

Perimeter Institute Conference and Workshop Program Guidelines

Overview

PI aims to host timely, focused conferences and workshops annually. PI's flexibility, combined with the good will it has generated among the global theory community, places it in an excellent position to host exciting gatherings in cutting edge fields.

- All PI researchers, including postdocs, will be offered the opportunity to propose and organize conferences and workshops.
- External organizers will be offered the opportunity to propose ideas for outstanding conferences and workshops to be held at PI and partially funded by PI. There will be at least one PI staff member as a co-organizer.
- The major focus will be on conferences and workshops that do not happen anywhere else - hot topics, new areas of exceptional promise where a conference or workshop is likely to have a significant outcome and is a gathering of top people.
- Annually, PI aims to present approximately:
 - 1-2 conferences of 75-100 participants
 - 10-15 workshops of 20-50 participants
 - 1-2 summer schools

Mechanics and Management of the Program

- The template for proposals, found on the PI Intranet, must be used to submit proposals and all requested information must be supplied. Researchers are encouraged to meet with the Conference Coordinator for assistance in submitting proposals.
- The template for proposals from outside organizers and those requesting sponsorship support may be found on the PI website
- Proposals will be vetted by the Conference Committee Chair, with assistance from a committee of researchers as required. Input will be sought from the Director when required. Financial parameters are discussed with the COO.
- Once an event has been approved, the Coordinator sends the organizers a standard approval letter outlining the approved parameters of the event so they may begin sending invitations.
- The Coordinator will immediately arrange a meeting with the organizer(s) to review details.
- Organizers must submit a post-event report within one week of the event.

Financial Parameters

- Program expenses will be closely monitored to ensure excellent value.
- Only quality activities will be funded.
- All cost sharing opportunities with partners and participants should be explored. Proposals should show that financial partnerships and outside sources of funding are being pursued.
- The following expenses will generally be covered:
 - Economy airfare (based on PI reimbursement guidelines), ground transportation, per diem (or supplied meals) and accommodation for a maximum of 15 invited speakers.
 - One conference banquet in the Black Hole Bistro (in lieu of dinner per diem)
 - Coffee breaks
- There is a set maximum annual budget for the Conference Program. Therefore, notwithstanding the above, a maximum on expenses may be set in advance of any given event or a maximum reimbursement per participant may be established.

- Any participant who is also visiting another institution as part of their trip will be reimbursed for the portion of their expenses related specifically to the PI portion of their trip.
- Conference participants are invited for the length of the conference (plus 1 day before and 1 day after the conference). If their visit is to extend beyond these dates they must be invited as a collaborator for the extra days.
- Registering (non-invited) participants will be charged a fee ranging from \$150 - \$300 (includes lunch and coffee breaks, banquet is extra for those wishing to participate) depending on the length of the conference. Generally, the figure of \$50/day will be used. Typically students will pay a half price registration fee.
- PI resident researchers are invited to attend all non-closed conferences and workshops without paying the registration fee, but must register in advance to do so.
- PI generally does not support offsite scientific conferences. An exception may be made in the case of a partnership agreement; a series of events will be hosted by the participating partners at their institutions, with at least one such event taking place at PI. The partners will share costs for the series of events.