



Guidelines for Applications for Binational Seminars

January 2024

Preamble

As part of its support for the scientific exchange of ideas, the Wilhelm and Else Heraeus Foundation has been organizing and financing seminars for 50 years, carrying them out on its own responsibility yet collaborating closely with the respective scientific organizers. Since 2019, the foundation has also been funding binational seminars, the aim of which is in particular to strengthen existing cooperation between a partner country and Germany or to initiate new ones. This program is open to all scientists, and all countries can be considered as partner countries. An application must be submitted by at least one scientist from Germany and the partner country. The seminars can take place in the partner country or in Germany. The seminar language is English.

General

A binational WE-Heraeus seminar should serve as a forum for the scientific exchange of ideas in a small circle, with a limited number of participants and plenty of time and opportunity for discussions, contemplation and follow-up. The invited speakers are expected to stay for a longer period of time and not merely for their talk. Another important aspect is the involvement of young scientists, who, like the speakers, should come predominantly from the two countries – the rule of thumb is that around one third of the speakers and participants should come from each of the partner countries and the remaining third from other countries.

In line with this requirement, the talks should go into some depth and not be too short (as a rule: 35–45 min.). In addition, there should always be time for subsequent discussion (5–15 min.). Introductory talks at the beginning and prior to each thematic block have proved beneficial as have more lengthy rounds of discussion afterwards and/or at the end of the seminar.

Each participant is expected to contribute a poster to the program. Poster sessions should be introduced with short talks (“Poster Flashes”) and made additionally attractive by awarding prizes (financed by the Foundation).

The seminars are organized by the scientific organizers together with the Foundation office and are announced publicly. The organizers determine the program as well as the speakers and select the other participants. The total number of participants at a WE-Heraeus seminar can be as many as 80 people (organizers + speakers + other participants).

In the general interest of **promoting young female scientists**, it is important for the Foundation that as many women as possible (> 20%) take part, both among the speakers and the students.

Dates

For seminars held in the Physikzentrum in Bad Honnef, the applicants should make a reservation before making any plans. This is done by contacting the Scientific Secretary at the Physikzentrum, Mr. Victor Gomer: gomer@pbh.de, tel.: +49 2224 9010-113. A reservation is held until a decision is made on the application. For seminars at some other place in Germany or in the partner countries, the scientific organizers can propose a conference hotel/centre. They are expected to make all arrangements on site themselves.

Applications

Applications to the Foundation for carrying out a binational seminar are reviewed by the Foundation’s scientific advisory board and approved by the board of directors. To this end, the Foundation’s committees meet twice a year in spring and autumn. The next [deadline](#) is announced on the Foundation’s website. Applications have to be submitted early enough to ensure a period of at least 6 months between committee meeting and the seminar; a period of one year is recommended.

Applications do not need to take any special format and should be written in English. They are expected to be around ten pages in length and should always include at least the following:

1) General details

- Title of the seminar
- Location
- Dates/duration
- Name(s) and address(es) of the scientific organizer(s) (max. 3) + contact infos for the website
- Short CV of the scientific organizer(s) (max. 1 page/person)
- Expected number of participants (= speakers + other participants)

2) Reason (main part of the application; min. 3 pages)

- Scientific background (incl. some important references)
- Aims of the seminar, in particular also with regard to the cooperation of working groups from the two countries, and target audience
- Abstract / scope for the website (approx. 250 words long)

3) Planned schedule / Lecture program

- Program structure of a seminar day in the form of a timetable. Sample program:

| | Day 0 | Day 1 | Day 2 | Day 3 | ... | Final day | |
|-------|------------------|---|----------------|----------------|-----|-----------|--|
| 8:00 | | | Breakfast | | | | |
| 9:00 | | Lecture | | | | | |
| 10:00 | | Lecture | | | | | |
| 11:00 | | Coffee break | | | | | |
| 11:30 | | Lecture | | | | | |
| 12:30 | | Lunch (followed directly by coffee/tea) | | | | | |
| 14:00 | | Lecture | | Excursion | | Departure | |
| 15:00 | | Lecture | Poster Flash | | | | |
| 16:00 | | Coffee break | | | | | |
| 16:30 | Arrival | Lecture | Poster session | | | | |
| 17:30 | Check-in | Lecture | | | | | |
| 18:30 | Dinner | Dinner | | Heraeus-Dinner | | | |
| 19:30 | Kick-off-lecture | | | | | | |

- Discussion rounds or similar are desired to strengthen cooperation between the two countries.
- Preliminary list of the invited speakers, which should come predominantly from the two countries (please state: First name and/or gender, surname, institution, working title of the lecture as well as whether the person has already agreed to participate)
- Other participants (number, qualification, selection criteria)
- Involvement of other participants (short contribution, poster: brief presentation?, prize for best poster? **The poster session should be an essential part of the seminar and take place preferably in the afternoon**)

4) Budget

- For seminars not at the Physikzentrum, a detailed cost plan is necessary (see costs)

5) Statement, Signature(s)

- Statement as to whether an application has been made to another institution for this event.
- Signature(s) of the applicant(s)

Costs

For binational WE-Heraeus Seminars, the Foundation covers the costs for accommodation and meals for all participants. For seminars at the Physikzentrum Bad Honnef, the Foundation will determine the budget of a seminar, otherwise the application must include a detailed budget plan (see above). Furthermore, the Foundation bears the travel costs of the invited speakers and the organizers up to the following amounts: 250 € (Arrival from the country where the seminar takes place); 600 € (other country on the same continent), 1,200 € (rest of the world). In addition, the Foundation can also cover travel expenses for participants upon request and to a limited extent.

The reimbursement of travel costs is coupled with the expectation that the speakers stay for a suitably long period of time at the seminar (not just for their own talk). The travel cost subsidies should only be

used if no other financing is possible.

As a rule, honoraria are not paid.

Public Relations

In general, the Foundation welcomes public relations work to accompany a seminar where appropriate, e.g. by issuing a press release or inviting journalists. The office can provide financial/organisational support if required.

Notes

Detailed instructions on carrying out a seminar (after an application has been accepted) are contained in the "[Notes on Carrying Out a Binational WE-Heraeus Seminar](#)".