

Lorentz Center workshop application instructions

Lorentz Center workshops are:

1. Driven by a strong scientific motivation and a clear case
2. Innovative (i.e. bringing together new fields, testing new approaches, exploring new directions etc.)
3. Highly interactive
4. Diverse in participants

Your proposal will be evaluated on 1) scientific content, 2) novelty/relevance, and 3) set-up of the program and composition of participants.

Feel free to contact us to discuss if and how a Lorentz Center workshop could be helpful to what you want to achieve.

Outline of a workshop proposal

1. Title
2. Organizers
3. Scientific case
4. Program
5. Participants
6. Budget
7. Dates

General tips:

- Be comprehensive, yet concise.
 - Be specific, use concrete examples.
 - Be clear about the connection between a) your scientific workshop aims, b) the potential outcome, the workshop program, d) and the composition of both the organizers' team and the group of participants.
 - Though different scientific fields have different needs and traditions in communicating their research, a standard proposal should be no longer than 8 pages.
 - Your proposal will be assessed by one or more of our scientific advisory boards who have expertise related to your proposed workshop topic.
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1. Title

Choose a short, catchy, and precise title of max. 50 characters.

2. Organizers

List the organizers and describe the relevant areas of expertise for each of them.

Choose your co-organizers with the following points in mind:

- a. A maximum of 5 organizers is allowed, one of which should be designated the main contact for the Lorentz Center. A minimum of 3 is recommended.
- b. The team of (co) organizers should represent the scientific fields, geographical locations, and research groups/communities most relevant to the aims of the workshop.
- c. **The workshop proposal is submitted jointly by all co-organizers, who share the responsibility of the workshop organization.** Co-organizers provide a substantial contribution to the workshop conception and design, offer their expert input, help identify relevant participants, and during the workshop, stimulate interaction and open discussion. Your workshop in fact already begins when discussions important to the workshop take place within the organizing team.”
- d. Keep underrepresented groups in mind (e.g. in terms of gender, career stage, geographical location) when composing the group. For example, we strongly recommend to avoid teams that are exclusively male or female.
- e. Including a co-organizer based in the Netherlands is practical, helps involving the Dutch research community in a natural way, and adds local visibility. On the other hand, as an international workshop center, we also advise against an entirely NL-based organizing team.

3. Scientific case

Present a concise, yet comprehensive, and clearly motivated scientific case that explains what you intend to achieve scientifically and why it is timely. In a typical proposal, this section is about 2-3 pages long.

Please distinguish between:

- **The needs/research challenges of the field(s):** the broader development needed in your field(s) to address current (scientific) issues/challenges/questions.
- **The workshop aim:** the specific (research) progress that you want to make, related to the needs/challenges of the field(s). Be specific about *this workshop* in particular, as opposed to the general development of the field. Please include a sentence beginning with: “This workshop will be considered a success if...”
- **The workshop outcomes:** Which tangible “products” could support your (scientific) workshop aim(s)? Be specific about what you would like to have created (1) by the end of your workshop week, and (2) in the weeks/months to follow.

Please also pay attention to the following:

- a. While we ask you to be specific about your aims, don't be too technical. Non-expert colleagues should also be able to understand your scientific case (e.g. use specific examples).
- b. Integrate 5 to 10 key references that demonstrate the embedding of the workshop in the research field(s) and the timeliness.
- c. Mention how the proposed topic is connected to the Dutch research community and the possible benefits of organizing this workshop in the Netherlands. Although an advantage, a connection to Dutch research is not a condition for applying for a Lorentz Center workshop.

- d. Be explicit about why a *Lorentz Center* workshop is appropriate for the aims you have in mind.

4. Program

Please provide here only a description of the program. The timetable should be uploaded separately, in the 'Programme (PDF)' section.

The program description should address the following points:

- Describe how you plan to organize the week. Use your workshop aim and suggested outcomes as the starting point for building up your program. Distribute the topics and activities over the week to get to where you want to be on Friday.
- Describe the workshop topics, the purpose of the workshop activities and how they connect to each other and the main aim of the workshop.
- Feel free to add your thoughts on pre- and post-workshop activities that may enrich the workshop and place it in a larger context.

Lorentz Center workshops mostly have a 5-day program. Please give a clear motivation if you prefer a shorter or longer period. In a 5-day dedicated workshop you can achieve significant and sustainable progress, especially if you are bringing together groups of researchers who do not usually work together (yet).

In our workshop application portal, you are requested to *separately* upload a preliminary timetable. In this timetable:

- Specify the main theme/goal/topic/... of each day.
- Specify the time slots for the specific workshop sessions.
- Include time for breaks; a minimum of 30 minutes for tea/coffee breaks and 1,5 hours or more for lunch are recommended.
- Include time for a Lorentz Center welcome and opening of 15 minutes. We advise to start an in-person workshop no earlier than 10:00 a.m. on the first day. End the workshop around 3-4 pm on the last day.
- Include social activities: The Lorentz Center provides a "Wine and Cheese" reception at the end of the first day and a workshop dinner on the "middle" day of the workshop (typically Wednesday).

