23 November 2023, 09:00-16:30

Workshop

Dr. Annika Bartsch

Organizing scientific events

**Content:**
At some point, young scientists reach the point where they want to or are expected to design and organise a scientific event for the first time. The organization of conferences is valuable for scientific work and for one's own career development, but it is also a great challenge at first.

The workshop offers an overview of the planning, realisation and follow-up of a scientific event. The focus is on the conceptual design: the PhD candidates develop their own exemplary conference concept that specifies a clear event objective from which topics, formats and methods are derived. At the end, a project plan is drawn up.

**Content in brief:**
- Objectives and functions of scientific conferences and events
- Developing and naming an exemplary conference objective and theme
- Didactics of scientific events: conference formats and methods
- Time and project management: planning, implementation, follow-up

**Methods:**
Impulse lectures, guided self-reflection, work in small groups, joint development of ideas

**Workshop language:** English

**Venue:** Humboldt-Kabinett, Department of Computer Science, Rudower Chaussee 25, 12489 Berlin, 1st floor (between Haus 3+4)

The event is aimed at PhD students of the Faculty of Mathematics and Natural Sciences at HU Berlin, max. 12 participants.

**Please register until 16 November:**
career-center-adlershof.mnf@hu-berlin.de