

## Guidelines for Proposals to Organize a MRC Summer Conference

The MRC Advisory Board and the AMS solicit proposals to organize Mathematics Research Communities focused in areas from the entire spectrum of the mathematical sciences. 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.

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** Address issues of professional development, such as grant-writing or the job search, in at least two evening sessions.
- **Dates** Please indicate any weeks that are not possible for your organizers, and choose your preferred week (June 3 – 9, 10 – 16, and 17 – 23, 2018)
- **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 between 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 be a sufficient number of participants of with the right background and interest?
- Will appropriate mentorship and follow-up be provided?

Proposals should be submitted via email to [aed-mps@ams.org](mailto:aed-mps@ams.org); those received by November 30, 2016 will receive full consideration. The MRC Advisory Board evaluates them, and the 2018 programs for proposals that are successful in the review process will be announced in early 2017.

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