

Recommended format for ICTS program proposals

Program name

Names of organisers with affiliations and email addresses

Lead organiser who should be the key contact person

Proposed duration (2 weeks or more)

Preferred dates

- Give several blocks of dates (*for a total of six weeks or longer*) that would work for you (e.g., 1 Sep - 30 Oct 2026 and 1 Feb - 15 March 2027). This will give us flexibility in assigning an available slot. *Note that summer and winter breaks are often oversubscribed.*
- We won't be able to give administrative support on Saturdays, Sundays and official holidays. Activities like tutorials and group discussions that do not require administrative support may be organised on these days. [ICTS Holiday Calendar](#) is updated on January 1 of every year.

Brief description of the program

- Explain the scientific merit, the timeliness of the theme, and the target audience. What does the program aim to achieve? Why now? What is the perceived impact? Why is the proposed duration and structure appropriate for achieving the objectives? (less than 2 pages)

Overlap with other programs

- Is this program part of a broader effort? Are there other ICTS programs that overlap with the theme of this proposal? How does this proposal complement them or advance those efforts?

Detailed description of the program

- Present the tentative schedule of the scientific program. Note that we discourage regular conference-like formats and encourage formats that will enable new collaborations and/or effective pedagogy. Thus, keeping adequate time for discussions is important.
- A list of possible speakers and topics. We expect that at least some of these speakers have expressed their broad willingness to come to the program.
- Details of planned pedagogic activities, if applicable. Note that a pedagogical component is *not* mandatory for a program.

Diversity Statement

- ICTS is committed to inclusivity. We expect programs to incorporate this aspect from the planning stage itself, starting with the list of organisers and speakers. They should actively seek the participation of underrepresented groups, including gender. Additionally, we would like program participants to be drawn from geographically diverse regions, both at the national and international levels.
- You are required to include a paragraph describing your efforts at ensuring adequate gender, regional and institutional balance in the selection of speakers and participants.

Participant details. Specify the expected number of

- Invited speakers (total and numbers each week)
- Other participants (total and number each week, with a breakdown of the number of students, postdocs and faculty members)

Accommodation requirements. Number of rooms required with single and double occupancies (for out-station participants only)

External funding. Please give details of any external support that is confirmed or that you are planning to seek. We strongly encourage organisers to seek external support, especially for the travel of participants from abroad.

Any additional information