# PROPOSAL FORM

# ESO WORKSHOP **2019**

|  |  |
| --- | --- |
| **Proposer(s)**  *names/institutes* |  |
| **Title of Workshop** |  |
| **SOC / LOC**  *tentative list of names* |  |
| **Invited Speakers**  *names/institutes/topic* |  |
| **Duration** *(e.g., days)* |  |
| **Tentative dates/months** |  |
| **Venue**  *(e.g., Garching, Vitacura, elsewhere)* | *Please* ***also indicate here*** *whether your proposed workshop would fit for* the **Joint Garching Workshop** : Yes / No |
| **No. of Participants:** |  |

**Important additional notes**

Gender balance: When planning your workshop, please take into account that ESO workshops strive to achieve gender balance in all aspects, including representation on organising committees, session chairs, and through invitations to high quality speakers of both sexes in line with the gender balance in the research community. Organisers commit to providing ESO with information on the demographics of all participants and speakers.

**Joint Garching Workshops:** Whether or not you feel that the proposed workshops would fit for the Joint Garching Workshop will not influence the evaluation of the present proposal. It would only be taken into account at a later planning stage.

**Code of Conduct for ESO Workshops and Conferences:** ESO has adopted a [code of conduct](http://www.eso.org/sci/meetings/CodeofConductWorkshops.html) to ensure that workshops are welcoming to all participants. This applies to all workshops held at ESO premises. ESO-funded workshops held outside ESO premises are required to adopt their own codes of conduct.

**1. Motivation for the workshop** [maximum 1 page]

(The main issues to be discussed in the workshop and its goal)

**2. Relevance of the timing** [maximum ½ page]

(Why next year is a good time to organise this workshop?)

**3. Potential overlaps with other workshops** [maximum ½ page]

(Are there other workshops known to the organisers which overlap with the proposed one?)

**4. Additional comments/wishes** [maximum 1 page]

Additional items which can impact the organisation and/or budget of the workshop, for example:

* Fee waivers, student support, special venue
* Organised lunches and social events
* Public talks, outreach activities
* Video recording
* etc