Program Quick Facts

- Kim Keary is the Program and Workshop Coordinator for the Simons Center. She will be your contact in regards to the organization of your program.

- The program will have a designated space on our website. Please, be sure to send us the dates of the program and a short description of the program to post on this page as soon as it is available. See our website (www.scgp.stonybrook.edu) for examples from current and recent programs.

- Our goal is to have 10 program participants in attendance at the Center at any time. Kim Keary will help determine the number of invitees and keep track of acceptances as the program develops.

- We usually invite people for a one-month stay and try to avoid short-term visits (no visits of less than 2 weeks).
  - A visitor can split up their one-month stay into two visits.

- The regular offer to invitees is: one (1) round-trip economy class advanced purchase airfare, local transportation expenses to/from the airport such as train tickets (excludes rental car), and local (Stony Brook area) lodging expenses for up to one month. In the case of split visits the Center only covers the travel expenses for one round-trip.
  - We do ask for the participants to support their travel expenses from other sources if they can.
Program Organizer Offer

The normal offer for a program organizer includes the following:

- Shared Simons Center housing, hotel, or $2000/month housing allowance

- Travel expenses for one trip:
  - One (1) round-trip, economy class, advanced purchase airfare
  - Local transportation expenses to/from the airport such as train tickets

- Rental car is not offered

- An organizer who plans to be at the Center for significant amount of time (e.g., a semester) and those who want to make several shorter visits during the program should discuss financial arrangements with the Director or Deputy Director.
List of Invitees

• It would be greatly appreciated to include the full name of the invitees, as well as any additional information such as an email or the home institution. This will help us to correctly add them to our database.
Draft Invitation

The invitation includes:

• The name of the program
• Dates of the program
• The organizers of the program
• The offer
  • The credentials for the invitees to log in to our online registration system. Here is where they can confirm, accept, or decline an invitation.
  • The link to the program website
  • The link to the visa help website
  • The link to the acknowledgement help website

Please see the next page for an example of the program invitation.
Dear [FIRST NAME] [LAST NAME],

The Simons Center is hosting a program in [PROGRAM NAME] organized by [ORGANIZERS]. This program runs from [DATES]. On behalf of the Simons Center, I would like to invite you to spend one month at the Center during this period. The Center will cover:

- Travel to and from your home institution and Stony Brook up to a maximum of $700 from the U.S./Canada, $1100 from Europe, and $1600 from Asia/Australia/New Zealand/South America
- Local (Stony Brook area) lodging expenses for up to one month
- *We ask for the participant to support their travel expenses from other sources if he/she can. If this is not possible, the travel offer still stands.

Our staff will contact you in the future in regards to local accommodations. Please let us know if you need help with travel arrangements.

Please log in into the online registration page to confirm (or decline) your attendance.

Please enter your preferred arrival and departure dates. Two weeks is the minimum amount of time for a program visit. A one-month visit can be separated into two visits, but only one set of travel can be reimbursed.

You can access your registration information here: http://scgp.stonybrook.edu/register
Last Name: [LAST NAME]
Email: [EMAIL]
Pin: [PASSWORD]

Important links:
- Program information page: [LINK]
- Visas guidelines: [LINK]
- Paper acknowledgement guidelines:
  http://scgp.stonybrook.edu/scientific/acknowledging-the-scgp

We are looking forward to this program and we hope that you will be able to join us and participate in these activities. It is our hope that you will be present and engaged in the activities of the Center and provide your expertise to the programs, lectures, and seminars.

Sincerely,
John Morgan
Director, Simons Center for Geometry and Physics
Stony Brook University
Stony Brook, NY 11794
Online Web Applications

• The Simons Center accepts applications for programs via our webpage here: [http://scgp.stonybrook.edu/apply](http://scgp.stonybrook.edu/apply)

• This is for people who are not included in the original invitee list, but would like to attend the program.

• The deadline to apply is two months prior to the program. The applications are checked weekly and will be given to organizers as they come in for discussion. The organizers can choose to invite any of these people, subject to space limitations for the program.
**Talks**

- As an important part of the program's activities we usually have one or two weekly talks throughout the entire program. For example, you might want to have one of the talks to be more pedagogical review while the other as a more technical seminar.

- The contact for talk scheduling is Maria Froehlich (mfroehlich@scgp.stonybrook.edu).