



SESAM Supported Working Meetings

Requirements and Recommendations

July 2009 - July 2010

Deadline for submitting proposals: September 15, 2009

Earliest possible funding: December 1, 2009

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Description

The SESAM supported working meetings provide a platform for collaboration, exchange and dissemination of knowledge between SESAM members and beyond. They are a service by SESAM for its members. SESAM supports the organisation of working meetings

- financially with up to € 2000.- per working meeting for travel, material, salaries, etc.
- by advertising the working meeting
- by providing logistical and administrative support
- the certificate provided for workshop participation can carry the SESAM label

Each working meeting and all facilitators shall be acknowledged on the SESAM webpage, in the newsletter and at the general assembly by name and institution. The EC determines the maximum number of workshops that can be funded per round based on the financial situation of SESAM. The maximum number of working meetings for this call is 3.

Two formats for the working meetings are recognized:

- *Educational format*: faculty helps participants learn a certain aspect or set of knowledge, skills, attitudes (e.g. methods, technical solutions, etc.)
- *Investigation format*: faculty and participants work towards answering a specific question, developing, enhancing or testing a specific concept. For the investigational format it is vital to write a good report for the membership, as this is the means of sharing knowledge for this format.

In your application, it is very important to make clear, what format your working meeting shall have – or which parts of your working meeting serve which functions.

Requirements

- Organised and run by SESAM members from at least 3 different institutions and offered to SESAM members.
- The language for the working meeting is English.
- Each working meeting is organised with a liaison in the EC. The liaison will support the consortium in planning, conducting, and analysing the working meeting and oversee compliance with the requirements and SESAM strategies.
- Working meetings must be clearly distinguishable in format and scope from the SESAM annual meeting (typically they focus on a single topic, but go deeper).
- The participation fee for SESAM members shall not exceed 150 Euros. The cost for non-members shall be 2 times the prize for members. Please make sure that this price difference is clearly marked on your advertising material. Interested parties may become members any time to benefit from the reduced price.
- The working meeting organiser pays 25% of the surplus the meeting should make to SESAM.
- The organising site submits a structured proposal which is approved by 2-3 reviewers and the EC in a review and feedback process.
- A faculty representative must write a report to the SESAM EC in order to receive the support money. The report shall be reviewed by the EC liaison and then published in the member's area of the SESAM website. Such a report shall contain:
 - A protocol of the actual conduction of the event
 - An essay on the main results of the working meeting, strengths and weaknesses of the concept and the conduction
 - The results of a working meeting evaluation.
- The EC selects the reviewers.
- The EC selects the proposals to be supported taking the results of the peer review and the SESAM strategy into account.
- Actual costs need to be documented by receipts.

Recommendations

- Non-SESAM members may be involved as faculty and participants, above the required three SESAM members.

- The organising institutions should be preferably from different countries and the faculty should comprise a multi professional team.
- The EC liaison can be present at the working meeting if this is deemed helpful by the EC and or the working meeting consortium. Travel and accommodation costs shall be split equally between SESAM and the organising site.
- The working meetings should last between half a day and two days.
- Working meetings shall be reasonable in size (typically between 10 to 100 participants plus facilitators)
- SESAM encourages the faculty to write and submit a journal publication to disseminate the results of the working meeting. The authors shall acknowledge the support from SESAM in this paper.
- The feedback about the proposals shall contain suggestions from the reviewers to make the proposal acceptable.
- If there are more proposals than can be funded, the EC will determine the priority of the conduction, while acknowledging the results from the peer review as well as the strategic planning for SESAM.