

# ICAM WORKSHOP AWARD GUIDELINES

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## I. GENERAL WORKSHOP AWARD INFORMATION

### A. Workshop Fund Source

ICAM Workshop Awards are funding by ICAM Branch Contribution Funds.

#### ICAM Branch Contribution

- No Airline Restriction –Must fly coach/economy only
- Must acknowledge the ICAM Branch Contribution – see Acknowledgement page on the ICAM website

### B. Allowable Expenses

The purpose of the ICAM General Workshop Award is to support the costs of workshop associated items such as meeting rooms, catered meals, presentation equipment, and travel expenses.

- Maximum support of up to \$35,000 USD per workshop
- Must be used to support approximately 1/3 Senior Scientists AND 2/3 Junior Scientists\*
- Reimbursable Expenses:
  - Registration Fee
  - Local Ground Transportation
  - Lodging
  - Meals – up to \$70 per day; no alcohol
  - Airfare – Must fly coach or economy class. If a traveler prefers to use a higher class than coach, the traveler is responsible for paying the incremental cost of the airfare.
  - VISA Fee ONLY – ICAM does not reimburse for travel expense related to obtaining a VISA
  - Presentational Materials – Posters
  - Catering
  - Room Rentals

\* ICAM defines Junior Scientists as undergraduates, graduates or post-doctoral researchers within five (5) years of their PhD and is not a university tenure track faculty or staff of a national or industrial laboratory.

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## II. APPLICATION GUIDELINES

ICAM will only consider workshop support for novel workshops at the cutting edge of research on emergent phenomena in soft, quantum, or biological matter or novel materials for sustainable energy. Support for workshops that are more than the second in a series will only be considered if there is a demonstrable novel aspect to either the entire meeting or a symposium within the meeting. Strong preference will be given to those workshops that might not happen without ICAM support.

An ICAM Workshop Application must satisfy the requirements below before it can be considered at a Science Steering Meeting.

### A. Workshop Information

1. Include the title, location and dates of your event

### B. Organizers' Information

1. Include organizers' full name, title, institution, email address

**NOTE:** At least one organizer must be an [ICAM branch member](#), preferably one from the [ICAM Science Steering Committee](#).

### C. Workshop Narrative

1. Description of the exploratory or novel aspects of the science which should include discussion of open and emerging questions and unsolved problems
2. Demonstrate how the workshop will enable scientists from different fields to engage in interdisciplinary discussion
3. Include a list of tentative speakers and a workshop schedule, which implements the Frauenfelder rules (at least 50% of the time for discussion)
4. Include plans to integrate junior scientists (at least 2/3 of participants), underrepresented minorities and women into the program so they are fully participatory
5. Include plans for public engagement/ outreach activities
6. Include plans for webcasting of the workshop

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## D. Budget

- A. Indicate the level of support requested from ICAM
- B. Include a brief budget which summarizes the use of the requested ICAM funds and any non-ICAM support for the event.

## III. AWARD GUIDELINES

*The following guidelines apply to funded awards.*

### A. Workshop Requirements

1. Event organizers must complete and return the “**ICAM Supported Participants List**” form, identifying the demographic information of individuals that will be supported by the ICAM award, along with the type(s) and amount of support. This list must be approved by ICAM prior to the distribution of any awarded funds. Once ICAM receives your Participants List, award processing takes approximately 30 days.
2. The workshop must obey the “Frauenfelder Rules” and allow substantial time for discussion (at least 50%).
3. Your event will be posted on the ICAM website and will include a link to your event website if such is provided.
4. Upon request by workshop organizers, ICAM can create a webpage for the event.
5. The event organizers must make a commitment to archive the event using video and/or audio recordings. ICAM also encourages the organizers to offer live webcasting of presentations approved for dissemination by the presenters. ICAM can provide equipment/software for these purposes. For a list of available audio/visual equipment and reservation information, please contact [icamadmin@ucdavis.edu](mailto:icamadmin@ucdavis.edu).

### B. Participant Requirements

ICAM’s strong preference is to reimburse participants for non-registration expenses directly from our office. Organizers will be provided with the “**ICAM Travel Reimbursement Request Form**” when they are notified of an award.

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This form is also available in the Workshops and Events page on the ICAM Website. It is the organizer's responsibility to distribute this form to individuals who receive ICAM support.

1. All ICAM supported participants must register on the ICAM website. There will be no reimbursement without this registration.
2. Workshop organizers should give their strongest consideration for financial support to junior scientists from ICAM branches.
3. At least 2/3 of the ICAM award should be used to support the travel of Junior Scientists. These Junior Scientists may come from anywhere, but first preference should be given to those from [ICAM Branches](#).
4. Workshop organizers must seek significant participation of women and underrepresented groups, among all participants.
5. Workshop organizers must plan for significant involvement of junior participants in the event discussions.

## C. Acknowledgement Requirement

Event organizers must acknowledge the support of ICAM Branch Contributions including the use of the ICAM-I2CAM logos on your event's web pages, announcements, signs, banners, other displays at the event, and any outreach activities related to the event. (See [Acknowledgement/Grants](#) webpage).

## D. Reporting Requirements

Organizers must provide ICAM with a brief report of the workshop outcomes no later than two weeks after the end of the workshop.

- 1. Outcome of the workshop including the following information**
  - A brief description of the event and the science covered,
  - The impact of the meeting, and
  - The emergence of any potential research collaborations.
- 2. Recordings/Videos**
  - Provide ICAM with a copy of all recordings, multimedia, and photos taken, along with captions including the speakers' name, institution, and brief description of the lecture, to be posted to the ICAM website,