

## PROCEDURES AND MECHANISMS

### Submission

A proposal is submitted to the ICMS office, where the Centre Manager (CM) acknowledges it and passes it on to the Scientific Director (SD).

The proposal document should not normally exceed five pages and should be submitted electronically (PDF, PS, Word or DVI). In the covering email the proposer should suggest the names of three referees and provide contact details. Email the proposal to Jane Walker, Centre Manager, ICMS, E-mail [Jane.Walker@icms.org.uk](mailto:Jane.Walker@icms.org.uk).

The following information should be provided, but the order and headings need not be followed.

- **Title**  
Short descriptive name for the workshop
- **Names of the Scientific Organisers**  
State the names, affiliation and email addresses of the key Organisers. **NB** - at least one of the key Organisers should, by reason of his/her position, be eligible to hold an EPSRC grant. It may be appropriate to give a brief resumé of the accomplishments of each Organiser, backed up by references if necessary. Show who is likely to act as Principal Organiser. In some cases it may be appropriate for a smaller group of Scientific Organisers to have the support of a Scientific Advisory Group.
- **The objectives, novelty and timeliness of the proposed meeting**  
This part of the proposal - the scientific justification - is the key. Make sure that the objective of the meeting is clear and make a strong case for holding it at this time
- **Background to current national and international activity in the area**  
Show that the topic is in the forefront of current development. If other meetings have been held on what look like similar topics, show how this meeting differs.
- **The expected outcome and impact of the meeting**  
Show how the workshop will contribute to the development of the mathematical sciences, e.g. by establishing new applications or by creating links between established areas of mathematics. Describe the potential consequences of a successful meeting, e.g. new collaborations or research papers. Make sure that that you state how the UK community will benefit.
- **Participants**  
List key participants and their affiliations. Show their subject area if this is an interdisciplinary meeting. Indicate those who have provisionally accepted the invitation to attend. How will other participants be selected?
- **Plans for participation of scientists from the UK, younger delegates, and**

### **women**

The ICMS policy is to maximise the impact of its workshops in the UK and beyond by ensuring that younger researchers and those active in the UK are invited. ICMS also asks that Organisers take great care to include a suitable balance of men and women who are active in the area. It is ICMS policy to expect that the organisers of ICMS workshops will: invite both women and men as speakers, or explain why this is not appropriate or possible. Please identify your female participants clearly on your proposal by adding (F) after their name. Please note that ICMS is able to provide financial support to enable participation by people with care responsibilities for children or other family members.

- **Dissemination**

Organisers are asked to plan for the dissemination of the results of a workshop. They will be required to prepare a short but comprehensive account of workshop activity for publication on the web, together with a final list of participants and schedule, shortly after a programme ends. If there are plans to publish proceedings, then that should be raised with ICMS at an early stage.

- **Outreach and public engagement**

Organisers should consider the possibility of reaching a wider audience for the workshop activity. ICMS can advise.

- **Proposed start/end dates**

Workshops are normally five days in duration. It is helpful to indicate a few alternative dates.

- **Probable number of participants**

There is no minimum or maximum number of participants. Organisers should bear in mind that a very small meeting is unlikely to have a great enough impact on the community and a very large one runs the danger of losing the focus the workshop format requires. See the page on [Financial Support Available](#) for information about funding.

- **Possible structure**

To fit the objectives. For example, a workshop could have expository talks, led discussion sessions, problem sessions etc. as well as the more standard 4 or 5 one-hour talks plus 15-mins discussion.

- **An estimate of the travel and subsistence costs required and potential other sources of funding**

See the page on [Financial Support Available](#). How many people are likely to need their subsistence covered and how many will need a contribution to travel from ICMS? What are the other sources of funding and what are their constraints?

- **Bibliography**

If required, an appropriate short bibliography should be included.

### **Appointment of referees**

The SD consults all members of the Programme Committee by e-mail. A minimum of three referees will then be asked to comment on the proposal. (See [Choice of Referees](#) below.) The CM requests referees' reports, collates responses and passes them to the SD.

## Feedback to proposer

The SD sends the referees' comments to the proposer and invites a response. The SD may ask for a proposal to be revised in the light of the referees' comments.

## Decision-making

- Decisions will be made by the Programme Committee twice a year in March, and July (the July meeting will be the main annual meeting).
- The Programme Committee will be presented with the proposal (and revision where this has been requested), the referees' comments and proposers' responses. One of the Committee will be asked to act as 'Reader' for a specific proposal. Each member will be asked to score all proposals on the basis of the referees' comments, the selection criteria and ICMS Scientific Policy. The scores are:

- 1 - Excellent. Meets all criteria and is likely to have a high impact
- 2 - Very good. Meets all criteria
- 3 - Satisfactory. Meets most criteria but is unlikely to be funded without revision
- 4 - Does not meet criteria.

General comments are also invited.

