

Rules for workshop and conference approval

We strongly encourage all PKU astronomy faculty members to host workshops and conferences at KIAA. These rules are meant to improve coordination and communication of meetings and are not intended to be a burden. All workshops and conferences with significant participation from researchers or students unaffiliated with PKU must follow the following guidelines:

- 1) All workshops and conferences to be hosted at or sponsored by KIAA must be approved by the KIAA Director. The request should briefly describe the science goals, workshops and conferences scale, date, nature of expected attendance (researchers or students), funding sources, and requested resources, including meeting space and administrative support.
- 2) Meetings that charge participants or request financial support from KIAA should include a budget in their request and will require special approval. Organizers must also follow all PKU regulations on meeting organization, including approval by PKU when necessary.
- 3) Any meetings approved by KIAA should be announced at KIAA's website and on the KIAA calendar, as well as by email and wechat to the PKU astronomy community. We also encourage major conferences to be listed at the Canadian CADC meeting website, with a poster that can help to widely advertise the conference. Meeting summaries should be provided and posted to the KIAA website within one week of the end of the meeting. We also encourage meetings to have a dedicated website. Meetings to be held at KIAA should not be announced publicly before receiving approval from KIAA.
- 4) All workshops and conferences must have a faculty sponsor, though the chair or lead organizer can be a postdoctor.
- 5) The administrative staff will only provide administrative support for the meetings approved by KIAA. All meetings with more than 10 attendees outside Peking University must have an LOC. The LOC should include at least one administrative staff member. The KIAA Institute Manager should approve all requests for time of staff members to help organize the meeting. If staff time is required outside of normal working hours, including weekends, holidays, and mornings or evenings, then staff should be compensated for their time.

北大天文会议申请流程

我们欢迎及鼓励北京大学天文学系全体教职工在科维理研究所举办学术研讨会和国内/国际会议。以下准则的实施是为了更好的提升会议举办方与科维理研究所之间的合作与交流。一切有北大校外人员参与的会议需要遵循以下准则：

- 1) 由科维理研究所主办或赞助的，涉及大量校外人员参与的一切研讨会和会议，都必须获得科维理研究所所长许可。请求应简要说明科学目标、会议规模、会议日期、预期参加人员的性质（老师还是学生）、会议场地、会议经费来源、是否需要研究所的支持等，如场地或行政会务工作。
- 2) 如果会议需要收费或者需要研究所经费资助会议，需要有详细的预算说明、收费的依据或需要研究所资助的理由，需要得到科维理研究所所长特别批准后可以实行开展会议组织工作。组织者还必须遵守北京大学关于会议组织的所有规定，包括必要时得到北大的批准以及按照要求在北大的会议收费系统立项。
- 3) 科维理研究所同意开展的会议需统一在科维理研究所网站及科维理研究所学术日历上发布公告，并通过邮件及微信群通知所有的北大天文教职工及学生。与此同时，我们也鼓励大家将重要会议的信息及会议海报发表在加拿大 CADC 会议网站，获得更多的宣传。会议总结需在会议结束一周内发表在科维理研究所网站。我们也鼓励大家有一个精心设计过的会议网站，方便大家浏览最新的会议信息及提供会务联系人的方式。一切在科维理研究所举办的会议信息不得未经科维理研究所同意直接在对外发布。
- 4) 所有研讨会和会议都必须由教师牵头主办，主席或主要组织者可以是博士后。
- 5) 行政团队仅为科维理所批准的会议提供行政支持。所有在北大科维理研究所举办且校外参加人数超过 10 人的会议都必须有 LOC，LOC 应至少包括一名行政人员。科维理研究所办公室主任需要批准所有需要行政人员参与组织会议的时间请求。如果需要行政人员在工作时间以外筹备会议，包括但不限于双休日、法定节假日等，应对行政人员提供一定的加班补偿。