**IVADO Thematic Semester Proposal Template**

## GENERAL INFORMATION:

**Contact information for the lead organizer:**

[Provide full name, title, affiliation, email, and public profiles (website, linkedin, etc)]

**Thematic Semester Title:**

[Provide full name of the program]

**Targeted Dates:**

[Provide the full duration of the semester. Most semesters span between 4 and 6 months]

**Location/ Venue:**

IVADO, Campus MIL, Montréal [Indicate if any part of the Semester will take place outside of Montréal]

**Executive Summary of the Thematic Semester:**  
[Provide a 500 words Abstract of the program, its topic, and its objectives. This text will be used to create our website to describe and promote the event]

**Targeted Audience:**  
[Specify the targeted audience of the program]

**Expected Outcome/Impact of the Semester:**

[Describe the specific and planned outcome and/or impact of the Semester. What does the Semester aim to accomplish?]

**Thematic Semester Chair(s):**

[Provide full names, affiliations, emails, and a short biography highlighting expertise relevant to the topic and experience in organising scientific events of the one or two people who will lead the organizing committee and provide overall direction of the thematic semester]

**Thematic Semester Organizing Committee Members:**

[Provide full names, affiliations, emails, and a short biography highlighting expertise relevant to the topic and experience in organising scientific events of the key individuals (around 4-5 people) that will assist with the planning of the overall thematic semester. Diversity and interdisciplinarity within the organizing committee is important to consider.]

**Rationale and justification:**

Include a brief proposal (three to five pages) that provides a brief description of the content and rationale for the proposed event, including why the proposed time period is optimal, and the significance of the key invitees. Include a description of the anticipated impacts and outcomes of the Thematic Semester and how this aligns with IVADO’s R3AI vision.

## LONG-TERM VISITING SCHOLARS:

Please list names, affiliations, email addresses and duration of stay of each long-term visiting scholars that will participate in the Thematic Program. Indicate the individuals that have provided preliminary commitments to attend and participate as long-term visitors in Montreal.

## ACTIVITIES:

1. **Provide detailed information for each activity of the Thematic Semester:**

A typical Thematic Semester includes 1 bootcamp and 3 week-long workshops over a period of 4 to 6 months. However, IVADO is open to supporting semesters that propose a different format, structure and duration if required.

**a. Bootcamp:**

**Title:** [Provide Title]

**Description:**  [Provide a 500 word detailed Description of the Activity]

**Date:** [Provide a Targeted Dates]

**Organizing Committee Members:** [List Names and Affiliations]

**Guest Speakers:** [List Names and Affiliations]  
**Number of Attendees Expected:** [Estimated number]

**Target Audience:** [Who is the target audience for this event]

**Format**: [Describe the format of the event]

**b. Workshop 1:**

**Title:** [Provide Title]

**Description:** [Provide a 500 word detailed Description of the Activity]

**Date:** [Provide a Targeted Date]

**Organizing Committee Members:** [List Names and Affiliations]

**Guest Speakers:** [List Names and Affiliations]  
**Number of Attendees Expected:** [Estimated number]  
**Target Audience:** [Who is the target audience for this event]

**Format**: [Describe the format of the event]

**Poster Session:** [Specify if a poster session will be included in the event]

**c. Workshop 2:**

**Title:** [Provide Title]

**Description:** [Provide a 500 word detailed Description of the Activity]

**Date:** [Provide a Targeted Date]

**Organizing Committee Members:** [List Names and Affiliations]

**Guest Speakers:** [List Names and Affiliations]  
**Number of Attendees Expected:** [Estimated number]  
**Target Audience:** [Who is the target audience for this event]

**Format**: [Describe the format of the event]

**Poster Session:** [Specify if a poster session will be included in the event]

**d. Workshop 3:**

**Title:** [Provide Title]

**Description:** [Provide a 500 word detailed Description of the Activity]

**Date:** [Provide a Targeted Date]

**Organizing Committee Members:** [List Names and Affiliations]

**Guest Speakers:** [List Names and Affiliations]  
**Number of Attendees Expected:** [Estimated number]  
**Target Audience:** [Who is the target audience for this event]

**Format**: [Describe the format of the event]

**Poster Session:** [Specify if a poster session will be included in the event]

## EQUITY, DIVERSITY, AND INCLUSION INITIATIVES:

IVADO encourages and welcomes all actions related to equity, diversity, and inclusion efforts, ensuring that our scientific events are accessible to everyone.

* Ensure diverse representation among organisers, speakers, panellists and participants
* Ensure that our actions favour accessibility for everyone:
  + Pick venues that take physical accessibility into account
  + offer translation
  + offer digital accessibility
* Implemente and enforce UdeM’s clear anti-harassment policy and put in place a code of conduct
* Ensure that we seek feedback and allow participants to evaluate our events
* Measure our impact

Please detail below all initiatives and measures you intend to implement to promote an inclusive environment.

To submit this proposal, please email this document to [conferences@ivado.ca](mailto:conferences@ivado.ca)

For questions, please contact:

David Hartell

Consultant stratégique - Activités scientifiques

IVADO

e-mail : david.hartell@ivado.ca

Nora Mostefaï

Coordonnatrice à la recherche

IVADO

e-mail : nora.mostefai@ivado.ca et conferences@ivado.ca