

# National Institute for Theory and Mathematics in Biology

## Workshop Proposal Guide

(last revised 03/17/26)

NITMB seeks proposals in topics with potential for generating new mathematics in any field that will lead to greater biological understanding. Workshops structured to enhance communication between domains: successful proposals lay out a plan for facilitating productive interactions between mathematical and biological scientists.

Your proposal should be formatted using the following sections and answer each of the questions listed therein. Selection criteria for scientific workshops are based on (but not exclusive to) the scientific themes as described on the [NITMB website](#). Examples of past and current scientific workshops can be found at the following [link](#).

### PROPOSAL

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1. Workshop Title:

2. Organizing Committee:

List program organizers, their affiliations, and their broad area of expertise.

3. Scientific Description:

Please provide a brief (less than one page) overview of the proposed workshop:

- a. Summarize the relevant scientific background in relationship to current research in biology and mathematics
- b. Identify key gaps in knowledge and/or practice and/or interdisciplinary communication that the workshop will address.
- c. Identify areas of potential scientific impact.
- d. Identify the target audience.

4. Workshop Objectives & Goals:

Describe (1-2 paragraphs) the objectives and goals, answering the following questions-

- a. What are you hoping to accomplish during the workshop?
- b. What do you think is most important to people who participate in the workshop?
- c. What do you want people to take away from the workshop?

5. Workshop Format (suggested limit of 3 to 4 speakers per day):

Please describe how your proposed workshop program would be structured to meet its goals. The following is a (non-exhaustive) list of common elements of many of our

workshops; the NITMB affords workshop organizers with some flexibility around structuring the workshop:

- a. Formal talks (indicate nature of talks, e.g. overviews of a field, open questions, research summaries...)
- b. Tutorial sessions
- c. Small group discussions
- d. Lightning Talks
- e. Poster Presentations

6. Participants:

NITMB workshops have a mix of invited participants and those selected through our application process. Please identify the discipline mix of proposed invited participants (Biology/Math, theory/expert, etc.), and how it meets your goals for a mix of participant career stages.

- a. Preferred size of the workshop.
- b. List of local (50 miles radius of Chicago) and non-local faculty that should be invited to participate.
- c. Selection criteria of invited participants and how they will help meet the goals of the workshop.

7. Related Conferences:

List any past (last 2 years) or upcoming programs, workshops, conferences that may have a significant intersection with the proposed workshop. Describe similar activities, if any, led by the workshop organizers.

8. Preferred Timing:

Please indicate your preferred timing for the proposed workshop using the following time frames; Fall (Sept. - Dec.), Spring (Jan.-May), or Summer (June-Aug.). Example:

- 1) 1<sup>st</sup> preference – Spring 2027,
- 2) 2<sup>nd</sup> preference – Fall 2028,
- 3) 3<sup>rd</sup> preference – Spring 2028.