



# KONINKLIJKE NEDERLANDSE AKADEMIE VAN WETENSCHAPPEN

## Academy Colloquia Guidelines

These guidelines describe the format of and the application procedure for Academy Colloquia. They will enter into effect on 1 December 2016 and will remain valid until the Academy announces new guidelines.

### Description of Academy Colloquia

- Academy Colloquia are small, exclusive expert meetings, hosted and funded by the Academy. They are held at the Academy's Trippenhuis Building in Amsterdam. Their purpose is to bring together a select international group of no more than fifty top researchers to discuss a research topic in which key innovations are expected.
- Each year, the Academy sponsors and organises six or seven Academy Colloquia. Researchers may submit one application a year. The Academy Board makes the final selection.

### Application and deadline

- Senior researchers (PhDs who have at least four years of post-doc experience) working at a Dutch university or research institute may apply for an Academy Colloquium.
- The annual application deadline is 1 March.
- Applicants must complete and sign the appropriate digital application form and submit it to the Academy by e-mailing it to [wetenschapsfondsen@knaw.nl](mailto:wetenschapsfondsen@knaw.nl). An application is considered to have been submitted when the applicant receives confirmation of receipt from the Academy. The application form is available on the Academy website at [www.knaw.nl/colloquia](http://www.knaw.nl/colloquia).

### Conditions for submission

#### *Organisation and funding*

- The applicant is the scientific organiser of the Academy Colloquium. He or she is responsible for the programme content, for selecting the speakers and participants, and for balancing the budget.
- An Academy Colloquium lasts two or three days. Applicants may request a maximum of € 6 500 per day.

A maximum of € 3 500 is available for a one-day master class. The Academy's total maximum contribution is therefore € 23 000. The scientific organiser is responsible for raising any necessary additional funding. Business or commercial sponsorship or co-sponsorship is not permitted. If a registration fee is charged, it may not exceed € 150 per participant.

- The Academy makes all the practical arrangements for the Academy Colloquium. This consists of:
  - Logistical organisation (invitations, registration, book of abstracts and programme, conference facilities, social programme, hotel reservations, sign-in/oversight, and so on).
  - Financial record-keeping (drafting and monitoring budget, remittance of payments, receipt of registration fees, final accounts).

The Academy remits all payments and collects any registration fees charged. This means that the Academy's financial contribution is not paid out to the scientific organiser.

#### *Speakers, participants, and master class*

- The 'core' of an Academy Colloquium consists of approximately 15 speakers, most of them from abroad. The speakers should be acknowledged experts in their field.
- Besides the speakers, a maximum of 35 Dutch and foreign researchers (PhDs) may attend. They are selected for their professional reputation and/or on the basis of the summary they have submitted of a proposed paper or poster.
- The master class must have a minimum of 15 PhD candidates attending. The scientific organiser is free to draw up the programme as he or she sees fit.

## **Other practical conditions**

### *Dates of Academy Colloquium*

- The Academy Colloquium is held in the calendar year following the application deadline. To ensure that colloquia are evenly spaced throughout the year, the applicant must indicate preferred dates in both the first and second halves of the year.
- The dates are finalised in consultation with the scientific organiser only after the Academy has approved the application.  
The dates depend in part on the availability of the hotel and conference room and the timetable for other approved applications.

### *Conference facilities and hotel rooms*

- The conference venue at the Trippenhuis Building is available free of charge. Catering (coffee/tea and lunch) at the Trippenhuis Building is approximately € 1 100 a day for fifty participants.
- The official part of the programme at the Trippenhuis Building normally takes place on weekdays between 9 a.m. and 6 p.m.
- The Academy books the hotel rooms. You can expect the hotel to cost approximately € 185 per participant per night (breakfast included).

## **Assessment criteria**

- Quality of scientific/scholarly content, including level of expertise and composition of speakers panel, participants and organisers, problem statement, and programme
- Current degree of interest in the subject among researchers or in the specific discipline
- Extent to which research on the subject is being carried out in the Netherlands
- When choosing between two applications of equal merit, the Academy gives preference to the application that includes a master class. It also considers the range of disciplines represented by the various applications.

## **Assessment committee**

A special committee compares and assesses the applications on behalf of the Academy, based on the assessment criteria. The committee consists of four Academy members and two Young Academy members representing a broad spectrum of disciplines and professional settings.

## **Notification of outcome**

Applicants receive written notification of the Academy's decision by no later than July.

## **Financial report and proceedings**

- The Academy draws up the financial accounts within three months of the end of the Academy Colloquium. The Academy's actual financial contribution is based on these accounts. The scientific organiser must cover any financial shortfall. If there is a surplus, the proportion to which the Academy is entitled is deducted from its financial contribution.
- The scientific organiser must submit a short report on the proceedings within three months of the end of the Academy Colloquium.

## **More information**

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