

Guidelines KLI workshops and track meetings, 2019-2020

Thank you for showing interest in organizing a workshop for KLI. Members like yourself are the key to KLI's success. The KLI teaching committee has prepared this memo to share with you some general guidelines for KLI workshops and KLI track meetings ("themagroepen"), and some suggestions about the way in which these meetings may be organized.

A. General requirements for KLI workshops and the KLI Research Group Meetings

1. *Clear and early communication:* To all people involved, particularly to special guests from abroad, the format of the KLI workshop and the KLI Research Group Meetings, including location(s), duration (one or two days), time schedule, expectations and roles are communicated clearly and well in advance.
2. *Participation:* The format of KLI workshops and KLI Research Group Meetings features interactive, engaging, and active learning.
3. *Eligibility:* Only KLI-members can participate in KLI workshops and KLI Research Group Meetings. These meetings are in principle not open to undergraduates.

Note that apart from the KLI meeting, a special guest may give a plenary presentation for undergraduates and faculty at the host university.

B. Proposed workshop formats

1. *Presentations of own research:* Besides the contributions of key-note speakers (special guests or KLI faculty), the format of the workshop can include a series of (a priori selected) presentations by KLI-students. An option could be to send about two weeks in advance the written (preliminary) version or abstract of each student's presentation to a discussant. A special guest may receive all written contributions. It's important to plan enough time for interactions with the attendees.
2. *Exercises:* The organizers could send the attendees three to four key publications about two weeks in advance. After a plenary introduction (by a KLI faculty member or a special guest or both) at the beginning of the workshop, the workshop breaks up in groups of three to four members. Eventually, on the basis of specific guidelines, each group discusses the research presented and generates research ideas which will be presented and discussed at the plenary meeting at the end of the workshop. Participants can also be asked to prepare this part prior to the workshop.
3. *Papers:* This format requires that about three weeks in advance, participants submit a paper based on their own research (obviously, KLI students will not be asked to write a paper specifically for a KLI workshop; they are asked to submit a (preliminary) paper that's already in the pipeline). Before the workshop, the organizer forms groups of three to four participants, including a KLI faculty member or a special guest. Participants receive the papers of the

members of their group about two weeks in advance. During the workshop, these papers will be discussed within the group, possibly on the basis of specific guidelines. Obviously, this format may include plenary sessions as well (presentations by special guests or KLI faculty).

C. Research Group Meetings

When members join the KLI, they can indicate their interest for one or more KLI tracks. These tracks have two coordinators each, who organize group meetings twice a year.

1. *Presentations of own research:* More than in a KLI workshop, in a KLI Research Group Meeting the focus is on presentations of KLI students. At least once a year, each KLI student in a track should be able to present his or her research or research ideas to the rest of the group in an informal way.

2. *Frequency:* Each track organizes a Research Group Meeting twice each year. The annual meetings should be organized at different universities, in order to share the travel expenses. One of these meetings serves as a general gathering of the PhD students involved in the track at issue, and the other meeting consists of a Research Group Meeting workshop, preferably with an international guest (see point 3, below).

3. *Guests:* The KLI has the financial resources to refund travel expenses and accommodation for a number of guests per year, one per track and some extra, depending on the estimated costs. Accordingly, track coordinators are encouraged to invite international guests who are in The Netherlands anyhow. The guest will give a presentation of his or her own research and will participate in the track meeting. Rather than in KLI workshops, in KLI Research Group Meetings, the emphasis should be on the guest's comments on the research presented by KLI students at the meeting (or papers that the guest receives well in advance).

D. Costs

1. For KLI-courses and workshops the KLI refunds coffee and tea, lunch for a maximum of € 10,- per person, travel expenses and accommodation for international guests for a maximum of 4 nights around the date of the workshop. A maximum of two dinners (1 per course day) for the teaching staff can be reimbursed. Please keep in mind a guideline of € 60,- p/p per dinner.

2. Members are also explicitly asked to consider possibilities to organize a KLI workshop with an international guest who is already in the Netherlands for other reasons (sabbatical, working visit, conference) in order to reduce costs. In that case, the workshop can be offered as Joint Seminar for which travel expenses and accommodation can be shared between the KLI and the co-organizing institute, and the KLI will refund the costs made specifically for the workshop (i.e. catering). This way it can be beneficial for the inviting institute as well.

E. Practical matters

1. After sending in your workshop proposal to KLI.manager@uu.nl, the proposal will be reviewed by the Teaching committee, who might ask some additional questions. After approval, the proposal will become part of the KLI curriculum.

2. About three weeks before the start of the course, KLI.admin@uu.nl will contact you about the detailed program, the participants and other practical matters, and will instruct you further.

Please note: Teaching facilities like rooms for workshops and common equipment like a beamer etc. are expected to be made available for the KLI participants by the hosting, participating institute (as the KLI is based in Utrecht, the Administration can arrange catering and rooms for courses that take place in Utrecht. For other universities, this is not possible). Please make sure when arranging rooms and catering at the host university to pay attention to: room size, presentation facilities (e.g. a beamer), starting time (after 10:00, because participants need to travel from all over the country), and sufficient vegetarian lunch options.

3. For personal expenses, you receive information by the Administration prior to the course on how to get reimbursed. When your university's caterer, your department secretary or others needs to send an invoice regarding KLI workshop expenses, they can send this invoice as a pdf to asc.factuur@uu.nl and address it as follows:

UU Administratief Service Centrum
Postbus 80011
3508 TA Utrecht

And mention as reference: WBS SA.130100.2.06.02 .

There are many ways, of course, to conduct workshops and track meetings. We hope you will share with us what formats you find successful so that we will have them at hand to share with others.

Thank you again for your contribution.
Good luck and best wishes from the teaching committee.

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