Lorentz Center workshop application instructions

Outline of a proposal

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

2. Organizers
   Choose your co-organisers with the following pints 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. It is a significant advantage if the group of (co) organizers represents the most important aspects of you workshop both in scientific fields, geographically, important research groups and communities etc.
   c. Co-organizers can help attract the right people to the workshop and, during the workshop, stimulate interaction and open discussions.
   d. Keep also underrepresented groups in mind when composing the group. In particular including at least one woman in the team is strongly recommended.
   e. Including a co-organizer based in the Netherlands helps involving the Dutch research community in a natural way, and adds local visibility.
   f. Mention the relevant areas of expertise of each organizer.

3. Scientific case
   a. Present a concise and clearly motivated scientific case that explains why a workshop on the proposed topic is timely and what you want to achieve scientifically, also to non-expert colleagues. While not too technical, be specific about the issues that will be discussed, the scientific/technical challenges and potential outcomes.
   b. To ensure that the goals and motivation of your workshop are concisely stated, you should include a sentence beginning with: ‘This workshop will be considered a success if ...’ Be specific about this workshop in particular and not the development of the field in general.
   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.

4. Program

Please provide a description of your program as well as a preliminary program. Include the following aspects:

a. Describe the topics of the workshop. Especially if you are bringing different fields together, think of planning the days or sessions around topics which connect the participants.

b. Keeping in mind the goals of the workshop, describe how you plan to organize the week. The scientific advisory board(s) reviewing your proposal would like to know how you want to work (how many lectures compared to discussion time for instance), what you want to achieve and how you will use the facilities of the Lorentz Center. Include how your topics will be distributed throughout the week and explain how they are connected. Most goals are not optimally served by talks, so we advise you to be restrictive in planning lectures, and consider work in small teams, case study groups etc.

c. Consider how active participation, also of junior participants, may be stimulated. A couple of tutorial type lectures may be good to broaden the horizon of young researchers or endorse alignment among participants from different fields and other participants new to the topic of the workshop.

d. The timetable for the week, should include coffee and lunch breaks. While you do not have to specify each lecture, show how periods of interactions are planned with respect to more 'one-way' activities such as lectures. We advise you to reserve ample time for discussion sessions and in any case avoid planning more than 4-5 hours of lectures per day. Long coffee and lunch breaks, poster sessions and other informal sessions are encouraged.

e. Most common are workshops of 5 days. Please give a clear motivation if you prefer a shorter or longer period. Less than 5 days often is not enough to make real progress.

f. If the COVID-19 situation requires, we will support you in organizing the workshop in an alternative format. In your proposal, you are encouraged to concisely share any ideas you have about a contingency plan, in case your workshop cannot take place in a full physical format.

5. Participants

Please describe the composition of the participants and provide a participant list, using the template file (also available in the application form). Include the following aspects:

a. Which fields, expertises and/or important research groups do you want in your workshop to achieve your aims.

b. Estimate 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@Snellius), organisers included.

c. Participation of all participants during the entire workshop period is important.

d. We encourage you to invite young promising researchers. Please mention explicitly the ratio of junior and senior participants you are aiming at.

e. The Lorentz Center and its scientific advisory boards strive to increase the participation of underrepresented groups in the workshops. Please consider if there are excellent women or researchers from other underrepresented groups, who would enrich your workshop. The scientific advisory boards request you to address this issue explicitly in your proposal.
f. Use the template to list the key participants, including their first and last name, affiliation and expertise. This is to help also non-experts assess the thematic coverage and geographical spread.

g. Contact at least 15 of the prospective key participants and indicate whether they have confirmed their interest in participation. Obtaining such preliminary statements of interest is pivotal for the evaluation by the scientific advisory boards, as they are important indicators for the reception of your idea by the community and the potential quality of the workshop.

6. Budget

Please include a budget estimation, using the template file (also available in the online application form).

a. Lorentz Center funding

For all workshops, the Lorentz Center covers the costs for the following items:

- Lorentz Center facilities (including office items) and the practical support of the workshop coordinator
- Round the clock coffee, tea, juices and cookies during the breaks
- Wine and cheese welcome party
- Workshop dinner
- Optional announcement poster (design, print and distribution)

The Lorentz Center does not charge registration fees.

Regular Lorentz Center workshops are granted a refund budget. The refund budget depends on the anticipated number of participants and number of meeting days; currently €25,- per participant per day. This amounts to approx. €3000-6000 that are assigned by the organisers and can be spent on reimbursement of accommodation and/or travel (for a few participants) and/or lunches (for everyone or nobody).

The following guidelines apply:
- Refunds for accommodation can be up to €92,- per person per night. In our experience, the number of hotel nights on average equals the number of meeting days.
- Travel refunds up to €300,- for European countries and €800.00 for other countries, on the basis of travel receipts.

b. External Funding

Many organizers wish to supplement the financial support that the Lorentz Center can provide.

Acquisition of supplementary external funding is done by the organizers. It is convenient when 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 funding organizations that have funded Lorentz Center workshops see financial support.
**Contact**

For assistance or advice at any stage of the preparation of your proposal, please do not hesitate to [contact](#) us.

Please submit your final proposal through our [workshop application form](#).