

## Lorentz Center workshop application instructions

Lorentz Center workshops are:

1. Driven by an excellent scientific motivation and case
2. Innovative (i.e. bringing together new fields, testing new approaches, exploring new directions etcetera).
3. Highly interactive

Hence, your proposal will be evaluated on 1) scientific content, 2) novelty/relevance, and 3) set-up of the program and composition of participants.

Please contact us to discuss if and how a Lorentz Center workshop could be helpful to what you want to achieve.

### Outline of a proposal

1. Title
2. Organizers
3. Scientific case
4. Program
5. Participants
6. Budget

General tips:

- Be comprehensive, yet concise.
- Be specific, use concrete examples.
- Be clear about the connection between your workshop aims, the potential outcome, the workshop program, and the composition of both the organizers and participant group.

---

### 1. Title

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

### 2. Organizers

List the organizers and describe the relevant areas of expertise for each of them.

Choose your co-organisers with the following points in mind:

1. 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. Less than 3 is quite vulnerable. More than 5 is often not practical and diffuses the responsibility and ownership.
2. It is a significant advantage if the group of (co) organizers represents the most important aspects of your workshop both in scientific fields, geographically, important research groups and communities etc.

3. Co-organizers can help attract the right people to the workshop and, during the workshop, stimulate interaction and open discussions.
4. Keep also underrepresented groups in mind when composing the group. In particular, including at least one woman in the team is strongly recommended.
5. Including a co-organizer based in the Netherlands is practical; it helps involving the Dutch research community in a natural way, and adds local visibility. Since research is international, we do not recommend a fully NL based organising team.

### 3. Scientific case

Present a concise, yet comprehensive, and clearly motivated scientific case that explains why a workshop on the proposed topic is timely and what you want to achieve scientifically. Please distinguish between:

- **The needs/research challenges of the field(s):** the broader development that is needed in your field(s) to address current (scientific) issues/challenges/questions.
- **The workshop aim:** the specific (research) progress that you want to make in this workshop in relation to the field's needs/challenges. Be specific about *this workshop* in particular and not the development of the field in general. Please include a sentence beginning with: "This workshop will be considered a success if...."
- **The workshop outcomes:** which tangible "products" could support you workshop aim(s)? Be specific about what you want to have created (1) by the end of your workshop week, and (2) in the weeks/months to follow.

Please also pay attention to the following:

1. While we ask you to be specific about your aims, don't be too technical. Non-expert colleagues should also be able to understand your scientific case. Use specific examples.
2. Integrate 5 to 10 key references that demonstrate the embedding of the workshop in the research field(s).
3. 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. Be explicit about why a *Lorentz Center* workshop is appropriate for the aims you have in mind.

### 4. Program

Please provide a description of your program:

- Describe how you plan to organize the week. Use your workshop aim and suggested outcomes as the starting point for building up your program. Distribute the topics and activities over the week to get to where you want to be on Friday.
- Describe the workshop topics, the purpose of the workshop activities and how they connect to each other.
- Provide a preliminary timetable (including coffee and lunch breaks):
  - a. Specify the main theme/goal/topic/... of each day.
  - b. We recommend minimum 30 minute for coffee breaks and 1,5 hours or more for lunch.

- c. We advise to start the workshop on the first day at 10:00 (we like to give a Lorentz Center opening of 15 minutes) and end at 3-4 pm at the latest on the last day.
- d. Social activities: The Lorentz Center provides a "Wine&Cheese" reception at that end of the first day and a workshop dinner on the "middle" day of the workshop (typically Wednesday).

The scientific advisory boards that review your proposal will pay special attention to:

1. How you aim to connect people, particularly if you are bringing different fields together. Be specific about the strategies you will apply. Think for instance of (1) planning the days or sessions around topics which connect the participants, and (2) activities that stimulate interaction and collaboration.
2. The balance between one-way activities (such as lectures) and time for interaction. The Lorentz Center facilities provide ample space for break-out sessions, group work and socializing (see our [venues and facilities](#)). Since most goals are not optimally served by talks, we strongly advise to be restrictive in planning lectures (no more than 4 hours per day) and consider work in small teams, case study groups, discussion sessions, etcetera. Long coffee and lunch breaks, poster sessions and other informal sessions are encouraged.
3. How you aim to stimulate active participation, also of early career participants. A couple of tutorial type lectures may, for instance, can 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.

Lorentz Center workshops mostly consist of a 5 day-program. Please give a clear motivation if you prefer a shorter or longer period. In a 5-day dedicated workshop you can really achieve a lot, especially if you are bringing together groups of researchers that don't know each other (work) yet.

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. Click [here](#) for tips and tricks on constructing a virtual workshop format.

## 5. Participants

Please provide a general description of the composition of your participant group and provide a participant list using the [template file](#) (also available in the application form). Note that participation of all participants during the entire workshop period is important.

In your general description, include the following:

1. 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.
2. Which fields, expertises and/or important research groups do you want in your workshop to achieve your aims?
3. Pay attention to the international participation (research is international) as well as to relevant Dutch participation (we're financed by the Dutch taxpayers).
4. We encourage you to invite young promising researchers. Please mention explicitly the ratio of early career researchers (ECR) and senior participants you are aiming at.

5. The Lorentz Center and its scientific advisory boards strive to increase the participation of underrepresented groups in the workshops. Pay explicit attention to gender balance (making sure that the ratio is better than in your field) and including researchers from other underrepresented groups, who would enrich your workshop. The scientific advisory boards pay particular attention to this.

For the template file, we ask you to:

1. List the (key) participants, including their first and last name, affiliation and relevant expertise. This is to help also non-experts assess the thematic coverage and geographical spread.
2. Contact at least 15 of the prospective (key) participants and indicate whether they have confirmed their interest in participation. Such preliminary statements of interest are pivotal for the evaluation by the scientific advisory boards; it shows how your idea is received by the community and the potential of your workshop.

## 6. Budget

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

### Lorentz Center funding

A regular Lorentz Center workshop receives two kinds of budgets: an in kind and a refund budget. The Lorentz Center does not charge registration fees.

#### In kind budget:

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

- Lorentz Center facilities (including office items), scientific support, 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 workshop announcement poster (design, print and distribution)

#### Refund budget:

On top of the above, regular Lorentz Center workshops are granted a refund budget. This is calculated based on the anticipated number of participants and meeting days; currently €25,- per participant per day. This is calculated in the budget sheet and amounts to approx. € 3000-6000 which is spent on reimbursement of accommodation and/or travel (for a few participants) and/or lunches (for everyone or nobody).

The organisers decide how the refund budget is allocated. 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 can be up to € 300,- for European countries and €800,- for other countries, based on travel receipts. These guidelines are integrated in the budget template file.

## **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](#).**