



INTERNATIONAL  
ASTRONOMICAL  
UNION  
HANDS-ON WORKSHOPS (I-HOW)

## PROPOSAL FORM FOR I-HOW

**1. Title:**

**2. Proposer(s), including affiliation and e-mail contact information:**

**3. Summary of the proposal:** *Please mention here the topic of the workshop, the telescopes/instruments that will be addressed during the workshop, the host, venue and possible dates of the workshop. Note that it is possible to run the workshop for both space and ground-based telescopes. (Max 300 words).*

**4. Proposal:** *Make sure you address all the topics listed below (see explanation for each topic below). You can address more topics if needed. (Max 1500 words).*

**4.1 Science:**

**4.2 Data and Software:**

**4.3 Participants:**

**4.4 Lecturers:**

**4.5 Venue and Facilities:**

**5. Financial aspects:** *Make a rough budget of the workshop. Consider that the trips of all lecturers plus the lodging and food of all participants during the whole workshop should be fully covered. Lecturers should have individual rooms at the hotel while students can share rooms. To maximize the benefits of the workshop for the students, we strongly encourage that lecturers and students stay at the same hotel. For the choice of the lodging and food service take into account that all participants will stay there for 2 weeks. It is also desirable that, within budget constraints, participants (students) receive financial support to cover part of their travel costs. Consider also local transportation (e.g., to/from the closest airport) if needed, and a possible excursion to a local attraction. The I-HOW IAU contribution will be about 35 000 EUR per workshop. Based on this and the total budget, mention other sources that have already committed funds or support in-kind, or indicate which other sources could complement IAU funding. It may be useful to provide a Table with all the costs and all sources of funds.*

**Explanation of the subsections of point 4 of the proposal:**

**4.1 Science:** Explain the scientific motivation, objectives and expected benefits of the proposed workshop. You can also (briefly) discuss the relevance of the science proposed for the region in which the workshop will be held.

**4.2 Data and Software:** Explain what data and software will be used during the workshop. (Remember that both data and software must be publicly accessible to the participants, also after the workshop.) How will students access the software and data? E.g., download them from Internet, for which adequate bandwidth should be available (consider the situation where 30-40 persons want to access the net simultaneously to download large data files), brought to the site on external discs, etc.

**4.3 Participants:** Who are the target participants? Remember that these workshops are regional, and hence about 50% of the participants should come from neighboring countries. How many students will you host? What level should the students have? A ballpark number to target for could be about 30-40 students, and the level could vary from advanced master students, PhDs, postdocs to young staff members.

**4.4 Lecturers:** List potential lecturers and indicate whether you already have contacted them. Consider that to properly supervise the students during the practical part of the workshop you need about one lecturer per 3 or 4 students. When selecting the lecturers, consider whether they can stay for the full duration of the workshop.

**4.5 Venue and facilities:** Discuss the infrastructure of the venue: e.g., lecture room with projection equipment; possible separate room(s) for the computer project; access to Internet during the workshop (e.g., speed available). Will you provide computers, or will students be asked to bring and use their own laptops for the projects? If students bring own laptop, how will you ensure that all students have the necessary operating system and software installed in their computers before coming to the workshop? Consider that students may have little experience with the OS required for the project, that there are many flavors of the same OS but the analysis software may not be supported in all of them, or that computers with the same OS and flavor may not have all needed libraries installed. If deemed appropriate, include a couple of pictures of the venue and hotel.