

## Guidelines for a DLF Workshop Outline

The interdisciplinary DLF workshop at the Lorentz Center is an essential part of a Distinguished Lorentz Fellowship (DLF). The workshop allows for exploring and furthering the DLF plans or results with a group of international researchers. Workshops at the Lorentz Center are characterized by their innovative research and ample time allocated for interactive discussions. The Lorentz Center supports workshop organizers in shaping their ideas and workshop format, and we organize as much as possible of the practical organization of the workshop.

An outline of the workshop plans is required for the DLF nomination (2-3 pages), according to the guidelines below. The workshop outline is submitted together with the rest of the nomination documents. The successful nominee will be contacted by the Lorentz Center to set a date for the DLF workshop and to further discuss the workshop plans, where after the DLF is asked to prepare and submit a Full Workshop Proposal. This proposal will receive additional feedback from the NIAS-Lorentz Advisory Board as well as specific Lorentz Center Scientific Advisory Board(s) in the relevant field(s) of the workshop topic.

A budget of € 20,000, to cover travel and hotel expenses, is provided by the NIAS-Lorentz Program, as well as a welcome reception, a midweek workshop dinner, staff and venue. Supplementary funds are normally not necessary.

For information about the Lorentz Center and the DLF workshop, contact our scientific manager [Henriette Jensenius](#) (+31 71 527 5580).

The DLF workshop outline consists of:

1. Scientific case
2. Program
3. Participants

### 1. Scientific case (1 page)

- Please provide a concise and clearly motivated scientific case that explains what progress can be made during the workshop and how different scientific fields will be involved. Be specific about the scientific/technical challenges, possible targets or goals, and/or the issues which will be discussed.
- To ensure that the goals and motivation are explicitly and concisely stated, you are asked to include a sentence beginning with: "The workshop will be considered a success if ..."
- Explain how the workshop connects to the DLF topic, how it relates to the Dutch research community and what the advantages are of organizing this workshop in the Netherlands.
- The DLF is responsible for the scientific aspects of the workshop and is the main contact for the Lorentz Center staff in organizational matters. However, it is useful to involve more co-organizers (max. 4 co-organizers). The selection of co-organizers underlines and supports the interdisciplinary background of the workshop and its participants.

### 2. Program (0.5 page)

- Please provide a tentative workshop program. To ensure scientific progress, most workshops last for 5 days.
- Consider to allocate as much as 40% of the program time for interactions and discussions – whether plenary, in break-out groups or in pairs. We therefore advise only a limited number of lectures (max. 4-5 per day). Long lunch breaks, poster sessions and other informal sessions are encouraged.

### 3. Participants (0.5 page)

- Workshops may be held at one of the two Lorentz Center venues; with maximum capacity of 25 or 55 participants, to suit different types of goals and topics. Please give an estimate of the expected number of participants and include a preliminary list of key participants, including affiliation and expertise, to illustrate the international and interdisciplinary nature of your workshop.
- It is important that the majority of participants participate for the whole workshop period. Confirmation of participation by key participants is required upon submission of the Full Workshop Proposal.
- The NIAS-Lorentz Program strives to increase the participation of underrepresented groups. Consider including excellent female researchers and other diversity when planning your workshop.
- Provide an estimated ratio of junior and senior participants. You are strongly encouraged to invite promising junior researchers and let them actively participate in the workshop – for instance in poster sessions, "flash talk" or contributed talk sessions.