**SFI WORKSHOP & WORKING GROUP PROPOSAL**

Please complete this form and return to [sfiscience@santafe.edu](mailto:sfiscience@santafe.edu) for consideration by the Chair of Faculty (Working Groups) or by the Science Steering Committee (Workshops).

Working Groups are more informal, typically have <12 participants, and generally meet in the Collins Conference Room and/or at SFI Tesuque. Working Group proposals should be submitted at least 1-2 months prior to meeting dates.

Workshops have more formal agendas, typically have 20-40 participants, and meet in the Noyce Conference room. Workshop ideas should be discussed with the Chair of Faculty (COF) and proposals should be submitted at least 6-8 months in advance of desired meeting dates to allow time for SSC evaluation and potential revision and re-evaluation by the SSC.

You can consult with the Events Manager, Bruce Bertram ([bertram@santafe.edu](mailto:bertram@santafe.edu)) about potential meeting dates and room availability prior to submitting your proposal.

* 1. **Title of Meeting**:
  2. **Type of Meeting** (Working Group or Workshop):

* 1. **Organizer(s) & Affiliations**:
  2. **Dates of Event** (actual meeting days):
  3. **Meeting Room Preference**:
  4. **Budget:** Attach a completed budget spreadsheet. Contact the COF with questions.
  5. **Summary of Budget & Funding Sources**:

Total budget amount:

Amount requested from SFI science:

Amount/identity of other funding sources:

Amount to be raised:

* 1. **Description:** Include a short summary paragraph about the meeting for the SFI website. Then, give a more detailed description of the proposed meeting (typically 1-4 pages).

**Short 1-Paragraph Meeting Summary**

**1-4 Page Description of Meeting**

*Include a description of the meeting topic, the rationale for holding the meeting at SFI, potential outcomes, and participants. Please indicate which participants have been contacted, and which are initially confirmed. Consult with the Chair of Faculty if you have any questions and to get feedback on Workshop proposals, which should be more detailed than Working Group proposals.*