Guidelines for Organizing a Batsheva Seminar for the calendar year 2020

* Instructions updated as of: June 2019
* Instructions are phrased in the masculine but apply to both men and women.

1. **Goal** – Batsheva Seminars are designed to develop and deepen basic research in the natural sciences in fields that are important for the State of Israel.

2. **Participants** – the seminars are not aimed at fulfilling the needs of a specific professional group within a specific institution, but rather to support the development of scientific fields which are vital to Israel and to allow all practitioners in the particular field at the various institutions to discuss it jointly and to produce the maximum benefit from the discussion. Therefore, the fund requires that each seminar’s organizing committee be composed of professionals working in the field and representing at least three research institutions in Israel, and that the seminar be open to participants from all of Israel’s research universities and research institutes.

3. **Eligibility** – every faculty member from an Israeli university is eligible to submit a seminar request.

4. **Atmosphere and location** – the seminar must be held under conditions that enable constant contact between the students, young researchers, and Israeli scientists and the scientists invited from abroad. To create these conditions the seminar should be held in an isolated location, outside of a city and far removed from the participating institutions. The duration of the seminar will be 4 to 5 days. In addition to open-to-the-public lectures, meetings and discussions between the lecturers and small groups of students should be held throughout the seminar. Thus, the guest lecturers are expected to get to know the students personally, learn more about them, and build connections and collaborations for the future.

5. **Budget and financial support** – the budget proposal should include a detailed assessment of each item and its justification (budget justification). Likewise, in case there are additional sources of finance these must be detailed, including the amount of financing. The seminars must be managed on a modest budget. Financial support for the seminar is up to $40,000 USD. **No overhead may be charged for this amount.**

Panel of Advisors:
- Prof. Yossi Loya, Chair • Prof. David Harel, Academy Vice President • Prof. Itamar Willner •
- Prof. Yoram Groner • Prof. Hanoch Gutfreund • Prof. Elisha Haas • Prof. Joshua Jortner •
- Prof. Avraham Nitzan • Prof. Giora Simchen • Prof. Noga Kronfeld-Schor •• Prof. Yonina Eldar • Founding Member: The late Prof. Alex Keynan.
6. **Size limits** – lower priority would be given for supporting a broad international conference with many participants or for convening a series of conferences. Up to 20 lecturers may be invited from abroad. This total includes both contributed talks and invited talks.

7. **Guidelines for submitting a seminar request** – the request will be submitted as a single MS Word document, exclusively by e-mail, be as detailed as possible, and include:

   a. A cover page including details of the seminar’s subject, location and desired date.

   b. A list of the organizing committee members’ names, made up of at least 3 worthy researchers from various institutions and detailing for each member: field of scientific expertise, name of institution where he works, full address, telephone numbers, and e-mail address.

   c. Description of subject, with details regarding its innovativeness and significance (up to three pages)

   d. List of proposed participants, with their institutional affiliations.

   e. Proposal for invited lecturers from Israel and abroad, detailing their place of work, field of expertise, and a brief description (about half a page) of the importance of each lecturer’s participation in the seminar.

   f. Detailed schedule, including hours, lecturer names, and topics of lectures and meetings (including informal meetings).

   g. Budget proposal for the seminar. Accounting and transfers of funds will be carried out through Israeli academic institutions and with their approval.

8. **Submission** – the request will be submitted by the organizing committee, in accordance with the attached guidelines, to: Secretary of the Sciences Division, The Israel Academy of Sciences and Humanities, at the e-mail address: IASHteva@academy.ac.il.

   **Submission dates** –

   - Requests must be submitted by **16 August 2019**

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• Please submit requests only for seminars due to take place in the year 2020.

9. **Evaluation** – the request will be evaluated by referents from the Batsheva Fund.

10. **Fund representative** – the Batsheva Fund Council is entitled to appoint one of its members, or an outside expert at its discretion, as its representative on the seminar’s organizing committee. The representative will ascertain that the organization of the seminar is being carried out in accordance with the Fund’s guidelines.

11. **The payment** – the seminars must take place within the framework and under the auspices of a research university or research institute. The accounting and transfer of funds will be carried out through the institution and with its approval. As stated above, overhead cannot be charged.

12. **Title and publication of seminar** – the seminar will be named “Batsheva de Rothschild Seminar on...” exclusively, without mentioning additional financing entities. This name will appear noticeably on the seminar’s site and in all publications related to it.

   All publications, such as a book of abstracts, the seminar program, and the scientific report, will begin with a brief forward describing the nature of the fund and its activity, and the work of its founder, the Baroness Batsheva de Rothschild (this forward may be found on the Academy’s website; the committee coordinator may also be contacted to obtain this information).

13. **Scientific and financial reporting** – at the end of the seminar (and in any case no later than 3 months after the seminar is over) the chairman of the organizing committee will submit an electronic copy of the seminar’s scientific report (in English or Hebrew) and the financial report to the Secretary of the Sciences Division of the Israel Academy of Sciences and Humanities. In addition, the scientific report must include a description of up to 10 pages containing: the rationale for holding the seminar, a description of the seminar’s proceedings, an assessment of the seminar’s degree of success and contribution to the advancement of science in Israel, and the lesson that must be drawn from it.

   Attention must be given to the proper phrasing of the report, as the Academy will consider publishing the scientific report on the academy’s website. **The financial report** must include the full details of the entire seminar’s budget (incomes and expenses), signed by an accountant from the institute through
which the budget was managed, attached to a request for payment (original invoice by the institution – please send the original invoice by e-mail as well as a hard copy sent by mail).

14. **Approval and publicity** – the Secretary of the Sciences Division of the Israel Academy of Sciences and Humanities will be at the organizers’ disposal for all that relates to the procedures for organizing the seminar. The organizers must receive the Academy’s approval before releasing any publication regarding the seminar, whether on a website or in any printed material.