

**NeurIPS 2025 Affinity Events Application Template**

We invite affinity groups interested in organizing an Affinity Event at NeurIPS 2025 to fill in this proposal and email it (in PDF format) to: affinity-chairs@neurips.cc. Please answer all questions that are not marked as optional.

Deadline to submit proposal: Jun 14th, 2025 AOE

**Affinity group details**

1. Affinity group name:
2. Main contact person:

Name:

Pronouns:

Title/Affiliation:

Email:

Phone:

1. Group’s purpose and/or goals:
2. Web address to your affinity group’s website:

**Event proposal**

1. **Tentative Affinity Event Program:** Program, length, format of the sessions, arrangements between virtual / in-person modes.
2. **Event scheduling:** Please indicate:
	1. Your preference for which day of the conference you would like to hold your event (e.g., Tutorial Day, 2nd Conference Day, 1st Workshop Day etc.) and times of your event (e.g., 1 pm - 5 pm).
	2. Any other considerations (e.g. "I would not like our workshop to overlap with other affinity workshops.") for scheduling.

If your affinity group has previously hosted a workshop at NeurIPS, what feedback/concerns do you have from previous scheduling? Note: While we will not be able to satisfy all schedule preferences, we will try our best to do so.

1. (If applicable) **Timeline**: Please provide a timeline for your plan to receive and review contributions to your affinity event. Please include:
	1. Call for Contributions (should not be later than June 2025)
	2. Submission deadline (no later than July for visa-friendly deadline, and mid-August as regular deadline)
	3. Decisions Release Date (please aim for mid-August as visa-friendly notification deadline and mid-September as regular notification deadline)
2. **Poster contributions:** How many contributions do you expect to receive? Please provide an estimate based on last year’s data and estimated growth for this year, as it will help us make a provisional capacity assessment for the Joint Poster Session (JPS) room.
3. **Expected Attendance:** How many in-person attendees do you anticipate? Please provide an estimate based on last year’s data and estimated growth for this year, as it will help us make a provisional room capacity assessment for your event.
4. **Outreach plans**: Plans for advertising the call for contributions on social media and other networks. Plans for advertising the workshop and/or socials. Please provide links for the workshop website (this can be changed later) and social media accounts.
5. **D&I plans**: Plans that you want to implement to increase diversity in participation and representation, e.g. visa support, live captioning, etc.
6. **Organizational budget**: An estimated budget for organizing (excluding registration waivers and travel grants). This information will help us look into obtaining more funds to support affinity groups, but we do not guarantee any financial support.
7. **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. Please provide details for how the affinity event organizers were selected. We request affinity groups to carefully consider the diversity of organizers.
8. (Optional) Special requirements and technical needs to your event.
9. **Post-event impact assessment**: How will you evaluate the impact of your event after it concludes? Please describe your plans for data collection, including metrics on participation as well as demographic information such as career stages and geographical distribution of attendees.

**Renewal applicants only**

1. How did your Affinity Group benefit from participating at NeurIPS and what improvements would you suggest?
2. Please describe your plans to increase the impact and outreach of your event for 2025

**NeurIPS support**

1. **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](https://nips.cc/FAQ/LetterOfInvitation).
2. (Optional) **Joint poster session schedule:** What feedback do you have on the plan for the joint poster session?
3. **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?
4. (Optional) Any other questions or feedback?

**Agreement form**

To ensure a positive experience for the organisers and attendees, this year we are setting up an agreement form for all affinity organisers to adhere to. Please review, sign, and include the document with your Affinity Events Application.