

[Today's Date]

Dear Coordinators:

The steering committee of the KITP Advisory Board met in May and was pleased with the level of commitment that you have demonstrated for the program [NAME] that you are coordinating.

The program dates would be within the period [Dates.]

As a rule, we find it best if one program coordinator takes principle responsibility for keeping us informed about progress in selecting participants and in working with us on budgetary matters. I understand that XXXXXXXXX expects to function in this role.

Nearly all documents that you will need or receive are available on the Coordinators' Reference page at <http://www.kitp.ucsb.edu/visitors/info/coordinators/programs.php>. At this early stage, you will mainly want to familiarize yourself with the Policy Guide, which can be read either online or downloaded as a pdf file. It covers most of the basic questions, such as number of people who can be invited and the corresponding financial issues. Some of this may sound a bit complex, but the procedures are well tested and seem to work fairly easily. We do try to be as flexible as possible in implementing them. The KITP will make and monitor all financial commitments and do all the bookkeeping and tracking of applicants and participants.

The only guideline that I want to emphasize specially at this early stage of organization is one regarding length of visits. The most successful KITP programs are almost always those that have the largest ratio of long-term to short-term participants. I strongly urge you to give top priority to filling out and confirming your list of long-term participants. As our programs have become more popular over the years, coordinators have found it increasingly difficult to turn down requests for short visits by distinguished colleagues. Unfortunately, long-term visits are also made more difficult sometimes by budgetary constraints. If you find that either of these problems is arising, please check with us to see whether there might be some unexpected flexibility before making final decisions.

The KITP strongly encourages the participation of women and minorities in its programs, and you should keep this in mind in making your recommendations. While diversity is the responsibility of everyone, I understand that YYYYYYYYYY will take primary responsibility for overseeing this. We will require a written report of your efforts before issuing the bulk of your formal invitations.

On behalf of all of us who are associated with the KITP, I want to express sincerest thanks for your efforts in developing this proposal and for taking the responsibility for making the program successful. The Deputy Director and I are looking forward to working with you in the coming months. Please contact us immediately if you have any questions or foresee any problems.

Sincerely,
David Gross
Director, KITP

