NeurIPS 2024 Affinity Events Proposal Template
Application and Renewal

We invite affinity groups interested in organizing an Affinity Event at NeurIPS 2024 to fill in this proposal and email it to: affinity-chairs@neurips.cc. Please answer all questions that are not marked as optional.

Deadline to submit proposal: Jun 07, 2024 AOE

Affinity group details

1. Affinity group name:

2. Main contact person:
   Name:
   Pronouns:
   Title/Affiliation:
   Email:
   Phone:

3. Group's purpose and/or goals:

4. Web address to your affinity group's website:

Event proposal

5. Tentative affinity event plan: Program, length, format of the sessions, arrangements between virtual / in-person modes.

6. Event schedule: This year, we are giving affinity groups the option to express their preference for which day of the conference they would like to hold their event. What is your preferred dates/time for your event? Please also specify other considerations (e.g. "I would not like our workshop to overlap with other affinity workshops.") If your affinity group has previously hosted a workshop at NeurIPS,

what feedback/concerns do you have from previous scheduling? Note: We will not be able to satisfy all schedule preferences, but we will try our best to do so.

7. (Optional) Call for contributions: Timeline to release call for contributions, tentative review committee and submission infrastructure. How many contributions do you expect to receive?

8. Outreach plans: Plans for advertising the call for contributions on social media and other networks. Plans for advertising the workshop and/or socials. A URL for the workshop website (this can be changed later).

9. D&I plans: Plans that you want to implement to increase diversity in participation and representation, e.g. visa support, live captioning, etc.

10. Organization budget: An estimated budget for organizing (excluding registration waivers and travel grants), e.g. purchasing live captioniong. This information will help us look into obtaining more funds to support affinity groups, but we cannot guarantee any financial support.

11. List of organizers: Names, brief bio and emails of the organizers. Aggregate demographics of organizers along multiple axes, e.g. gender, race, sexuality, disability, geography, seniority. We request affinity groups to carefully consider the diversity of organizers.

12. Expected attendance: How many people do you expect to attend your workshop in-person? How many virtually? If applicable, how many people attended your NeurIPS 2023 workshop? What is your estimated number of in-person participants from outside the US? What about virtual participants from outside the US? These numbers can be rough estimates.

13. (Optional) Special requirements and technical needs to your event.

Renewal applicants only

14. How did your Affinity Group benefit from participating at NeurIPS and what improvements would you suggest?

NeurIPS support

15. VISA support: We understand that many affinity group members will face VISA issues and processing delays. Will your timeline be mindful of VISA requirements, especially if you have a call for contributions? How can NeurIPS provide VISA

support? We have already opened registration, and we will provide VISA invitation letters as early as possible, to facilitate early VISA applications. More details [here](#).

16. (Optional) Joint poster session schedule: What feedback do you have on the plan for the joint poster session?

17. Organizing support: What are ways in which the affinity events team can support you in organizing (that are not already listed in this document)? Do you have any special requirements or technical needs?

18. (Optional) Any other questions or feedback?