Decisions will be reached by email in March. The CM will collate the Programme Committee members' scores and comments and pass them to the SD, Chairman and Readers who will use this information to make a preliminary recommendation. This recommendation will be circulated to the Committee, inviting immediate email discussion.

- Once a consensus is reached, the SD will recommend to the [ICMS Management Committee](#) those proposals that should be funded, bearing in mind the resources available and the need to produce a balanced programme.
- Should the number of highly-rated proposals exceed the Management Committee's capacity to allocate funds for a given year, some proposals may have to be turned away or offered a later date.

## Choice of Referees

A minimum of three referees is asked to comment on the proposal. In the case of novel or interdisciplinary proposals, a greater number is likely to be invited to comment. Referees are appointed on the basis of their area of expertise; both national and international referees will be used as a matter of course.

- One referee will be chosen from the list supplied by the proposer.
- The remaining referees will be chosen by the Scientific Director on the basis of suggestions from members of the Programme Committee (or members of the EPSRC Peer Review College if the subject is too far from the areas of expertise of Committee members).

A full record of all emails, letters etc will be kept at ICMS for 5 years.

## **Travel and subsistence**

Grants from EPSRC and LMS enable ICMS to make a substantial contribution to the subsistence costs, and some contribution towards the travel expenses, of participants (in the expectation that some cover for travel may come from other sources). Funds will usually be available for travel and subsistence for about 35 people for one week. (Larger or longer meetings are possible, but will need either an additional source of funding or a special case to be made).

As an indication, the funding for a meeting in 2017 is in the region of:

- Accommodation (bed & breakfast) : 35 people @ £62 per night for 5.5 nights = £11935
- Catering: 35 people @ £120 per person for the duration of the workshop = £4200
- Travel support may be offered subject to the availability of other sources of funding.

Note that this may not cover all the expenses of a given participant. The EPSRC funds will be administered through ICMS (not transferred to the parent institution of the proposer).

ICMS will accept proposals for workshops where the majority of funding is already in place but a little more, plus administrative support, is required to make it viable. Such proposals will be fully refereed and, if they meet the selection criteria, judged in competition with other proposals.

## **Staff support**

The ICMS staff undertake all the non-scientific administration of the meeting (such as issuing invitations, processing registrations, organising accommodation, booking catering, preparing materials, financial administration). ICMS will be as flexible as possible, bearing in mind the experience and location of the Scientific Organisers and the requirements of a particular meeting.

## **Location**

Meetings with fewer than 80 participants can be held at ICMS, Bayes Centre, Edinburgh. Proposals for meetings with more than 80 participants are also invited, but another location will have to be found.

## **Registration Fee**

ICMS charges a registration fee of £100. This will form part of the overall funding for the meeting.

## Assessment of Proposals

The ICMS Programme Committee (current membership below) is charged with overseeing the peer-review process. Although it is designed to be balanced and broadly based, it is not possible for any committee such as this one (or similarly the editorial board of a major journal) to cover the entire range of the mathematical sciences with equal authority. The Programme Committee will take the necessary steps to assess proposals properly by seeking outside expert advice on the correct choice of referees when necessary. Therefore proposers are encouraged to apply, even when their topic is in an area not obviously covered by the membership of the Programme Committee. The Scientific Director can call upon any member of the EPSRC Peer Review College, and beyond, for advice and judgement.

### Programme Committee Membership

Name	Institution	
Abrahams, David	Isaac Newton Institute	Isaac Newton Institute, ex-officio
Ball (FRS), Sir John	University of Oxford	
Bona, Jerry	University of Illinois at Chicago	Chair
Chaplain, Mark	University of St Andrews	EMS Representative
Cornelia Drutu	University of Oxford	LMS Representative
Julia Gog	University of Cambridge	LMS Representative
Gottsche, Lothar	ICTP	ICTP
Greenlees, John	University of Sheffield	
Leimkuhler, Ben	University of Edinburgh	EMS representative
Luczak, Malwina	University of Melbourne	
Milewski, Paul	University of Bath	EPSRC representative
Movchan, A B	University of Liverpool	
Nekrasov, Nikita	Stony Brook University	
Olhede, Sofia	University College London	
[to be announced]	EPSRC	Observer, ex-officio
Vassiliev, Dimitri	University College London	

### Meetings

The Committee meets in person only once a year. In order to react quickly to proposals, decisions are made outside meetings at other times each year (see [Procedures and Mechanisms](#) below). In addition to assessing new proposals, at their annual meeting the Committee is tasked to

- review and evaluate proposals made over the past 12 months
- [evaluate workshops](#) held in previous 12 months
- discuss topics where workshops should be encouraged.
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## **Conflict of Interest**

Committee members are asked to disqualify themselves from participation in the decision-making process if there is a possible conflict of interest, for example if a proposal comes from a personal friend, departmental colleague, a current or very recent collaborator, or a student (<3 years ago).