# PROPOSAL FORM

# Joint ESA-ESO Conference **2020**

ESAC, Spain

|  |  |
| --- | --- |
| **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:** |  |

(\*) A pre-reservation for a conference room has been made at ESAC for 21 – 25 September 2020 to guarantee the availability of space to host the workshop.

**Code of conduct for joint ESA-ESO Conference 2020:** ESA has adopted [a code of conduct](https://www.cosmos.esa.int/web/esa-eso-workshop-2020/code-of-conduct) to ensure that workshops are welcoming to all participants.

**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, 2020, 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)