



# Call for Expression of Interest for HBP Education Workshops

## Guidelines



## Background information for HBP Education Workshops

The HBP Education Programme has developed a distance learning course programme, the HBP Curriculum - Interdisciplinary Brain Science. The courses aim at addressing students outside their area of specialisation (e.g. neuroscience for computer scientists). This is complemented by offering teaching in transversal competencies relevant to the project's goals, such as research ethics, broader ethical issues raised by scientific research, IPR management or legal and organisational solutions for exploiting project results.

The courses are open to the whole community, regardless of affiliation with the HBP or not, but especially target the following groups:

- Master students already carrying out research
- PhD students
- Researchers who have received their doctoral degree within the past three years at the time of their application for training

Each course will be completed by a short face-to-face workshop as a supplement to the respective online course. It is recommended for workshop participants to attend the online course as a basis for the workshop. During the workshop, participants will have the possibility of taking an exam about the respective online content.

## HBP Education Workshops

### *Target*

The distance online learning course programme is held in teaching cycles. These cycles will be repeated annually. Each online course will be completed by a face-to-face workshop. In the next two years (2018-2019), workshops are planned for June and July 2018 as well as for May, June and July 2019. Topics and programmes for these workshops will be identified through a Call for Expression of Interest. The themes for each cycle are already defined by the HBP Education Programme Office based on the content of the online courses. Each workshop is meant to discuss the themes related to a specific **online course** on an advanced basic level considering that the audience comes from different scientific backgrounds and different levels of education (Master, PhD, early post-docs). The presentation style at the workshop can be of any type, such as lectures, hands-on sessions, lab visits, HBP platform trainings, tutorials. It is further recommended to orient a workshop topic towards a transdisciplinary aspect. Already established or planned workshops can be combined with a Human Brain Project Curriculum Workshop, if the content is related to the subject of the HBP Curriculum online course.



## Themes

Proposals can be submitted for the following themes:

- **ICT/Computing for non-specialists**
- **Neuroscience/Neurobiology for non-specialists**
- **Brain medicine for non-specialists**
- **Research, Ethics and Societal Impact**
- **Intellectual Property Rights, Translation and Exploitation of Research**

It is also possible to combine different topics from above, as long as there is a main focus on one of the five themes.

## Duration

The length of HBP Education Workshops must be two to three days.

## Number of participants

Generally, a maximum of 30 early career researchers per workshop is suggested. However, if there is no limitation of the number of participants due to budget or the workshop structure itself, a higher number of participants may be selected including also senior scientists who may have applied for the workshop.

## Dates

The HBP Education Programme Office will specify the time frame for each teaching cycle within which the workshops must take place.

- The **workshops in 2018** will take place in Berlin from 4-6 July 2018 prior to the FENS Forum (7-11 July 2018); the venue is already booked.
- For **2019**, any date in May, June and July can be claimed for a workshop in consultation with the HBP Education Programme Office; the same appears for the venue.

## Venue and accommodation

The HBP Education Programme Office will identify a venue together with the Scientific Chair of the workshop. The workshop may take place at the site of the Scientific Chair. The venue must be located in a European country or a country associated with the EU. It needs to be reachable by public transport and accommodation must be in vicinity to the workshop venue. We recommend to hold the workshop at a University or HBP Partner Institution.



### ***Administrative and financial support provided by the HBP Education Programme Office:***

- Selection of dates and venue (together with Scientific Chair)
- Management of applications
- Communication with participants
- Communication with speakers (follow-up on invitations by Scientific Chairs, logistics)
- Promotion and outreach (newsletter, social media, event calendars)
- Collection of registration fees
- Management of budget
- Management of student financial support
- Preparation of workshop materials (e.g. programme, badges, etc.)
- On-site administrative support
- On-site media support (photographing, video recording if required)
- Post-processing of workshop (photo and video editing, report, workshop survey)
- Workshop report

