

Activity Support: International Masterclasses

International Masterclasses (IMC) is the flagship activity of the International Particle Physics Outreach Group (IPPOG). IPPOG supports efforts to develop and improve the programme, including activities to broaden its scope in content, as well as geographical and social reach. This document is to provide guidelines for requesting financial support from IPPOG through IMC.

1. IMC/IPPOG Travel Support Policies

Travel must be for the purposes of dissemination of International Masterclasses or expansion of the International Masterclasses program. These include giving a poster or a talk at a physics or physics education conference or meeting and presenting Masterclasses in new places or where people new to Masterclasses are gathering.

- 1.1. There should be a reasonable expectation that the travel and activities will lead to further engagement with International Masterclasses.
- 1.2. Contact with any hosts or collaborators should have already been made and agreement in principle to work together should be established before approval of funds.
- 1.3. IMC will co-fund only; there should be another contributor. For example, IMC might pay for coach airfare to the destination but not lodging/subsistence – or the reverse.

2. IMC/IPPOG Material Support Policies

Various materials to prepare and hold Masterclasses have been prepared, e.g. Masterclass in a Box.

- 2.1. Funds can be used to produce materials to be brought to a conference or a meeting or to a Masterclass.
- 2.2. The development of new material can be funded.
- 2.3. Funds can be used to produce images, video and other media supporting the dissemination of Masterclasses.

3. IMC/IPPOG Personnel Support Policies

- 3.1. The coordinators might need the help of persons with relevant experience for specific tasks. Examples are support of social media activities or IT issues.
- 3.2. The first preference is that this assistance be in-kind, e.g. IT help from existing personnel from TU Dresden or QuarkNet. IMC can pay for assistance where it is not available or sufficient on an in-kind basis.

4. IMC/IPPOG Participant Support Policies

- 4.1. Funding may be requested to support the activities of facilitators or participants in masterclasses or learning experiences which lead to masterclasses.

- 4.2. Preference will be for activities which develop new aspects of masterclasses or reach new audiences.

5. Additional Types of Support

- 5.1. Funding may be requested for uses not listed in this document.
- 5.2. Such uses will only be considered upon receipt of a written explanation (an e-mail can be sufficient) and follow-up communications

6. Application guidelines

- 6.1. Anyone with the needed expertise may apply for funds for an activity. Applications can be made throughout the whole year but applicants are asked to apply as early as possible. Applicants should send inquiries to ippog-mc-ct@cern.ch.
- 6.2. The applicant must present a plan for the activity, an overview of costs and how the planned activity will impact International Masterclasses.
- 6.3. Coordination of IMC will review the applications and decide on approval of funding.
- 6.4. The applicant must submit a short written report after the funded activity.
- 6.5. Where practical, the applicant should supply images of the activity that can be used on the web as well as share some of the events on social media, including mention of @physicsIMC.

7. Administration

- 7.1. Allocation of funds will be decided by the IMC co-Coordiators: in the case of possible conflicts or questions, IMC co-Coordiators will seek advice and consent of the IPPOG co-Chairs.
- 7.2. IMC may deny a request, approve a portion of the request, or approve the full amount at the discretion of the IMC co-Coordiators. Any invoice must be sent to the scientific secretary of IPPOG.
- 7.3. The originator of invoice must be official CERN supplier or client. If the originator is not a supplier or client, he or she must become registered as one of these.