



Notes on Carrying Out a WE-Heraeus Seminar

October 2018

General

Following a successful application, the Foundation takes over the complete administrative organization for those Seminars held in the Bad Honnef Physikzentrum, as agreed with the scientific organizers. The Foundation bears the costs for meals and accommodation for all participants (speakers, organizers, other participants) and settles payments with the Physikzentrum.

All correspondence sent by the Foundation is authorized by the scientific organizers and shown to them for approval. The scientific organizers and the Foundation determine the work processes and dates together.

The scientific organizers and the Foundation have the following tasks, in chronological order:

Website

Scientific organizers:

- Approves the website set up by the Foundation

Foundation:

- Sets up website with the information given in the application and agrees this with the scientific organizers.

Speakers

Scientific organizers:

- Informally invite speakers (immediately following approval)
- Pass on the names, e-mail addresses and addresses of the speakers to the Foundation (as an Excel spreadsheet approx. 4 months prior to the seminar)

Foundation:

- Sends official invite (by e-mail) approx. 4 months prior to the seminar with a link to the online registration form. Also contains the request to quote anticipated travel costs and to submit an abstract of the lecture (max. one page DIN A4) with its final title.

Other participants

Scientific organizers:

- Determine the questions for the participant applications as well as the deadline and selection process in good time (e.g. poster abstract / motivation); those participants who are completely unknown to the scientific organizers should be asked to submit written justification for their participation; and these participants should make up no more than 10% of the participants.
- Ensure the next generation of scientists is considered and that at least 20% are women.
- Select the participants from the list supplied by the Foundation.
- A maximum of 80 participants (speakers + other participants)

Foundation:

- Sets up application form on website
- Makes contact *in good time* with the scientific organizers should the demand for places exceed, or fall considerably below, the maximum number as stated in the application.
- Sends the scientific organizers a link to a website where the participants can be selected.
- Sends official acceptance letter with a link to registration forms where participants can complete their details. This also contains the request to submit an abstract of the poster (max. one page DIN A4) with its final title.

Program

Scientific organizers:

- Determine final program:
 - Mainly invited lectures of 45 – 60 min (inc. 5 – 15 min. discussion)
 - Summary discussions where suitable
 - If contributed talks are planned, distribute them throughout the program and not in blocks;

- o Each participant should present a poster; standard: poster flash sessions and poster prizes (max. 300 € for three prizes, financed by the Foundation).
- o An excursion is possible for seminars lasting more than three days. The Foundation provides 10 € per person.
- o 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					

Foundation:

- Prepares a program booklet containing all the information about the seminar and provides a copy for all the participants at the start of the seminar.
- Prepares participant confirmation letters and certificates for the poster prizes, which are passed on the scientific organizers for distribution at the seminar.

Physikzentrum

Foundation:

- Makes decisions with the Physikzentrum (in particular room allocation).
- Sends out the final organizational and technical notes shortly before the start of the seminar.
- Staffs the office on the day of arrivals and the first day of the seminar.

Finances

Scientific organizers:

- Agree in advance financially relevant deviations from the application and/or letter of acceptance with the Foundation.
- Communicate to the speakers that 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).
- Communicate that the travel cost subsidies should only be used if no other financing is possible.

Foundation:

- Bears the cost of meals and accommodation for all participants (organizers, speakers, other participants) and settles payments with the Physikzentrum. Exception: Speakers from commerce and industry.
- Usually 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 limit for the total travel costs applies as specified in the letter of acceptance, depending on the duration of the seminar.
- Reimburses the invited speakers and organizers for their travel costs on site (in cash/ EURO), usually by a member of the Foundation staff. The costs are calculated when flying economy class, traveling second class by train or 30 cents/kilometer driven when traveling by car.

Report

Scientific organizers:

Send the Foundation a short report within four weeks of the seminar, outlining the program, results and the benefits (max. 2,500 characters = 1 DIN A4 page). The report (in German!) will be published in Physik Journal and on the Foundation's website (where sample reports are also to be found); in WORD format, please.