

Self-organised workshops by BGHS doctoral researchers

The workshop should tie in with current and, if possible, interdisciplinary research discussions and to serve the academic exchange between doctoral researchers and established academics at national and/or international level.

The BGHS will finance the workshop with a maximum of 2,000 euros, provided that it is named as the sponsor and is represented with its logo on the advertising materials. The use of the BGHS logo must be agreed with the BGHS office.

1. Information on the organisation of workshops

Catering

We expressly point out that the financial resources of the BGHS are not available for catering, meals at restaurants, etc. Only costs for coffee, tea and water can be covered (e.g. by the catering service of the Studierendenwerk). In order to finance additional costs for catering etc., it is possible to either allocate these costs to the conference participants (conference fee) or to raise funds from third parties (e.g. Hans Böckler Foundation).

Advertising material

The BGHS will pay the printing costs for programme leaflets, posters and flyers, provided that they can be printed via the central reproduction office of Bielefeld University. For posters and programme leaflets, the BGHS provides templates which can be used if required. The student assistants will be happy to help in this respect.

Travel expenses/accommodation costs

Workshop participants who are not members of the BGHS can be reimbursed for travel and accommodation costs. Reimbursement will be made in accordance with the German Federal State Travel Reimbursement law (public transport, 2nd class train travel, economy class flight). The application for travel expenses and the original receipts are processed in the BGHS office. Hotel rooms (for keynote speakers for example) or rooms in the Jugendgästehaus or the Studierendenwerk student guest house (for other participants) should be reserved beforehand and will be paid by the BGHS office after the event. The reservation of accommodation is managed (in consultation with the BGHS office) by the organisers.

Lecture fees

Lecture fees can only be paid to external persons who are not employed at Bielefeld University, are not members of the BGHS, etc. The BGHS reserves the right to check the proportionality of the fee. Only the BGHS management can make binding commitments to the amount of the fees. The basis for the payment of a fee is a previously concluded fee contract. Payment can only be made after the service has been rendered, i.e. after the workshop. Details are to be discussed with the BGHS office.

Publication

Publication of the results of the workshop is not financed by the BGHS. However, contributions can be published in the BGHS Working Paper Series. In this regard, please contact Sabine Schäfer.

Website

The BGHS may publish CfPs on the website. An independent website will not be created.

Organisation and implementation

The doctoral researchers are responsible for the organisation and implementation of the event. This includes booking venues and accommodation as well as advertising and posting the event.

Please make sure to contact the BGHS office early with any questions about financing events and settling accounts.

2. Applications for financial support

Applications can be submitted to the BGHS office at any time, if possible 6 months before the planned event begins.

Applications should include the following items (max. 10 pages):

1. Applicants
2. Topic of the workshop including thematic concept
 - State of research,
 - Question,
 - Objective,
 - Target group
3. Preliminary list of speakers
4. Approximate number of participants (if possible, differentiated according to foreign countries and Bielefeld)
5. Call for Papers

6. Information on possible cooperation or co-financing
7. Provisional cost plan (see comments above Number 1.)
8. Thoughts on event marketing