Guidelines for ICDEA Proposals

Prospective organizers should submit their proposals two years in advance of the proposed ICDEA conference. Proposals must address the following issues.

1. **Experience:**
    Though previous experience in organizing conferences is not required to organize an ICDEA, it certainly adds value to the proposal. Prospective organizers should describe their experience with organizing local or international conferences. They should indicate if they have experience in creating a web site.

2. **Facilities and Equipment:**
    Prospective organizers should address the adequacy of lecture rooms for plenary speakers and contributed talks, including availability of computers, computer projection, overhead projectors, etc. They should also describe the availability of internet and e-mail access.

3. **Sources of funding:**
    Prospective organizers should describe all funding that will be available from their own institutions and from national, regional or international sources. In addition, they should describe plans for seeking (and provide an assessment of the likelihood of successfully obtaining) funding from other sources. A statement concerning past successes in obtaining funding will lend strong support to the proposal.

4. **Accommodations and Travel:**
    Prospective organizers should describe available lodging for participants and accompanying persons. It is important that reasonable prices be made available so as to fit the budgets of participants from many different countries. Hotel booking instructions and travel directions to the conference (including visa information) should be made available.

5. **Theme(s) of the Conference:**
    If they wish, the prospective organizers should indicate the theme(s) of the conference. Although this is not required for a successful proposal, it is helpful for the selection of main speakers by the Scientific Coordinating Committee (SCC).

6. **Local Participation:**
    It is important for the prospective organizers to indicate the level of participation by mathematicians from the country/region where the conference will be held.

7. **Organizing Committee:**
    The prospective organizers should form an organizing committee and list its members in the proposal. It is recommended that the committee include regional mathematicians from institutions other than that of the main organizer(s).

8. **Main Speakers:**
   The prospective organizers may suggest a list of main speakers in their proposal. The list will be considered by the Scientific Coordinating Committee (SCC) in its final selection of plenary and one-hour speakers.

9. **Scientific Coordinating Committee (SCC)**
   The prospective organizers may suggest names for the Scientific Coordinating Committee (SCC).