

IAS Focused Programs

1. Preamble

- (a) In order to elevate research atmosphere among the HKUST community, the IAS organizes focused programs aiming to provide the opportunity for in-depth discussions in particular research topics that are of special interest to HKUST faculty and students involved.
- (b) Similar activities are held in other places and have proven to be very productive. Examples are Telluride Science Research Center in Colorado, Banff International Research Station in Canada, and the Mathematical Research Institute of Oberwolfach in Germany.

2. Format

- (a) Location: HKUST IAS (Participants from overseas will also be in residence at the IAS to interact with the local academics and students during the focused program period).
- (b) Mode: Mainly face-to-face, though online or mixed mode may be adopted if the situation does not allow physical presence of most participants (e.g. during the period of pandemic).
- (c) Duration: Typically for five days, from Monday to Friday.
- (d) Components:
 - (i) Seminars, workshops, and in some cases postdoc-led / postgraduate student-led discussion sessions.
 - (ii) Talks are scheduled every day to cover recent and specific topics in the discipline. Ample discussion sessions are arranged to promote interactions between the speakers and the participants. Taking on board the diversity of needs, the IAS will devise appropriate focused programs that best fit the characteristics of individual research disciplines.
- (e) Number of participants: About 10-25 participants at any given time excluding HKUST participants. All focused program participants are expected to stay throughout the program. Occasionally, a small number of program participants may wish to extend their stay beyond the focused program duration for more interaction.

- (f) In case the focused program will operate in online or mixed mode, the IAS and the Program Coordinators may further discuss to come up with a format that serves the purpose feasibly and efficiently.

3. Program Proposal

Please refer to the Appendix for the guidelines for developing an IAS focused program proposal.

4. Roles

- (a) At least one of the Program Coordinators should be HKUST faculty, while others may be faculty from overseas or other local tertiary institutions.
- (b) The Program Coordinators are responsible for:-
- (i) ensuring that the focused program is delivered on time, on budget and effectively resourced, as well as up to the required quality standard (within agreed specifications).
 - (ii) managing the relationships with all program participants.
- (c) The IAS provides administrative and logistics support to the Program Coordinators as well as offices, discussion areas and seminar room for each focused program.
- (d) The Director of IAS is the authority to issue invitation letters to participants of the IAS focused programs.

5. Budget and Financial Support

- (a) The Director of IAS will inform the Program Coordinators in writing the budget for the IAS focused program.
- (b) Program Coordinators are encouraged to seek external funding to further strengthen the focused program.
- (c) Working within the approved budget, the IAS provides the following financial support for the IAS focused program participants who travel from outside Hong Kong:
- (i) Honorarium
 - HK\$1,200/day for senior participants, i.e. assistant professors (or equivalent) and above
 - HK\$1,000/day for postdoctoral and postgraduate student participants

- (ii) Non-accountable travel allowance for non-local Program Coordinators whose home institution is

outside Asia	HK\$12,000
within Asia (excluding Guangdong, Guangxi, Hainan, and Macau of China)	HK\$5,000
in Guangdong, Guangxi, Hainan, and Macau of China	HK\$1,000

- (d) In case a participant gives his/her talk(s) online without being physically present in the focused program, the IAS will not offer any financial support to him/her but the Program Coordinators may do so by charging against other sources of funding, if any.

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Guidelines for Developing an IAS Focused Program Proposal

1. Please discuss your ideas with the Director of IAS before preparing your focused program proposal.
2. An IAS focused program proposal should contain:
 - (a) The proposed title, dates and the mode (face-to-face and/or online) of the focused program.
 - (b) A one-page statement to present a clearly motivated academic case that explains the background to the audience of your discipline, and where appropriate, why you think it is time for progress to be made on the chosen topic.
 - (c) Commitments from at least one faculty member from HKUST and another non-HKUST academic to be Program Coordinators. At least one Program Coordinator is required to be in residence throughout the focused program.
 - (d) A sense that your academic community agrees the focused program is a good idea. This is usually accomplished by sending your draft of points in (b) and (c) above to your academic community and asking them the following questions:
 - (i) Is the chosen topic an important and emerging field in their related disciplines?
 - (ii) If such a program takes place, would they be likely to come (if it is conducted in face-to-face mode)? It is useful to request them to indicate their commitments to enable preliminary estimation.
 - (e) A list of possible key participants.