# PROPOSAL FORM

# Joint ESA-ESO Conference **2019**

Garching bei München, Germany

|  |  |
| --- | --- |
| **Proposer(s)***names/institutes* |   |
| **Title of Workshop** |  |
| **SOC / LOC***(tentative list of names)*  |  |
| **Invited Speakers***names/institutes/topic**(tentative list)* |  |
| **Duration** *(e.g., days)* |  |
| **Tentative dates/months** |  |
| **No. of Participants:** |  |

**Important additional notes**

Gender balance: When planning your workshop, please take into account that ESO workshops strive to achieve gender balance in all aspects, including representation on organising committees, session chairs, and through invitations to high quality speakers. Organisers commit to providing ESO with information on the demographics of all participants and speakers.

**Code of Conduct for ESO Workshops and Conferences:** ESO has adopted a [code of conduct](http://www.eso.org/sci/meetings/CodeofConductWorkshops.html) to ensure that workshops are welcoming to all participants. This applies to all workshops held at ESO premises. ESO-funded workshops held outside ESO premises are required to adopt their own codes of conduct.

**1. Motivation for the workshop** [maximum 1 page]

(The main issues to be discussed in the workshop and its goal; addressing the ESO & ESA communities, and the synergy with the programmes)

**2. Relevance of the timing** [maximum ½ page]

(Why next year, 2019, is a good time to organise this workshop?)

**3. Potential overlaps with other workshops** [maximum ½ page]

(Are there other workshops known to the organisers which overlap with the proposed one?)

**4. Additional comments/wishes** [maximum 1 page]

Additional items which can impact the organisation and/or budget of the workshop, for example:

* Usage and focus of the budget: fee waivers, junior astronomers and students support, lunches, social events, etc
* Public talks, press conference session, outreach activities
* Others (video recording, special sessions, etc)