

## About ICFA Workshops

There are two different types of ICFA workshops: the Advanced Beam Dynamics Workshop (ABDW) and the mini-workshop.

### 1. **ICFA Advanced Beam Dynamics Workshop (ABDW):**

- a) This is a full-size workshop. The number of participants is generally 100 or more.
- b) It is sponsored by ICFA.
- c) The organizer is required to prepare a half-page proposal including workshop dates, venue, names of principal organizers, and a brief statement of workshop purpose. The proposal should be sent to the ICFA Beam Dynamics Panel chair and must be approved by the ICFA committee.
- d) There should be at least one ICFA Beam Dynamics Panel member on the organizing committee.
- e) It must be open to the public (i.e. not by invitation only).
- f) There must be formal proceedings published online by JACoW.
- g) The organizer is required to make an announcement prior to the workshop and write a summary report after the workshop for publication on the *ICFA Beam Dynamics Newsletter*.
- h) It is highly recommended that the proposal to ICFA be submitted as early as possible, since the name of ICFA cannot be used in the workshop announcement, poster or web site before ICFA's approval.

### 2. **ICFA Mini-Workshop:**

- a) This is a small size workshop and more flexible. The number of participants can vary and is usually in the range 30 to 80.
- b) It is sponsored by the ICFA Beam Dynamics Panel.
- c) The proposal can be in an e-mail to the Panel chair, including workshop dates, venue, names of organizers, and a statement of its topic.
- d) It needs Panel approval, which usually takes about 2 weeks.
- e) There should be at least one ICFA Beam Dynamics Panel member on the organizing committee.
- f) It can be by invitation only.
- g) No formal proceedings are required.
- h) The organizer is required to make an announcement prior to the workshop and write a summary report after the workshop for publication on the *ICFA Beam Dynamics Newsletter*.