The scientific advisory boards that review your proposal will pay special attention to:

- a. How you aim to connect people, particularly if you are bringing different fields together. Be specific about the strategies you will apply. Think for instance of (1) planning the days or sessions around topics which connect the participants, establish a common language and (2) activities that stimulate interaction and collaboration.
- b. The balance between 'one-way' activities, such as lectures or talks, and interactive sessions. The Lorentz Center facilities provide ample space for break-out sessions, group work and socializing. Since most workshop goals are not optimally served by 'one-way' activities, we strongly advise to be restrictive in the time devoted to lectures and consider how work in small teams, case study groups, discussion sessions, etc can be useful. Long

coffee and lunch breaks and other informal sessions are encouraged as well.

- c. How you plan to stimulate active participation of all, also early career participants or practitioners. Tutorial type lectures may, for instance, be good to broaden the horizon of researchers new to the field or create alignment among participants from different. Different types of brain-storms can get ideas, topics and concerns onto the table early. Assigning activities, specific tasks, e.g. reporting out of breakout sessions, can be helpful.

COVID-19

If the COVID-19 situation requires, we will support you in organizing the workshop in an alternative format. In your proposal, concisely share ideas you have about a contingency plan, in case your workshop cannot take place in a fully physical format. On the Lorentz Center website, you can find tips and tricks on constructing a virtual workshop format.

Even without impacts of this pandemic you may want to make use of hybrid or virtual tools in connection with your workshop. If so, please tell about this

5. Participants

Provide here a general description of how you have composed your participant group. The participant list compiled using the participant template file (also available in our online application portal) should be uploaded separately, in the 'List of participants (PDF)' section. Note that the presence of participants during the entire workshop period is important for the success and impact.

In your general description, include the following:

- a. An estimate of the expected number of participants. Space and funding can be offered for a maximum of 55 persons (Lorentz Center@Oort) or 25 persons (Lorentz Center@Snelius), organisers included. If you plan on virtual attendance the total maximum is 80.
- b. The fields, expertise and/or important research groups required to achieve the aims of your workshop.
- c. Attention to international participation (research is international) as well as to relevant Dutch participation (we are financed by the Dutch taxpayers).
- d. The ratio of early career researchers to senior participants you are aiming at. Inclusion of early career researchers in the workshop is highly encouraged. Think of participants who obtained their Ph.D. less than 5 years ago or are currently working towards it.
- e. Explicit attention to enriching the diversity of your workshop. The Lorentz Center is committed to improve the participation of underrepresented groups in the workshops and the scientific boards pay particular attention to this. Make sure that the gender balance in your workshop is better than in your field and include researchers from underrepresented groups.

In the participant template file, we ask you to list the (key) participants, including their

- i. First and last name.
- ii. Affiliation.
- iii. Relevant expertise. This helps also non-experts assess the thematic coverage and geographical spread.

Indicate if they have been contacted/confirmed their interest. Obtain the confirmation of interest in participation from at least 15 prospective (key) participants, covering the different fields of the workshop. These statements of the interests are pivotal for the evaluation as it shows how your idea is received by the relevant communities and thus the potential of the workshop.

6. Budget

Please provide here a budget estimation. The template budget sheet (available in the online application form) should be uploaded separately, in the 'Budget sheet (PDF)' section.

a. Lorentz Center funding

A regular Lorentz Center workshop receives both in-kind support and a "refund budget". The Lorentz Center does not charge registrations fees.

In-kind support:

- Lorentz Center venue (including office facilities), scientific support, and the logistical and practical support of the workshop coordinator
- Coffee, tea, and cookies during the workshop
- "Wine & Cheese" welcome reception
- Workshop dinner at one of our partner locations
- Optional: workshop announcement poster (design, print and distribution)

Refund budget:

In addition to the above, regular Lorentz Center workshops are granted a "refund budget" for reimbursement of lunches and/or accommodation/travel (for a few participants). This budget is calculated in the template budget sheet, based on the anticipated number of participants and meeting days; currently € 25,- per participant per day.

The organisers decide on the allocation of the refund budget. The following guidelines apply: Refunds for accommodation can be up to € 112,- per person per night¹. In our experience, on average the number of hotel nights equal the number of meeting days. Travel refunds can be up to € 300,- for European countries and € 800,- for other countries. Please note that, as of January 2023, we will normally not refund flight tickets for distances <500 km. Please click [here](#) for more information. Reimbursement is based on receipts. These guidelines are implemented in the template budget sheet.

b. External Funding

Many organizers wish to supplement the financial support that the Lorentz Center can provide. They are encouraged to acquire supplementary external funding. Preferably the amount of external funding is known at the time of the intake meeting (6-9 months before the workshop). We advise to apply for supplementary external funding as soon as possible. Most funding agencies do not require final approval of the meeting by the Lorentz Center at the time of application.

For more information and a list of organizations that have funded Lorentz Center workshops see the financial support page on our website.

¹ Current rate of our partner hotel, changes per year.

c. Diversity Fund

The Lorentz Center can allocate a small budget to support the expenses of participants eligible for the Diversity Fund. Please check [this page](#) for more information.

7. Dates

In the [calender in the application portal](#) you will find the venue availability in the 7-15 months after the application deadline (including also various single days where the Center is closed). Please choose a minimum of 3 (prioritised) weeks for your workshop. You can indicate motivations for your choice and also any non-weeks you may have. The higher the proposal is ranked, the greater the chance that we can allocate one of your preferred weeks to the workshop.

Contact

For assistance or advice at any stage of the preparation of your proposal, do not hesitate to con-tact us.

Please submit your final proposal through our workshop application portal.