

## Lorentz Center workshop application instructions

Lorentz Center workshops are:

1. Driven by a strong scientific motivation and a clear case
2. Innovative (i.e. bringing together new fields, testing new approaches, exploring new directions etc.)
3. Highly interactive
4. Diverse in participants

Your proposal will be evaluated on 1) scientific content, 2) novelty/relevance, and 3) setup of the program and composition of participants.

Do you have an idea for a workshop? We encourage you to contact us to discuss if and how a Lorentz Center workshop could be helpful for what you want to achieve. Please send a message to [draft@lorentzcenter.nl](mailto:draft@lorentzcenter.nl) to schedule an introductory meeting.

### Outline of a workshop proposal

1. Title
2. Organizers
3. Abstract
4. Scientific case
5. Program
6. Participants
7. Budget
8. Dates

General tips:

- Be comprehensive, yet concise.
- Be specific, use concrete examples.
- Be clear about the connection between a) your scientific workshop aims, b) the potential outcome(s), c) the workshop program, and d) the composition of both the organizers' team and the group of participants.
- Though different scientific fields have different needs and traditions in communicating their research, a standard proposal should be no longer than 8 pages.
- Your proposal will be assessed by one or more of our scientific advisory boards who have expertise related to the workshop topic you propose. If specific expertise is not represented among the board members, external reviews are acquired. This happens only in a handful of cases. In case there are colleagues you prefer to exclude from the review process please contact us via e-mail ([proposal@lorentzcenter.nl](mailto:proposal@lorentzcenter.nl)), after you submit your proposal.
- Your workshop idea may be eligible for one of our special calls and competitions, which grant additional support to your workshop. Please check our website for possibilities and requirements, or contact us for more information.
- For our guidelines on the use of generative AI, please see [here](#).

## 1. Title

Choose a short, catchy, and precise title of max. 50 characters.  
Think of putting the most important words at the start.

## 2. Organizers

List the organizers and describe the perspective that each of them brings to the workshop (a short paragraph per organizer is sufficient).

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

- a. Maximum 5 organizers, one of which should be designated the main contact for the Lorentz Center. A minimum of 3 is recommended.
- b. The team of (co) organizers should represent the scientific fields, geographical locations, and research groups/communities that are most relevant to the aims of the workshop. Sometimes this may include also non-academic stakeholders.
- c. **The workshop proposal is submitted jointly by all co-organizers, who share the responsibility of the workshop organization.** Co-organizers provide a substantial contribution to the workshop conception and design, provide their expert input, help identify relevant participants, and during the workshop, stimulate interaction and open discussion. In a way, your workshop already starts when the organizing team discusses the important aspects of the workshop.
- d. Keep underrepresented groups in mind (e.g. in terms of gender, career stage, geographical location) when composing the group. For example, we strongly recommend avoiding teams that are exclusively male or female.
- e. We recommend including a co-organizer based in the Netherlands. This works as a natural way to involve the Dutch research community and knowledge of relevant local research and adds local visibility. On the other hand, as an international workshop center, we also advise against an entirely NL-based organizing team.

## 3. Abstract (approx. 150 words)

Provide a brief summary of your proposal, including a) the scientific motivation and b) your scientific aims and supporting outcomes for this workshop.

## 4. Scientific case

Present a concise, yet comprehensive, and clearly motivated scientific case that explains what you intend to achieve scientifically and why it is timely. In a typical proposal, this section is about 2-3 pages long.

Please distinguish between:

- **The needs/research challenges of the field(s):** the broader development needed in your field(s) to address current (scientific) issues/challenges/questions. Keep this part concise: this is where you provide the broader scientific context, in support of your workshop goals.
- **The workshop aim:** the specific (research) progress that you want to make, related to the needs/challenges of the field(s). Be specific about *this workshop* in particular, as opposed to the

general development of the field. Please include a sentence beginning with: “This workshop will be considered a success if....”

- **The workshop outcomes:** Which tangible “products” could support your (scientific) workshop aim(s)? Be specific about what you would like 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:

- a. 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 (e.g. use specific examples).
- b. Integrate 5 to 10 key references that demonstrate the embedding of the workshop in the research field(s) and the timeliness.
- c. While the Lorentz Center is an international workshop center, the intention of our funders is that the workshops should also benefit the Dutch research community. Please explain how the proposed topic is connected to the Dutch research community and/or the possible benefits of organizing this workshop in the Netherlands.
- d. Be explicit about why an interactive *Lorentz Center* workshop is appropriate for the aims you have in mind.

## 5. Program

Please provide here only a description of the program. The timetable should be uploaded separately, in the ‘Program (PDF)’ section.

Lorentz Center workshops mostly have 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 achieve significant and sustainable progress, especially if you are bringing together groups of researchers who do not usually work together (yet).

The program description should address the following points:

- 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 and the main aim of the workshop.
- Feel free to add your thoughts on pre- and post-workshop activities that may enrich the workshop and place it in a larger context.
- If you want to make use of hybrid/virtual tools for your workshop, please add your thoughts on this. Note that the Lorentz Center can provide space for your workshop in an online environment where the participants can work collaboratively.

