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1 Mission Statement

The Rising Researchers Seminar Series provides a platform for early career researchers in nuclear theory to showcase their exciting work to a broad nuclear theory audience. This online series aims to create visibility for rising researchers who are senior graduate students and postdocs in their first appointment.

Speakers will be chosen by a committee from a competitive pool of applications. Selected speakers will give a 60 min seminar and be featured on the Rising Researchers Seminar Series website.

2 Talk Format

All talks are to be held remotely over Zoom on the first and third Tuesday of each month. Talks will be recorded with the speaker's permission and posted to the website along with the slides and contact information (optional).

The talks will be 60 minutes in total, with approximately 50 minutes for the presentation followed by 10 minutes for discussion and questions. The level of the talks should be accessible to a broad nuclear theory audience.

Speakers, committee members, and audience members will be expected to adhere to the Institute for Nuclear Theory code of conduct, which can be viewed [here](#).

3 Speakers

3.1 Target speaker pool

The speakers are expected to be doing research in one or more of the following sub-fields of theoretical nuclear physics:

- Hot QCD (eg. heavy ions)
- Cold QCD (eg. hadron structure)
- Nuclear structure and reactions
- Nuclear astrophysics
- Fundamental symmetries and neutrinos
- Applications of quantum computing and machine learning to nuclear theory

3.2 Process for choosing speakers

3.2.1 Call for speakers

Any prospective speaker fitting the description in section 3.1 can apply.

Applications will occur in cycles: All the applications to present in a given quarter will be collected with a deadline around 6 weeks before the start of the quarter. The committee will meet 5 weeks before the start



of the quarter and successful applicants will be notified 4 weeks before the start of the quarter. A timetable will be posted on the Rising Researchers Seminar Series website.

Any applications received after the deadline will be considered for the following cycle.

There will also be the option to nominate a speaker. Nominated speakers will receive an automated invitation to apply and a note will be added to their application that they were nominated and by whom.

The committee will endeavour to advertise widely for speakers that fit the description in section 3.1. To this end, the committee will maintain a contact list of individuals and organizations who will have agreed to help disseminate information regarding the series. Maintaining the list of contacts will be the responsibility of the Secretary (see table 1).

Questions regarding the eligibility of a prospective speaker or application process should be directed to the committee at [\[Official email\]](#). It is the responsibility of the Applications Coordinator (see table 1 to respond to any emails pertaining to applications.

3.2.2 Speaker application and nomination forms

The application and nomination forms can be found on the Rising Researchers Seminar Series website.

- The nomination form will collect the following information:
 1. Name of nominator
 2. Affiliation and position of nominator
 3. Name of nominee
 4. Affiliation and position of nominee
 5. Email address of nominee
- The application form will collect the following information:
 1. Name
 2. Academic level (choose one)
 - PhD student within 2 years of submitting.
 - PhD student within 1 year of submitting.
 - Postdoc in first appointment.
 3. Sub-field (choose as many as apply from the list in section 3.1).
 4. Talk title
 5. Talk abstract (≤ 350 words, excluding acknowledgements or references)
 6. Provide a motivation for the broader context of the research within the field theoretical nuclear physics (≤ 350 words excluding references)
 7. Consent for talk to be recorded.
 8. Demographic information (optional separate survey)

Note: Demographic information collected will be completely anonymous and will not impact the selection of speakers. The statistical information will not be shared with anyone outside of the committee. This information is collected only for internal review of advertising and selection processes.



3.2.3 Selection

The full committee will meet every quarter (every 3 months) to select speakers for the upcoming quarter. Prior to that meeting, the core committee will prepare a shortlist of at most ~ 12 potential speakers. The full committee will select the final 6 speakers from the shortlist. The determination of the shortlist goes as follows.

1. Each expert receives applications in their respective sub-fields, reads the abstract as well as relevant references (if available), and chooses at most 5 applicants based on scientific merit and potential interest to the community.
2. Each expert of the sub-fields presents these 5 (or fewer) applications to the core committee. The core committee collectively chooses 2 applicants in each sub-field that make it to the shortlist. This process ensures that the proposed talks by the shortlisted candidates are of interest to the broad theoretical nuclear physics community.

Ideally, but not necessarily, one speaker will be chosen for each sub-field. If the final list of speakers does not represent all sub-fields, an effort will be made to encourage and engage members of the underrepresented sub-field to apply for the next quarter.

3.2.4 Invitation

Successful applicants are invited by the chair to present a talk. The chair will nominate a member of the committee to serve as the speaker's contact and host.

