Siegman International Summer School
Request for Proposal 2018/19

Introduction

Each summer, The OSA Foundation Siegman International School on Lasers invites about 100 graduate students for a week-long intensive program. Applicants are selected from developed and underdeveloped nations to learn about basics and advances in optics and photonics using lasers. Lecturers and contributors are drawn from an international group of pioneering laser researchers and experts from leading laser companies, highly-regarded professors and fellow students. In addition, attendees present their own research and gain invaluable experience in building exposure for their work.

The primary goal of the summer school is to inspire students to succeed. The daily interactions provided with world renowned instructors are a proven vehicle for inspiration. Allowing students, the experience and education the summer school program affords, assists the professional community by adding new members and increasing representation from diverse communities.

The school was established in honor of Anthony E. Siegman, 1999 OSA President, founding board member of The OSA Foundation and widely known expert on lasers and optics. This program is co-founded by IPG Photonics and endowed by donors from around the world.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>2014 – 3-8 August</td>
<td>Stanford University, Stanford, California, USA</td>
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<td>2015 – 2-7 August</td>
<td>Max Plack Institute, Amberger Congress Centrum, Amberg, Germany</td>
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<td>2016 – 24-29 July</td>
<td>ICFO Institute of Photonic Sciences, Barcelona, Spain</td>
<td>89</td>
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<td>2017 – 6-11 August</td>
<td>Centro de Investigaciones en Óptica (CIO), Leon, Mexico</td>
<td>TBD</td>
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Sample Program

The school provides five days of interactive workshops, lectures and cultural engagement.

Day 0 (Saturday)
- OSA Staff and Lecturers arrive

Day 1 (Sunday)
- Students arrive
- Students check into rooms (Hotel/Residence Hall)
- Setup of space / orientation of staff and lecturers
- Welcome reception (Afternoon/evening)

Day 2 (Monday)
- School Begins
- Typical Program Highlights:
  - Welcome
  - Lecturers and Discussions
  - Poster Setup
  - Ice Breaker / Large group experience

Day 3 (Tuesday)
- Typical Program Highlights:
  - Lectures and Discussions
  - Lab Tours
  - Poster Session 1
  - Group Photo

Day 4 (Wednesday)
- Typical Program Highlights:
  - Lectures and Discussions
  - Cultural Experience (Half Day)

Day 5 (Thursday)
- Typical Program Highlights:
  - Lectures and Discussions
  - Lab Tour 2 (If needed)
  - Poster Session 2

Day 6 (Friday)
- Typical Program Highlights
  - Lectures and Discussions
  - Closing Lunch and Poster Awards

Day 7 (Saturday)
- Students depart and check out of housing
- Staff and Lecturers depart
Other Program Specifics:
- School provides 6 nights of housing (Sun-Fri with checkout Saturday)
  - Single or Double rooms for students
- Each day includes a morning and afternoon coffee break
- Each day includes breakfast / lunch / dinner for all attendees
- Opening and Closing receptions
- Lecturer and Staff housing 7 nights (Sat – Fri with checkout Saturday)
  - Single rooms

Important Dates
The dates in which the school takes place are flexible with a target range of the last half of July and the first half of August.

Website
The host institution would manage the school's website for accepted students to showcase the program highlights as well as provide a location for all important information and dates. This would include:

- Dates of the school (arrival/departure)
- Housing information
- VISA request information
- Grant request information
- Program schedule
- Extracurricular programming

Registration and Fees
The host institution would manage the school’s registration and collection of all fees associated with the school. The fee in 2015 and 2016 was $900 USD to register to attend the school.

Budget
Income: The school has three primary sources of income to consider as you create a budget proposal:

- OSA Foundation Grant $47,500
- Host Institution – Varies based on cost of facilities, housing and catering.
- Student Registration Fee – Varies based on attendance and fee (ranges from 70-90K)

Expenses: The school’s expenses vary based on the location and facilities cost. The total cost of the school ranges $140-170K. The costs to consider are:

- Travel Grants (20-30K)
- Registration Grants (10-20K)
- Housing (30K)
  - Double room /Single room estimated costs
- Catering (26K)
  - 5 days – 3 meals a day for each attendee
  - Welcome and closing reception
- Coffee / snack breaks
- Audio Visual (2K)
  - All presenters should be content captured
  - Wireless Internet for attendees
- Facility rental (20K)
  - Lecture hall
  - Meal space
  - Poster Session space
  - Reception space
- Poster Awards (3K)
- Speaker Travel / Hotel (20K)
- Printing (5K)
  - Program book
  - T-Shirts / Bags (giveaway items)
- Special Events (10K)
  - Local excursions / tours

