

# Guidelines for Seminar Applications

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WILHELM UND ELSE  
HERAEUS-STIFTUNG



## 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. The seminars are usually held at 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 talk. Another important aspect is the involvement of young scientists.

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 (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 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. (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 reviewed by the Foundation's scientific advisory board and approved by the board of the directors. To this end, the Foundation's committees meet twice a year in spring at 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 or more is recommended.

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. 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					

- 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) **If the proportion of female speakers is below 20%, a justification is expected.**
  - 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. For seminars at the Physikzentrum in Bad Honnef the Foundation will determine the budget, otherwise the application must include a detailed budget plan.

Furthermore, the Foundation bears the travel costs of the invited speakers and the organizers up to the following amounts: 250 € (travel within Germany); 600 € (Europe), 1,200 € (rest of the world). In addition, the following limits apply for travel budgets: 12,000 €, 15,000 € and 18,000 € for a 2,5, 3,5 or 4,5-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 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.

## Use of generative AI models

If a generative AI model such as ChatGPT was used to write the application, this must be indicated.

## 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](#)".