SOUTHEAST ASIAN MATHEMATICAL SOCIETY
(SEAMS)
http://www.seams-math.org

SEAMS SCHOOL ROADMAP

(updated March 2023)

This document provides a broad outline of the procedures used by SEAMS to organize SEAMS Schools. Each SEAMS school has its own characteristics. All proposed SEAMS school projects will be evaluated by the SEAMS School Evaluation Committee (SSEC) whose members are selected by SEAMS and CIMPA. Final decisions (acceptance or rejection) will be made by the SEAMS School Selection Committee (SSSC) whose members include the SEAMS President, CIMPA Executive Director and SEAMS Schools Coordinator.

The SEAMS School Coordinator manages on behalf of SEAMS the SEAMS School Program and all communications regarding applications and decisions should be directed primarily to the Coordinator.

A. Eligibility

Each institution (research center, department, or university) in any country in South East Asia is eligible to propose to conduct a SEAMS school. The proposal must be submitted for evaluation through the appointed SEAMS School Coordinator.

B. Objectives

1. A SEAMS school is intended to provide opportunity to have an advanced learning experience in mathematics, and to introduce a research-based learning for undergraduate as well as master students of the country in which it is held, and for those of countries nearby. Women are especially encouraged to participate in this school.
2. This school can be also considered as a preparation for students to be able to attend the CIMPA Schools. A leading academic institution or national mathematical society from each country member of SEAMS is eligible to hold such a school under a selection procedure.
3. The subject of the SEAMS school must correspond to prior on-site research and/or advanced teaching work. It must have a foreseeable development in the region.
4. More than just the conduct of a stand-alone activity, the SEAMS School Program envisions a strategic and long-range plan for advancing mathematics in developing countries. It is hoped that organizers and resource persons share in this goal that emphasizes cooperation, volunteerism and outreach.

C. Procedure

1. A project must be planned at least 6 months to 1 year in advance. The proposal of the projects must be submitted on or before **July 31st** of the year preceding the date of the school. This deadline will be annually followed **unless explicitly announced otherwise by SEAMS** due to particular circumstances.
2. The evaluation of the projects will be done by the SEAMS School Evaluation Committee (SSEC). The decision is made within two to three months. Implementation of the project will be in the following year.
3. All the proposals are submitted to the current SEAMS School Coordinator (cc: SEAMS President). Contact addresses can be found at the SEAMS website.
4. Each research school has a scientific organizer consisting of at least 2 persons.
5. A SEAMS school takes place at least in 7 working days. Each day is about 6 hours of pedagogical activities with a good proportion of problem-solving sessions, group discussions, and/or computer sessions.
6. The level of the school is equivalent to advanced undergraduate courses or master courses. Lecture should be designed by considering the scientific contents as well as the pedagogical approaches. Lecturers should be selected according the theme of the school. Organizers are highly encouraged to consider gender diversity, and the teaching team should contain at least 20% of women. If the gender criteria cannot be met exceptionally, it is imperative to justify the reasons. A weak justification can lead to a direct rejection of the project.
7. For each course in the project proposal, a summary must be provided as well as the lecturers assigned to the course.
8. SEAMS Schools are generally intended for in-person lectures and attendance but online or hybrid formats (mix of face-to-face attendees and online) due to public health or other conditions may be allowed provided the program design and resources are suitable and available.

D. Budget

1. A SEAMS school is intended to promote the development of mathematics; thus, lecturers are not remunerated.
2. The organizer of a proposed SEAMS school must seek to secure diversified sources of funding: local (universities, centers, ministries, etc.) and international (ICTP, IMU, Embassies, etc.)
3. Each SEAMS school will receive a financial support from CIMPA, currently in the range of 4000- 5000 euros. At least 2/3 of CIMPA support need to be used for travel and/or living expenses of young researchers (less than 38 years old or recent PhD) from neighboring countries of the activity. At most 1/3 of CIMPA support can be used for lecturers from developing countries who will provide at least 6 hours of pedagogical activities (economy class travel and/or standard living expenses). To promote diversity of the lecturers, CIMPA will pay up to 1000 euros for the travel and/or living expenses of one speaker who has never been involved in any activity sponsored by CIMPA before and who will provide at least 6 hours of pedagogical activities. This demand shall be explicitly made by the organizers if their school is selected by writing a request to admin@cimpa.info with the name and email of the speaker. Proposed budgets of approved Schools are subject to revision.