Other sources of income to consider:
- OSA applies for an NSF Grant to support 10 US students to attend the school each year (15K)
- Local government grants for students.
- Industry partner support.
  - Sponsorship of a reception or program
  - Travel / Registration grants
Please complete the application below or online

* Required

Applicants Name *

Applicants Email *

Applicants Phone Number *

Organization / Institution applying to Host the school *

Select the year you wish to apply (may select both) *
Siegmans School 2018
Siegmans School 2019

Provide the proposed dates (Typical school runs Sunday Evening - Saturday morning in late July or early August) *

Name of facility where school will take place (Building name or conference center) *

Have you confirmed the facility is available for the proposed dates? *
Yes
No

Number of rooms and capacity of each meeting space (Will need 1 large space for at least 125 for the majority of the school) *

Does the host have content capture and A/V support for the school? *
Yes
No
Other:

Meal and Reception Space (Provide the space details and options) *

Food & Beverage - Are there any restrictions on catering at the host institution? *
Yes
No
Other:

Poster Competition Space (Provide space details and options for 80+ posters) *

Housing - Please select where students and Lecturers would be housed *
Campus Residence Hall
Hotel
Other: 

Housing - Costs for housing - provide the approximate single and double occupancy rates / night *

Housing - Will housing be within walking distance? *
Yes
No
Other: 

Budget - The school’s costs change based on location and a final budget will be determined before the final MOU is signed - Is the host prepared to support the school financially and assist in potential alternative funding (grants/sponsorships) *
Yes
No
Other: 

Registration - Does the host have the capability to support a school website and collect registration fees? *
Yes
No
Other: 

Extracurricular Programming - Please share any cultural or engaging options for programming outside the classroom for attendees *

Explain briefly why your organization would like to host the Siegman Summer School on Lasers. If your organization has conducted conferences in the past, please include that information, as well (you may email a separate sheet, if needed to CBurrill@osa.org ). *

Have you emailed the signed host organization acknowledgement form to CBurrill@osa.org *
Yes, complete
No, but I will soon in order to complete the RFP
Review and Selection Process

RFP Opens – 1 February 2017
RFP Closes – 1 May 2017
Outcomes of the RFP 15 June 2017

Organization Information:
The OSA Foundation provides training, mentoring, recognitions, scholarships and travel support programs as directed by our donors. In 2017, the OSA Foundation will be expanding our professional development programming as well as launching several new initiatives in support of our donor’s goals to inspire, support and mentor the next generation of innovators and leaders in optics and photonics. There is a lot more we can all do to support future generations, and the OSA Foundation is here to help our community do just that.

Vision: A thriving, robust, and collaborative optics and photonics community that inspires and empowers the next generation of leaders in the field.

Mission: Inspire promising individuals to pursue careers in optics and photonics that lead to ongoing support and an enduring passion for the community.

The Optical Society’s (OSA) mission is to promote the generation, application and archiving of knowledge in optics and photonics and to disseminate this knowledge worldwide. The purposes of the Society are scientific, technical and educational. OSA’s commitment to excellence and long-term learning is the driving force behind all its initiatives.

Since 1916, OSA has been the world’s leading champion for optics and photonics, uniting and educating scientists, engineers, educators, technicians and business leaders worldwide to foster and promote technical and professional development. Through publications, events and services, The Optical Society is helping to advance the science of light by addressing the ongoing need for shared knowledge and innovation.
Siegman School Host Organization Acknowledgement Form

I acknowledge that I have received and read the Siegman School Host Organization Guidelines and Acknowledgement Document and understand the responsibilities of the Host Organization. On behalf of the Host Organization, I agree to fulfill the responsibilities outlined therein.

__________________________
Organization

__________________________
Signature

__________________________
Date

__________________________
Print Name

__________________________
Title

__________________________
Conference Dates

__________________________
Conference Location

__________________________
Term of Agreement

Please complete this form and return it to:

Curtis Burrill
Director, Membership and Education Programs
The Optical Society
2010 Massachusetts Ave, NW
Washington, DC 20036 USA
Email: cburrill@osa.org