



# Guidelines for Seminar Applications

October 2018

## Preamble

As part of its support for the scientific exchange of ideas, the Wilhelm and Else Heraeus Foundation organizes and finances seminars which are carried out on its own responsibility yet collaborating closely with the scientific organizers in each case.

These seminars are called the “Wilhelm and Else Heraeus Seminar” (abbreviated to “WE-Heraeus Seminar”) and are numbered consecutively. Unless there are other reasonable and exceptional circumstances, the seminars are held in the Physikzentrum in Bad Honnef and in English.

## General

A 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 lecture. One further important aspect is incorporating the next generation of scientists, **thus differentiating the WE-Heraeus seminars from scientific conferences.**

In line with this requirement, the lectures 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 lectures 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 (between one and three) 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 applicant 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. (Should Mr. Gomer be unavailable, Mr. Dirk Guthy-Rahn can also make reservations: tel.: + 49 2224 9010-114).

## Applications

Applications to the Foundation for carrying out a seminar are considered by the Foundation’s scientific committee and authorized by the board. To this end, the Foundation’s committees meet twice a year, usually at the end of April and the end of September. Applications thus need to be submitted to the Foundation office at the latest approx. five weeks prior to these dates. The next deadline is announced on the Foundation website as well as in Physik Journal.

Applications do not need to take any special format, they can be written in English or German. 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 (explain why if not at the Physikzentrum in Bad Honnef)
- Dates/duration (after selection of the organizer(s); registration with the Physikzentrum, see above)
- 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 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
  - Preliminary list of the invited speakers  
(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) 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

The Foundation bears the accommodation costs for all participants at a seminar held in the Physikzentrum in Bad Honnef. The Foundation determines the budget for a seminar.

Furthermore, the Foundation bears the travel costs of the invited speakers and the organizers up to the following amounts: 250 € (travel within Germany); 500 € (Europe), 1,000 € (rest of the world). Otherwise the following limits apply for travel budgets: 10,000 €, 12,500 € and 15,000 € for a 3, 4 or 5-day seminar respectively.

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 lecture). The travel cost subsidies should only be used if no other financing is possible. Any savings made here benefit other programs run by the Foundations for young scientists.

As a rule, honoraria are not paid.

## Notes

Detailed instructions on carrying out a seminar (after an application has been accepted) are contained in the "Notes on Carrying Out a WE-Heraeus Seminar" (<https://www.we-heraeus-stiftung.de/fileadmin/Redaktion/PDF/NotesSeminars2018.pdf>).