week (June 2 – 8, 9 – 15, and 16 – 22, 2019).
- **Scale** Do the organizers have a preference for a 20-participant or 40-participant conference?

- **Other** Include other relevant information that you feel may not fit into the categories above. Also welcome are plans for post-conference mentoring of and contact with the junior participants.

The Advisory Board will evaluate the proposals considering the following questions:

- How will the goals of the MRC program be achieved?
- Is the topic appropriate for such a program (broad enough to attract a diversity of participants, yet focused enough to allow for meaningful collaborations)?
- Is there a sufficient number of potential participants with the right background and interest to warrant offering the summer conference?
- Will appropriate mentorship and follow-up be provided?

Proposals should be submitted via email to aed-mps@ams.org; those received by November 30, 2017 will receive full consideration. The MRC Advisory Board evaluates them, and the 2019 programs will be announced in early 2018.

Send questions T. Christine Stevens (tcs@ams.org), AMS Associate Executive Director, or to Tom Barr (thb@ams.org), AMS Special Projects Officer.