23 November 2023, 09:00-16:30

Workshop

Dr. Annika Bartsch

Organizing scientific events

Content:
You are a doctoral candidate or a postdoc, and you want to or should plan and organize your first scientific event or a conference? Organizing and conducting workshops or conferences is valuable for your academic work and for your own career development, but it is also a big challenge at first.

This course will provide you with an overview of how to plan, conduct, and follow up on a scientific event: from choosing a topic to designing an engaging program to conducting it on the day of the event, we will shed light on all the steps required for a successful scientific event. The emphasis will be on conceptual design which you should try out in practice as an example: You will develop your own exemplary conference concept that names a clear event goal and from which topics, formats and methods will be derived. Building on the drafted framework concept, you will then create a project plan.

Content in brief:

- Goals and functions of conferences and scientific events
- Correlation of your own (research) work and the planned event
- Developing and naming an exemplary conference goal and topic
- Didactics of scientific events: conference formats and methods
- Time and project management: planning, conducting, 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.