Letter of Intent (LOI) Instructions and Template for the Gene Golub SIAM Summer School (G^{2}S^3)

October 25, 2022

Your letter of intent (LOI) can be up to eight pages long in a 12-point font, <u>including</u> up to one page for references. Please follow the format of this template as closely as possible. At this stage, do not include: CV's of organizers, letters of support from institutions or individuals, and any other material of this type. A small number of LOI's will be invited to submit a full proposal, at which point there will be an opportunity to provide additional details and material.

Do not leave the preparation of your LOI to the last minute: obtaining consent from prospective lecturers (see Section 6.1) and having a detailed overview of your aims and resources will improve the prospects for your proposal, and may take some time to plan.

Consult the Call for Proposals for contact information, dates, deadlines, and other information. For questions or informal inquiries, please contact the G2S3 committee chair.

The sections below are intended for use as a template; simply replace each section's text with appropriate information from the G2S3 proposal.

1 Title

State the title of the summer school. If your LOI is a re-submitted and/or revised version of a previously submitted LOI, state it here and include the title and year of the previous submission.

2 Organizers

Include the names of the organizers, their affiliations and webpages, and their previous experiences as organizers (if any). Do not include CV's or any other information. Provide the name and email address of a designated contact organizer for communication about the LOI.

3 Scientific Abstract

Provide information on the scientific content of the proposed summer school, the importance and timeliness of its themes, how it aligns with the spirit and goals of the G^{2}S^3, and any other details, making a case for your proposal. Describe key mathematical and computational components of the summer school, and explain how the proposed courses complement each other and how they are designed to accomplish the learning goals. Please keep this section up to approximately two pages long, not including references. References may be included at the end of the document.

4   Dates and Venue

State the venue and the planned dates of the proposed summer school. State whether any steps have been taken to secure the venue. It is strongly recommended that you take preliminary steps ahead of submitting your LOI to tentatively reserve the venue. An ideal venue would be a place where students and lecturers are housed together, have their meals together, and where appropriate classrooms and computing facilities are available. Other types of venues will be considered as well, but an effort should be made to encourage strong interactions among the students, and between students and lecturers and organizers. Make clear in this section how your proposal fulfills these expectations.

The workshop should not be held during the SIAM Annual Meeting, nor should it be held immediately before or after the Annual Meeting unless it takes place in a venue near the Annual Meeting site.

5   Intended Audience and Diversity

State briefly what the intended audience is, i.e., beginning, intermediate or advanced students, and what background and computational skills are required (if any). Describe what steps you will be taking to ensure the diversity and inclusion of underrepresented groups in your summer school. Provide details on selection criteria and qualifications for student applicants.

6   Courses and Lecturers

Provide relevant details on the proposed courses and the format of the schedule. We strongly recommend avoiding a format of lectures only without hands-on activities; keep in mind that this is a summer school, not a conference or a workshop.

6.1   Tentative Titles of Courses and Names and Affiliations of Lecturers

State the tentative titles of the courses that will be offered throughout the summer school. Provide names, affiliations and webpages of the lecturers, and state whether they have been contacted and have confirmed their planned participation. **Note:** We strongly recommend contacting prospective candidates for lecturers and getting a clear sense from them on the prospects for their participation.

6.2   Labs, Software, Hardware, Tutorials, Other Supplements

Provide brief information on the use of computer facilities, software, hardware, tutorials, and any accessories that will be used throughout the summer school.

6.3   Tentative Schedule

Provide a tentative day-by-day schedule of activities; presenting this in a tabular form would be very helpful.

7   Budget and Funding

Please see the Call for Proposals on the website for the award amount. Most of the funds should be used to support students' attendance of the school. The school should cover all expenses for the invited lecturers including lodging, meals, travel expenses, and honoraria (SIAM recommends an honorarium of $1500 per week per lecturer). The summer school should also cover lodging, meals, and partial travel expenses for all students, and fully cover the expenses of students with no other funding sources. No registration fee should be charged to the students. Organizers are encouraged to explore other sources of supplementary funding, to guarantee that the school can cover all expenses.

Provide a preliminary budget and include plans for soliciting additional sources of funding, and whether these funds have been awarded, promised, or are expected. Do not include letters of confirmation from external funding resources at this point. If the research topic that your proposal falls into typically has a high level of alternative funding opportunities available, justify the need for funds provided by SIAM for running G^2S^3.

8   Additional Information

Include here any additional information that does not fit anywhere else in your LOI.

9   References

Include any references here as appropriate.