# Task List

1. Divide responsibilities
   1. Online seminar + syllabus - Nina, Brendan (Josh would also like to listen in!)
   2. Tutorial week speakers and schedule - Brendan
   3. Workshop week speakers, schedule, discussion sessions
      1. AI/Cognition - Martha, Secondary: Josh
      2. Systems Biology - Brendan
      3. Dynamical Systems - Josh, Secondary: Brendan
         1. Add Nicoletta
      4. Causality - Aleks
   4. Budget allocation + search for additional funding - Bob, Josh (ask Jamie about FQXi, NSF)
   5. Local organization + liaising with Lorentz - Aleks, Martha
   6. Special workshop proceedings and paper - Josh, Bob
   7. Participant invitations - Lorentz Center will take care of this
2. Josh: put up schedules in Google spreedsheet form + share
3. Josh: re-jigger tutorial week schedule to be more “horizontal”. 3 1-hour talks per speaker. Add Martha? Add Aleks?
4. Meeting Wednesday: 2:30pm Oxford time. **Confirm speaker list.**
5. Figure out budget.
   1. Additional funding sources, esp. for students? Ask Bob and John. NSF? Ask Dan about small Dutch funding sources.
   2. Workshop fee? No.
   3. Drop some names, e.g. Jamie or Bob, senior fellowships already being applied for.
   4. Easier to pay for travel or for hotel? Bob says hotel. So rewrite budget in terms of hotel.
   5. Josh: talk to Jamie about FQXi about incidental funding.
   6. Martha: KNAW grant, NWO grant (if eligible)
   7. Brendan: NSF grant
   8. Josh: John Fell Fund for Kan Extension Lab
   9. If you have required external funding, please send confirmations from the funders to Tara
6. Martha: get back to Lorentz about comments. In email, also ask:
   1. Propose time for intake meeting. Non-Tuesday in September works best for Aleks.
   2. Ask Lorentz whether we can have ~5-10 additional graduate students attend the workshop (from the tutorial week).
   3. Ask Lorentz if they could recommend any small, Dutch grants that we could apply for to help fund student travel and accommodation.
7. Send speaker invitations.
   1. Josh: Nicoletta, David Spivak, Samson
   2. Brendan: John Baez, systems bio people
   3. Aleks: causality people
   4. Martha: Mehrnoosh - accepted with childcare
   5. Josh: ask David Spivak about people for ML, Aaron Ames vs. Andrea Censi?
8. Have intake meeting.
   1. What do they recommend for lunch arrangements? Lunch - canteen at Snellius payable by cash or card.
   2. Hotel arrangements? Hotel - Tara will reserve rooms.
   3. Arrangements for the 3-day weekend? E.g. some sort of excursion? Friday/Saturday/Sunday - don’t bother trying to organise anything - too busy. Tara will reserve hotel accommodation over the weekend.
   4. Ask them about the budget / reimbursement process (basically, does their workshop coordinator handle it). YES.
9. Decide on and send additional invites for potential female speakers, in order of preference:

* Mehrnoosh Sadrzadeh
* Simona Pauli
* Nicoletta Sabadini
* Helle, Ulrike, Kathryn Hess?
* Emily Riehl

1. Martha, by Sept 20: formulate draft workshop protocol, update Invitation letter to your own wishes, send to Tara
2. Josh: send (preliminary) program for the website
3. Inform Tara about workshop boat trip / dinner ideas
4. Registration:
   1. Josh: Inform Tara about extra questions for the registration page (optional)
   2. Josh: Register via the webpage
   3. Josh: Registration: ask them to provide some bullets of what they’re doing / what they’re interested in, to be collated and posted. “In this office, we are interested in …”
5. Finalize school program.
   1. Change in program: causality?
   2. Fewer speakers. One day school on Monday.
   3. Monday - Programme should start at 10 am to give Lorentz Centre time to give an introductory talk.
   4. Guest talk (Jost) to Tuesday.
   5. Tuesday - jet lag day. Better to move the boat trip to Wednesday.
   6. “Commissioned chapter approach” to motivating work/discussion. Balance between students getting to know each other vs. focused work.
   7. Possible plenary session each evening to report back on what has been done during the day.
   8. How much freedom should there be to move between work groups? Let people do it, if they request, but don’t mention it. Finalize groups by Tuesday at the latest.
   9. Non-seminar participants who want to participate in the school should be decided on a case-by-case basis, after seminar admission decisions.
6. Final workshop program.
   1. Balance of plenary/subgroup discussion sessions
   2. Causality to Tuesday
   3. Organization of discussion sessions.
      1. Session chairs of plenary discussions - pick others as too tiring for us.
         1. Dynamical systems: NOT John Baez (he’s giving the talk)
         2. Systems biology: Gordon Plotkin? Kathryn Hess?
         3. AI and cognition: someone in
         4. Causality:
      2. At beginning, ask speakers what they might want to know from other themes
      3. Ask for volunteers to suggest topics and lead discussions BEFORE the workshop. Any subgroup work - ask people to ensure that they mix
   4. Friday - finish by 3, and include an interesting speaker last thing to get people to stay that long.
   5. Tuesday - Highlights forum. Is this necessary? How does it contribute to the aims of the workshop?
7. Advertise the seminar and tutorial week.
   1. Josh: Think about images and a description for the poster, send to Tara
   2. Poster comes out in January.
8. Confirm speakers. (Ask them to send receipts by some deadline?)
   1. Add Mehrnoosh? Replace Bart?
   2. Add Martha on tutorial week speaker list? Remove Jamie?
9. OCTOBER 1: Finalize the invite list.
   1. Josh: Update masterfile
10. OCTOBER 1: Send invitations.
11. Josh: John Fell grant due Oct 4
12. Lock in tutorial week speakers.
    1. David Spivak vs Jurgen Jost?
13. Finalize the syllabus for the KEL.
14. KNAW grant due Nov 1

Timeline:

* Sept. 1 confirm seminar speakers
* Sept. 15 confirm workshop speakers
* Oct. 1 send out all workshop invitations
* Oct. 1 begin advertising the seminar + tutorial
* Oct. 15 deadline for workshop invitations
* Dec. 1 (Nov. 1??) deadline for the seminar applications
* Dec. 3 (Nov. 3??) meeting to decide on applications
* Jan. 8 begin online seminar

# Tasks for Research Week

* Email mentors/organisers: (BF)
  + Schedule update
  + Request readings
  + Update them on application process
  + Request advice for advertising to students in applications
  + Check with John about using ncategory café
* Application process (set up google form) (NO)
  + Short bit of writing: favourite part of category theory/application
  + Prerequisites: Mac Lane or equivalent (either categorically or applied)
  + CV
  + Reference
  + Research week required (indicate funding/any difficulties)
* Call for applications (BF)
  + Proposal
  + Application process
  + Advertise: categories/topology mailing list, n-category café, azimuth, applied mailing lists
* Tools
  + Wikispaces (NO)
  + WebEx? <https://ist.mit.edu/telephony/audioform> (BF)
* Website
  + Write material (BF)
  + Email Josh about migrating to github (NO)

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# Misc. Notes