

Recommendations to Directors of Bad Honnef Physics Schools

General:

The following comprises recommendations based on experience over many schools conducted at the Physikzentrum Bad Honnef.

We suggest that you choose your speakers carefully; take only those known for excellent teaching, incorporate the next generation of scientists, and promote female researchers.

The attending students expect a clear SCHOOL CHARACTER. Hence you should emphasize the importance of basic introduction, elementary tutorials, general overviews, and good didactics to the lecturers. You should furthermore discourage the presentation of recent research results in the style of a conference and coordinate all talks thoroughly.

The SCHOOL CHARACTER is reflected by extended lectures (typical duration is 1 h) and by more than one talk presented by each lecturer (ideally on different days). We recommend 8-12 lecturers for a one-week school. Below, you find our proposed-best-practice schedule:

Time	Sun.	Monday	Tuesday	Wednesday	Thursday	Friday
8:00		Breakfast				
9:00-10:00		Lecture	Lecture	Lecture	Lecture	Lecture
10:00-10:30		Discussion	Discussion	Discussion	Discussion	Discussion
10:30-11:00		Coffee				
11:00-12:00		Lecture	Lecture	Lecture	Lecture	Lecture
12:00-12:30		Discussion	Discussion	Discussion	Discussion	Discussion
12:30	Arrival	Lunch				
14:00-15:00		Lecture	Lecture	Excursion	Lecture	Departure
15:00-15:30		Discussion	Discussion		Discussion	
15:30-16:00		Coffee			Coffee	
16:00-18:30		Poster I, incl. short talks	Exercises	Poster II, incl. short talks		
18:30		Dinner				
20:00	Kick-off talk			Evening talk		

Bad Honnef Physics Schools give students the chance to interact closely with the more senior lecturers. This is helped by the fact that there are few distractions in the immediate vicinity. However, for this to work, you should ask your speakers to spend at least a few days at the Physikzentrum.

We highly encourage organizers to get students involved by offering them a chance to present their own work during a dedicated poster session. We can provide funds up to a total of 300€ for three poster prizes.

Your tasks as organizers *before* the school starts

The goal is to attract 60 – 90 students and young researchers from all countries. Hence it is crucial to advertise the event timely and widely – i.e. online, on social media, and in particular within your research community. Well-targeted announcements among relevant research groups are very helpful to reach the expected numbers of participating students.

Please advertise your school with a poster which the staff of the Physikzentrum generates using information regarding topic, scope, speakers etc. provided by you.

You are encouraged to publish the following information on the webpage of the Physikzentrum / DPG as soon as possible:

- The complete list of speakers, preferably with titles of the lectures and abstracts.
- Information on the required background knowledge of the participants.
- Useful references on the lectured subjects.
- The above mentioned poster.
- Clear technical announcement on posters presented by the attendees.

You tasks as organizers *during* the school event

- Create a casual and productive atmosphere.
- Allocate plenty of time for discussions. (We truly mean *plenty*, rather than just *sufficient*.)
- Encourage students to ask questions to their heart's content.
- Collect presentations and make them available online before every lecture starts.
- Encourage lecturers to visit the posters presented by the participants.
- Obeying the following Pauli principle during the meals is very helpful towards the school's goal:
No more than two lecturers at a table
- A report in German will be published in the Physik Journal and on the website of the Physikzentrum Bad Honnef. We recommend that you identify voluntary participant(s) who write a short report within two weeks of the event, outlining the program, results and the benefits (max. 2.500 characters = 1 DIN A4 page).

Evaluate school via the questionnaire provided by Physikzentrum Bad Honnef.

Convey your experiences, impressions, and ideas for improvement to Victor Gomer.