

Guidelines for an Advanced Study Group/Workshop proposal

1. Title of the event

2. Scientific coordinators

- state names and affiliations

3. Event type

- Advanced Study Groups (4-10 members) are long-term (1-3 months) programs designed to foster intensive collaboration between researchers on modern and important topics in the broad field of theoretical physics of complex systems. Each group consists of several scientists headed by the Principal Investigator (PI). Work will focus on modern and important topics in the broad field of the physics of complex systems. With the full support of the Visitors Program, the group will attract further shorter term visitors for seminars, lectures, discussions and other meetings.
- International workshops are on frontier subjects, which develop rapidly, and on new interdisciplinary topics, typically for one week (5 days). Participants include invited speakers and accepted applicants. Accepted applicants can deliver contributed talks and poster presentations. The activities cover all research areas related to the physics of complex systems. Combinations with Advanced Study Group activities are possible.
- Focus Workshops: A workshop with a strong focus on a particular, modern subtopic and a duration of 2 – 3 days. Participants include invited speakers and accepted applicants. Accepted applicants can deliver contributed talks and poster presentations. Combinations with Advanced Study Group activities are possible.

4. Aim of the event

- provide a single paragraph abstract to be used in promoting the event.
- state a clear scientific goal, including the importance and timeliness of the event.

5. Preferred dates

- provide also one or two alternative dates

6. Structure of the event

- arrange talk series
- arrange time for discussions, interaction and collaboration

7. Participants' details

- Advanced Study Groups:
 - list down group members including pre-confirmed participation dates during the Advanced Study Group and their role in the group research
 - state the number of potential short term visitors.
- Workshops and Focus Workshops:
 - list down (pre-confirmed) invited speakers including talk titles
 - state the potential number of accepted applicants

8. Requested persondays budget

- state number of expected participants X days of attendance

9. Requested travel support budget

10. Expected financial support from sources other than PCS IBS

11. Special requirements/comments