4. Each SEAMS School should follow the **CIMPA Support Guidelines Conditions for Schools in Partnership.** (https://cimpa.info/sites/default/files/Guidelines_SP2023_en.pdf)

E. Venue

1. One common site is strongly recommended for the talks, meals and accommodation. Preferably all meals are taken together, at least those at midday.
2. The site is simple and adequate for the talks. SEAMS schools do not take place in luxurious environments.
3. Bibliographical documentation for the courses should be available on site.
4. The site is favorable to idea exchanges, discussions and informal working sessions.
5. An optional excursion-walk, for example on Saturday, can be organized. A minimal participation fee can be required.

F. Approval of the School

1. The SEAMS School Selection Committee selects and approves the projects based on the recommendations of the evaluation committee. Once approved, the SEAMS School Coordinator will contact the scientific organizer of the school.
2. The scientific organizer sets up a website for the school and maintains it. This website provide all information regarding the implementation of the school.
3. SEAMS will announce in its website the approved schools and prepares a link to the particular SEAMS school website. An official letter of grant support shall be issued by CIMPA to successful applicants.

G. Selection of the participant

1. The candidates fill-out the application form and send together with their CVs to the scientific organizer of the school. Each organizer may design an application form for their School. Organizers are encouraged to support gender diversity and economically disadvantaged participants.
2. At least two months before the beginning of the SEAMS school, the scientific organizer selects the participants, as well as the ones who will be funded by CIMPA. A maximum amount of travel expenses is fixed for each one. The list of the candidates who will receive the support should be approved by SEAMS and CIMPA.
3. Participants who receive the financial support should buy their own travel tickets first. They will then be refunded at real cost by the organizers, not exceeding the maximum amount allocated. Participants who request the purchase of the ticket by another manner will need to coordinate with the organizers.

H. Reporting

1. The scientific organizer of the school must write a report on the implementation of the SEAMS school. The report consists of summary of the school, objectives and rationale, organizers and lecturers, list of participants, school program, conclusion and financial report consisting of all the received financial supports as well as the detailed and total expenses. The report required by CIMPA must follow the requirements of CIMPA as specified in their guidelines. Within one month after the implementation of the SEAMS school, the reports should be sent to the SEAMS Coordinator as well as to CIMPA.

2. The report also consists of some photos representing the school.

APPENDIX: SEAMS School Proposal Template

SOUTHEAST ASIAN MATHEMATICAL SOCIETY

SEAMS SCHOOL PROPOSAL

TITLE OF SEAMS SCHOOL

School Venue
University/Institution if applicable
Inclusive Dates of the School

Organized by

Name of Organizing Group

or Institution

Year of School
SEAMS SCHOOL PROPOSAL

1. The proposed title, place and dates of the SEAMS School

Title of the SEAMS School	:	
Place	:	
Dates	:	

2. Organizers (write the names, place of work, and email address, if you have more than two then add the necessary lines)

1. Name	:	
Institution	:	
Email and Phone	:	
2. Name	:	
Institution	:	
Email and Phone	:	

3. Short Description of the **Scientific Content**, the **Aim** of the proposed school and the potential **Impact** to the local academic system and/or society. (max 100 words)

The speakers of the school (name, address, email, male/female). Give the percentage of female speakers.

List of Speakers: 1.

2.

3.

Percentage of female speakers:

4. Describe in a few lines the local institution related to this school, including the main academic program and its strengths in teaching program and research. Give also the internet site of the local institutions. Do you plan to have a website of this SEAMS school?

5. Provide information on the number and distribution of expected participants, including expected percentage of female participants. We encourage gender diversity for participants.

6. Describe the objectives and the program of the proposed school, including the courses (max 5 courses), speakers (in each course), abstracts (8 lines for each course) and tentative schedule of the whole proposed school.

Objectives and Program:

Courses:

1.

2.

Tentative (Daily)Schedule:

7. Provide information about provisional budget and the expected funding.

Provisional Budget (in EUR) (Indicated items may not be exhaustive)

Here is a sample budget:

No	Item	Details	Sources		Total
			CIMPA		
1	**Tickets**				
	Overseas Participants				
	Speakers				
2	**Accommodation**				
	Participants				
	Speakers				
3	**Food Expenses**				
4	**Local Transport**				
5	**Supplies and Printings**				
6	**Room Rentals**				
7	**Living Expenses for overseas participants**				
	TOTAL				

Note: Please refer to the SEAMS Roadmap and CIMPA guidelines for more details on the budget.

Expected Funding

No	Funding Sources	Confirmed (Yes/Not Yet)	Total (in EUR)
1			
2			
	TOTAL		

8. Provide CVs for the organizers (**2 pages max** for **each person**, including current publications).

Submitted by:

Name and Signature

Date