**National Institute for Theory and Mathematics in Biology**
**Workshop Full Proposal Guide**
(last revised 04/11/24)

Please Note: NITMB wants to afford workshop organizers with as much flexibility as possible when it comes to structuring the format of talks, discussions, and other elements of the workshop. The questions below do not represent iron guardrails; rather, they represent logistical questions that commonly came up in the events we’ve already organized and executed in the past. Please feel free to suggest ideas for your workshop that you do not see represented here.

**WORKSHOP ORGANIZERS PROVIDE**

1. Workshop Objectives & Goals
	1. Develop Objectives and Goals
		1. What are you hoping to accomplish at this workshop?
		2. What would a successful workshop look like for you?
		3. What do you think is most important to people who participate in the workshop?
		4. What do you want people to take away from the workshop?
		5. What information could the evaluation team collect for the organizers that would be helpful for planning?
2. Workshop Format (suggested limit of 3 speakers a day)
	1. Develop Invited Speakers list + coordinate sessions with speakers
	2. Develop Talks Format
	3. Develop Discussion Format
	4. Develop Survey Instrument based on workshop objectives
	5. Decide on Inclusion of Lightning Talks & Poster Presentations
	6. Decide on Inclusion of Organizers + Speakers Dinner
	7. Decide on Inclusion of Reception
	8. Decide on Recording of talks
3. Participants
	1. List of local and non-local faculty that should be invited to participate. List of department contacts to share announcement with.
	2. Decide on Attendance cap of participants, both local and non-local
	3. Decide on Asking invited speakers to bring a participant from their research group
	4. Evaluation criteria and selection of participants, both local and non-local
	5. Remote attendance of participants via Zoom

**NITMB STAFF PROVIDES**

1. Workshop Format
	1. Help coordinate meetings of the organizing committee
	2. Send invite from nitmb@nitmb.org email to the selected speakers, and keep organizers informed of their acceptances and declines
	3. Help coordinate meetings of organizing committee and speakers
	4. Help coordinate meeting with evaluator and organizing committee in advance of workshop
2. Workshop Application
	1. Manage the workshop event page + workshop application on NITMB website
	2. Collect relevant information about the workshop
	3. Share applications with organizers
	4. Inform applicants of their application status
3. Communicate with speakers and selected applicants about travel & lodging logistics
	1. Book speakers travel
	2. Book selected participants travel
	3. Reimburse travel and expenses
4. Workshop execution
	1. Provide advertising and social media announcements
	2. Provide workshop staff
	3. Manage workshop participants’ access to NITMB @John Hancock
	4. Provide space and A/V assistance
	5. Provide catering and coffee breaks

**Questions the Admin Organizers Need Answers for:**

**Objectives & Goals**

 - What do you want organizers, speakers, and participants to get out of this workshop?

**Talks Format**

 - individual talks or group presentations (see Ecological Dynamics)?

 - *interactive* (i.e. questions during presentations) or *formal* (i.e. questions only after)

 **Discussions/Breakouts Format**

- small groups or large group?

 - how to generate discussion topics?

 - Prior to workshop or organically identified day of?

 - how long to hold discussions/breakout sessions?

 - single or multiple sessions/breakout sessions?

**Other Format Decisions**

 - incorporate Lightning Talks and/or Poster Presentations?

 - organize a Speakers Dinner or allow spontaneous formation?

 - want a reception? Is a “Chicago-style” reception ok?

**Participant Decisions**

 - allow remote attendance via Zoom?

 - attendance cap?

 - criteria for application selection?

**Speakers**

- how many speakers per day? (recommended limit 3/day)

 - list of speakers?

- would you like to encourage speakers to bring guests (members of their research groups, mentoring students, etc.?)

 - principles guiding speaker selection?

 - DEI?

 - diversity of academic backgrounds?

Organizer Tools:

**Scheduling Meetings**

<https://www.when2meet.com/> - Good for determining recurring meetings, when you need general ongoing availability

<https://whenisgood.net/> - Good for determining single meetings

Sharepoint or Google Docs