

# Splinter Session Proposal Instructions

Submission of splinter session proposals will be handled online using a web form provided by the Google Forms platform. The proposal form can be accessed through the Cool Stars 19 webpage (<http://www.coolstars19.com/splinters.html>) or by following this link:

<http://goo.gl/forms/muZeZ5B5H3>

We advise preparing responses and compiling information prior to accessing the web form. Below is a list of all the requested information and a description of each item.

## Preliminary Information \* mandatory

<u>Field</u>	<u>Description</u>
Splinter Session Title *	Title of proposed splinter session.
Principal Contact *	Name of lead organizer who will interface with the LOC.
Principal Contact's Affiliation *	Institutional affiliation of the lead organizer.
Principal Contact's Email *	Email address of the lead organizer.
Principal Contact's Address *	Postal address of the lead organizer.
Co-Conveners *	List of names and affiliations of co-organizers.
Webpage	URL of the splinter session webpage, if available.

Note that a valid web URL is not mandatory at this point in time. However, if you do not provide a URL, you must state the anticipated web address in the "Webpage Commitment" section below.

## Scientific Justification \* mandatory

<u>Field</u>	<u>Description</u>
Scientific Motivation *	Discuss the aim(s) of the splinter session, why it is timely (in particular, why should it be convened at Cool Stars 19?), and the broader impact of the session. Length should be approximately two or three paragraphs, but no more than one page.
Potential Invited Speakers	If you plan to have invited speakers for the splinter session, please provide a tentative list of these speakers and their institutional affiliation. Note that this list is <i>non-binding</i> .
Potential Attendees *	Whom do you foresee being interested in attending your proposed splinter session? Please provide a list of names and institutions.

## Scheduling & Format \* mandatory

<u>Field</u>	<u>Description</u>
Number of Afternoons *	Select over how many afternoons you wish to hold the splinter session.
Anticipated Format *	What type of format do you envision for the splinter session? (e.g., invite/contributed talks, panel discussion, etc) Do not be afraid to be creative!
Commitment to a Webpage *	Will provide and maintain a website. Indicate an anticipated URL (if none is provided above).
Commitment to Proceedings Contribution *	Will you provide a summary of the splinter session for the proceedings? Who will lead the effort?