Effort: 3-4 person/months provided by the HBP Education Programme

### ***Tasks of Scientific Chair:***

- Selection of dates and venue (together with Education Programme Office)
- Set-up of programme schedule
- Speaker invitation (support by Education Programme Office; follow-up on invitations as well as speaker administration)
- Communication with speakers regarding scientific programme
- Regular meeting attendance (video conference) with HBP Education Programme Office to discuss progress of workshop
- Participant selection (support by Education Programme Office; communication with participants handled by Education Programme Office)
- Onsite attendance for the full duration of the workshop

### ***Selection of proposal***

The proposals will be reviewed by the HBP Education Programme Office as well as the HBP Education Programme Committee. They will compare all proposals submitted for a specific course. Incomplete proposals will not be considered (see [Proposal items](#)).

Please note that proposals need to meet the objectives of the Human Brain Project and foster the utilisation of HBP Platforms (see Framework Partnership Agreement of the HBP as a reference document).

### ***Composition of speakers/faculty and Scientific Chair***

Speakers/faculty may come from within as well as from outside the Human Brain Project. The same applies to the Scientific Chair. Industry representatives or other stakeholders may be part of the programme as well.



### ***Budget***

The HBP Education Programme Office will contribute 3-4 person/months for organisational support plus the income from tuition fees. The minimum guaranteed financial contribution is € 5,000.00 per workshop. The local organisers may raise additional funds to cover costs exceeding this support.

### ***Tuition fees***

Workshop participants are charged with a tuition fee of € 250.00, which is collected by the HBP Education Programme Office to cover workshop expenses. However, a minimum contribution of € 5,000.00 is guaranteed, even if the income from fees is below this amount.



## Proposal items for HBP Education Workshop proposal

### Proposal page

- Select **course** for workshop defined by HBP Education Programme Office
- **Title:** < 80 words. Please do not use abbreviations or Greek characters
- **Brief description:** 500 words maximum; no abbreviations or Greek characters
- **Objectives:** 1500 words maximum
  - **Note:** Objectives should state the content of the proposal and explain the choice of speakers and scientific chair. Focus also on the transdisciplinary aspect of the workshop and show the level of teaching/training. An advanced basic level is required.
  - **Indicate** how the objectives of the HBP and/or utilisation of HBP Platforms are linked to the programme
- **Information on Scientific Chair:** Please insert name, affiliation and contact details of the Scientific Chair of the workshop
  - **Note:** The Scientific Chair is responsible for submitting the proposal. She/he will be the contact person for the HBP Education Programme Office.
- **Information on speakers/faculty:** Please list the total number of speakers/faculty for the workshop
  - **Note:** DO NOT list speakers/faculty without their consent
  - **Include** the disclaimers of each speaker when submitting the proposal; an email confirmation of each participant stating that they have read the agreement and disclaimer is sufficient
- **Gender ratio of the speakers/faculty:** Please state the gender ratio of female vs. male speakers/faculty
  - **Note:** Eligibility of proposals depends on the inclusion of men and women in the list of speakers. A single-gender workshop will not be considered by the Programme Committee unless the proposers can provide convincing arguments why only male or only female speakers are included.



- **Speaker/faculty information:** Please provide the following information for each of the proposed speakers/faculty (Please do not use abbreviations or Greek characters): **All fields are mandatory**

Title of lecture/tutorial (for speakers only): < 50 words	
Short abstract of lecture/tutorial: < 300 words	
Last name	
First name	
Ms / Mr	
Title (Dr, Prof)	
Status: PhD student - junior scientist (aged < 45) - senior scientist (aged > 45)	
Short biography < 200 words	
Please indicate	<ul style="list-style-type: none"> <li>○ HBP university</li> <li>○ non-HBP university</li> <li>○ HBP Partnering Project</li> <li>○ Other organisation/company</li> </ul>
University/company	
Department	
Address	
ZIP code	
City	
Country	
Telephone	
E-mail address	

- **Draft programme schedule:** Please include a draft programme schedule and assign speakers/faculty to individual slots
- **Draft budget:** Please list the estimated costs per category  
**Please note that no speaker fee can be paid**

Venue	
Catering	
Travel and accommodation for faculty	
Others costs	
<b>Total</b>	