

INSTRUCTIONS FOR SCIENTIFIC PROPOSALS

1 - Tentative Title of the scientific event.

2 - Justification of the meeting explaining what are its main motivations (3 pages maximum), describing the areas and sub-areas, illustrating the current situation to the physics audience and the scientific committee, telling why you think that the time is ripe for the event.

3 - Names of 2-3 directors, one, at least, Brazilian and one from abroad with e-mails confirming their agreement. The event will not be a success if at least we don't have the assurance that one of the directors will be present during the whole event.

4 - Support of members of the local academic community. Send your proposal to some of those members and ask the following questions to them:

- The description of the proposal is broad enough or do you have any suggestions of change, or new additions of areas and/or subareas.
- If the event is held, how long would you participate at the event? (Less than 3 days is discouraged).

5 – Tentative date (month and year) for the meeting, name and institution of the main guest speakers (theoretical and experimental), the expected number of speakers and participants (minimum 30 - maximum 90), tentative schedule of the event. A justification about the period of the event. Currently our events last for 1-2 weeks but we intend to organize longer workshops in the future.

6 - All proposals will be evaluated during the annual/bi-annual meeting of the IIP Scientific Committee in May / July / October. Proposals should be sent to IIP in at least one month in advance before the Scientific Committee meetings. All proposals must be in English. If there is any doubt, please contact IIP's administration.

7 - Questions that the Scientific Committee will take into account:

- These directors are the best for this event? Will they really be present? Will they attract participants?
- Is there really an argument in favor that indicates that scientific progress will be achieved with the realization of the event?
- Is there really a well defined audience to attend this event?