**AMSI workshop application**

**Application round: <insert number>**

**Application year: <insert year>**

**Event name:**

**Location:**

**Start date:** <must be no less than 3 months following the closing date for this round>

**End date:**

100 word summary – for advertising purposes

**MathSciNet Classification**

2 or 3-digit classification code: XX-X

5-digit codes - up to three in order of descending order of relevance:

1) XX-X-XX

2) XX-X-XX

3) XX-X-XX

<Classification codes may be searched for here: <http://www.ams.org/mathscinet/freeTools.html?version=2>>

**Fields of Research** **(FOR) code**

6-digit codes - up to 3 codes in descending order of relevance:

1) XX-XX-XX

2) XX-XX-XX

3) XX-XX-XX

< Classification codes may be searched for here: <http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument>>

1. **Organisers:** < at least two AMSI member institutions must be represented>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name (including title)** | **Organisaton** | **Email** | **Telephone** | **AustMS Member (Y/N)** |
|  |  |  |  |  |
|  |  |  |  |  |

**2. Significance and National Benefit**

<Reasons for holding the meeting, must be detailed and include concrete research questions to be addressed, be specific about national benefit>

**3. List of speakers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name (including title)** | **Organisation** | **Country of Residence** | **Research interests (max 100 words)** | **Email** | **Gender** | **Funding Sought (Y/N)** | **Confirmed (Y/N)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**4.**  **What is the relevance of the invited speakers?**

**5. Will proceedings be published? If yes, who by?**

**6. Does the date of the event fall within two weeks of an AustMS, ANZIAM or AMSI event? If yes, please provide details.**

**7. Expected number of attendees**

|  |  |
| --- | --- |
| Expected number of AMSI Members |  |
| Expected number of AustMS/ANZIAM members |  |
| Expected other participants |  |
| Expected Total |  |
| Expected number of domestic students not from host institution |  |
| Expected number of postgraduates |  |
| Expected number of early career researchers |  |
| Expected number of females. |  |

**8. Names of some key attendees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name (including title)** | **Organisaton** | **Email** | **Country of Residence** | **Gender** | **Confirmed (Y/N)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**9. Advertising plan**

<How will you ensure attendance meets the targets?>

**10. Full budget**

<including contributions from other sources>

**10.1 Registration fees**

<Discounts should be applied for AMSI Members>

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Fee** | **Number expected** | **Income** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

**10.2 Other income sources:**

|  |  |  |
| --- | --- | --- |
| **Source** | **Status and date** | **Amount** |
| e.g. AustMS | Submitted 10/06/11 | $8,000 |
| Registration | Expected | $50,000 |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**10.3 Itemised Expenditure**

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Catering | $1,500 |
| Venue Hire | $2,000 |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**10.4 Requested from AMSI/AustMS/ANZIAM** <travel and accommodation only>

|  |  |  |  |
| --- | --- | --- | --- |
| **Allocated to** | **Description** | **Amount requested from AMSI** | **Amount requested from AustMS/ANZIAM** |
| e.g. Prof Smith | Return flights UK-Melbourne | $2,000 | $2,000 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

Notes:

1. AMSI will not pay the total amount of an international airfare for a meeting of less than one week’s duration. As a rough guide for a three day workshop we will fund a maximum of 60% of the international fare. We always expect other beneficiaries of the visit to share the costs.
2. For a workshop of N days we will pay at most N+1 nights’ accommodation.
3. AMSI funding can only be used for travel and accommodation of up to five invited speakers of established reputations.
4. A proposal will only be supported by both AustM and ANZIAM in very exceptional circumstances.

NOTE: Gross over-estimation of numbers of members attending could result in reduction of grant monies

**12. Evaluation plan**

<How will you evaluate the success of your event?>

**11. Program**

<Attach an expected program of events>

**12. Additional details**