Applicants are informed at least 4 weeks prior to the date of the talk. Applicants are encouraged to consider the talk a serious and competitive milestone as the invitation is sent out to a mailing list of $\sim 10k$ subscribers.

Speakers will be asked to provide a photo, a short blurb about themselves and contact information to be included on the website. The slides and recording of the talk will also be made available on the website. The recording will be kept online for up to a year, or can be removed earlier upon request from the speaker.

3.3 Diversity and inclusion

The committee is committed to ensuring equal opportunity for all researchers regardless of race, ethnicity or gender.

An optional section on the application form will collect information on race and gender. Successful applicants will be asked to voluntarily resubmit the demographic survey so that the statistics of successful applicants may be compared with the statistics of the application pool. This statistical demographic information of applicants and presenters will be reviewed annually to determine whether or not the following criteria are met:

1. The percentage of speakers who have self-identified as belonging to a given underrepresented group is, at minimum, consistent with the demographics of the application pool.
2. The percentage of applicants who have self-identified as belonging to a given underrepresented group is, at minimum, consistent with the demographics of the nuclear theory community in the United States as published by the [Division of Nuclear Physics](#).



If the committee finds that the speaker demographics do not reflect these goals:

1. A concerted effort will be made to advertise to underrepresented groups by, e.g., working with relevant societies and activist groups.
2. The selection process will be reviewed (and possibly amended) to combat any unconscious bias in the selection process.

Only the Diversity Coordinator on the committee will have access to the raw data (de-identified) and they will present statistical summaries of the data to the committee at quarterly meetings.

4 Committee

4.1 Structure

The committee will consist of a mix of graduate students, postdocs, and faculty or staff. The spread of members should satisfy:

- At least one graduate student.
- At least one person that performs research in, or has proximity to, each of the declared sub-fields who will serve as the official representative of the sub-field.

Members of the committee are expected to serve for a minimum of one year.

The committee will be organized into:

- The Executive Committee, which shall be responsible for administration of the series, including liaising with INT staff, advertising, planning and reporting on committee meetings, inviting successful speakers, and hosting speakers. This committee includes the Chair, Vice Chair, Secretary, Applications Coordinator and Graduate Representative, whose responsibilities are detailed in Table 1.
- The Core Committee, which shall be responsible for creating an application short-list. This committee will include the executive committee and at minimum one representative from each of the sub-fields.
- The Full Committee, which includes the core committee, will meet every three months to select speakers. Each member of the committee will have equal say and equal vote. In the event of a tie, the tie will be broken by the representative(s) of the specific sub-field.

4.2 Joining the committee

- A call for nominations or volunteers to serve on the committee starting with the first full committee meeting of the new year will be sent out at the beginning of September. With the exception of the Graduate Representative, committee members must have, or will have by the start of their tenure, a Ph.D. in nuclear physics or related field.
- New members of the executive committee will be invited to the executive committee meetings to observe and assist current members of the executive committee. It will be the responsibility of the outgoing executive committee members to onboard the new members.



Table 1: **Roles and responsibilities of the Executive committee**

Position	Responsibilities
Chair	Organize committee meetings and set committee meeting agenda. Contact successful applicants and assign committee member to host.
Vice Chair	Interface with INT staff, RE website management (pass on speaker bios, slides & recordings; update posted application deadlines; update contact details), talk announcements w/ abstract, call announcements.
Applications Coordinator	Contact unsuccessful applicants. Schedule talks. If necessary, coordinate shortlisting applications by subtopics. During committee meetings, create list of successful applicants to be forwarded to Chair.
Secretary	Maintain mailing lists, compose and send adverts, reach out to potential target pools, field external (or website) communications.
Graduate Representative	Ensure the goals of the seminar series remains relevant and aligned with the interests of nuclear theory graduate students. Assist Secretary with advertising.

4.3 Hosting speakers

The host for each selected speaker will be assigned by the Chair. The responsibilities of the host are:

- Prior to talk: Request bio and contact information to be included on the website from the speaker and forward to the Liaison. Get permission from the speaker to record and upload the talk to the website.
- During talk: Press record, introduce the speaker and topic, remind audience of code of conduct, manage questions from audience.
- After talk: Remind speaker to send their slides and any other information they want posted on the website to the Vice Chair.

Prior to hosting for the first time, a the Chair will provide the host with resources regarding how to manage questions and, if necessary, how to manage any participant that that they believe is breaching the INT code of conduct.

5 Amending the charter

Potential amendments of the charter should be sent to the Chair. The Chair will disseminate the suggested amendments in a timely manner to the core committee. Amendments will be adopted if more than 70% of the core committee votes to approve.