In our workshop application portal, you are requested to *separately* upload a preliminary timetable. In this timetable:

- Specify the main theme/goal/topic/... of each day.
- Specify the time slots for the specific workshop sessions.
- Include time for breaks; a minimum of 30 minutes for tea/coffee breaks and 1,5 hours for lunch

- are recommended.
- Include time for a Lorentz Center welcome and opening of 15 minutes. We advise to start an in-person workshop no earlier than 10:00 a.m. on the first day. End the workshop before 15:30 on the last day.
  - Include social activities: The Lorentz Center provides a Welcome reception at the end of the first day and a workshop dinner on the "middle" day of the workshop (typically Wednesday).
  - Because of our university building and restaurant opening times, please aim to start your lunch break at 12:00, and the welcome reception no later than 17:00. Participants must leave the building no later than 20:00.

Regarding the program, the scientific advisory boards that review your proposal will pay special attention to:

- a. 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, establish a common language and (2) activities that stimulate interaction and collaboration.
- b. The balance between 'one-way' activities, such as lectures or talks, and interactive sessions. The Lorentz Center facilities provide ample space for break-out sessions, group work and socializing. Since most workshop goals are not optimally served by 'one-way' activities, we strongly advise to be restrictive in the time devoted to lectures and consider how work in small teams, case study groups, discussion sessions, etc. can be useful. Long coffee and lunch breaks and other informal sessions are encouraged as well.
- c. How you plan to stimulate active participation of all, also early career participants or practitioners. Tutorial type lectures may, for instance, be good to broaden the horizon of researchers new to the field or create alignment among participants from different domains. Different types of brainstorming can get ideas, topics and concerns onto the table early. Assigning activities, specific tasks, e.g. reporting out of breakout sessions, can be helpful.

## 6. Participants

Provide here a general description of how you have composed your participant group. The participant list compiled using the participant template file (also available in our online application portal) should be uploaded separately, in the 'List of participants (PDF)' section. Note that the presence of participants during the entire workshop period is important for the success and impact of the workshop.

In your general description, include the following:

- a. An estimate of the expected number of participants. Space can be offered for a maximum of 55 persons (Lorentz Center@omega) or 25 persons (Lorentz Center@lambda), organisers included. If you plan on virtual attendance the total maximum is 80.
- b. The fields, expertise and/or important research groups required to achieve the aims of your workshop.
- c. Attention to international participation (research is international) as well as to relevant Dutch

- participation (we are financed by the Dutch taxpayers).
- d. The ratio of early career researchers to senior participants you are aiming at. Inclusion of early career researchers in the workshop is highly encouraged. Think of participants who obtained their Ph.D. less than 5 years ago or are currently working towards it.
  - e. Explicit attention to enriching the diversity of your workshop. The Lorentz Center is committed to improve the participation of underrepresented groups in the workshops and the scientific boards pay particular attention to this. Make sure that the gender balance in your workshop is better than in your field and include researchers from underrepresented groups.

In the participant template file, we ask you to list the (key) participants, including their first and last name, affiliation and relevant expertise. This helps also non-experts assess the thematic coverage and geographical spread.

In the final column, indicate which participants have been contacted/confirmed their interest. Obtain the confirmation of interest in participation from at least 15 prospective (key) participants, covering the different fields of the workshop. This indication of the confirmations of interest is pivotal for the evaluation as it shows how your idea is received by the relevant communities and thus the potential of the workshop.

## 7. Budget

Please share a budget estimation and your plans for acquiring additional external funding (if needed). The template budget sheet (available in the online application form) should be uploaded separately, in the 'Budget sheet (PDF)' section.

The Lorentz Center does not charge registration fees.

### a. Lorentz Center support

A regular Lorentz Center workshop receives in-kind support:

- The venue and facilities
- Social events: a welcome reception and a workshop dinner
- Beverages, cookies and fruit in the breaks
- A workshop poster
- Organizational support, including financial administration, and support developing the proposal and program

The total value of these services amounts to roughly 25-30 k€.

### b. External Funding

We encourage all our applicants to check whether it is useful and possible to complement the (in-kind) support provided by the Lorentz Center with external funding. In this way, you may be able to support more of your participants' expenses (lunch/hotel/travel).

Preferably the amount of external funding is known at the time of the intake meeting (6-9 months before the workshop). We advise applying 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. Funding is always acknowledged on the workshop web page and in the bi-annual collections of scientific reports from the workshops.

The Lorentz Center will provide administrative support also for external funding.

Note that we stimulate participants to travel sustainably, and recommend not to refund flight tickets for travel distances less than 500 km (See our webpage [Travel sustainably](#)).

For more information and a list of organizations that have funded Lorentz Center workshops see [the financial support page on our website](#).

#### **c. Diversity Fund**

The Lorentz Center can allocate a small budget to support the expenses of participants eligible for the Diversity Fund. Please check [this page](#) for more information.

### **8. Dates**

In the calendar you will find the venue availability in the 9-15 months after the application deadline (including also various single days where the Center is closed). Please choose a minimum of 3 (prioritized) weeks for your workshop. You can provide motivations for your choice and also indicate any non-weeks you may have. The higher the proposal is ranked in the evaluation, the greater the chance that we can allocate one of your preferred weeks to the workshop.

### **Contact**

For assistance or advice at any stage of the preparation of your proposal, do not hesitate to contact us.

**Please submit your final proposal through our workshop application portal.**