

## **Terms and conditions for CSF ETH winter schools**

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## 1. Foreword

The Congressi Stefano Franscini (CSF) promotes scientific meetings at the Congress and Cultural centre Monte Verità. The aim is to foster the development of Swiss research, encouraging international exchange.

Furthermore, the CSF supports the organisation of ETH phd schools. These schools aim at giving young scientists the possibility to get a state-of-the-art insight into a scientifically relevant topic.

## 2. Formal conditions for application

The main applicant must be a professor at ETH Zürich. At least one co-applicant is necessary.

Duration: five days, with 40 – 70 participants.

Please apply at the CSF online platform (<https://csf.ethz.ch/online-platform.html>).

## 3. Evaluation criteria

The scientific board is responsible for the evaluation of all proposals; it has the possibility to request external reviewers for their scientific assessment. The applicants are entitled to submit, along with their application, positive or negative lists, i.e. lists of names and addresses of experts.

The scientific quality and the outline of the program, its structure and coherence, are decisive in the evaluation. The scientific board will evaluate the applications based on the following set of criteria:

### **Scientific quality:**

- Relevance of the topic and scientific significance

### **Interdisciplinary and diversity:**

- Internationality of the speakers/lecturers and participants
- Involvement of a variety of institutions
- Sensitivity for gender diversity regarding the invited speakers (please indicate the gender of your invited speakers/lecturers)

- **Organizational aspects:**

- CSF ETH winter schools must generally be open to all interested and qualified persons.
- International advertisement of the event
- Structure and coherence of the proposed program
- Feasibility of the program

- **Financial aspects:**

- Balanced budget. The CSF reduces the subsidy in case of profit.
- Amount and source of third-party funding
- Ratio of invited/paying participants reflecting the financial possibilities.

## 4. CSF subsidy

The CSF gives 1'400 CHF lump-sum subsidy per day.

Additionally the CSF pays 100 CHF per day directly to the centre Monte Verità to the costs of the conference rooms. This gives access to one big room (for lectures and keynote speeches) and one small room (for workshops).

For winter schools the Monte Verità offers a special price for board&lodging in double rooms for the phd students of 140 CHF (with reduced housing service)/160 CHF (with standard housing service).

Please note: The CSF does not subsidize the stay of accompanying persons at the Hotel Monte Verità; they will have to pay the full price for lodging.

You can use the CSF direct subsidy for travel and accommodation costs of speakers, lecturers, and organizers and for grants for participants and other costs that are directly related to the winter school. In general, we do not fund salaries of permanent employees.

## 5. Rights and obligations of applicants

All information given by the application form are binding and serves as the basis for the determination of the subsidy, as well as for the offer issued by the centre Monte Verità for hotel rooms of non-self-paying participants (e.g. invited speakers, lecturers, organizers).

The signed offer is a contract between the organizer and the centre Monte Verità.

The applicant is responsible for all aspects of the winter school and is obliged to carry it out with the required diligence and according to the rules of best scientific practice and, furthermore, you must ensure the flawless execution and high scientific standard of the winter school.

## Terms and conditions for CSF ETH winter schools

Relevant changes to the content or structure of the program presented in the application may lead to a reduction of the CSF subsidy. We reduce the paid subsidy by 100 CHF per person and day below the minimum number of participants (40).

The organizer agrees to use the CSF online platform for the registration of participants and all other organizational aspects. The CSF will provide a user manual and all needed support.

All personal contacts with the participants are the organizer's concern.

The applicant agrees to use a template text provided by the CSF detailing the payment methods for registration fees and for accommodation fees on the winter school webpage.

Once the application is accepted, you will receive information about payment modalities for registration fees and accommodation fees 6-7 months before the start of the winter school.

Should it not be possible to successfully hold the planned winter school, the applicant may hand in a written request for postponement or cancellation. The CSF must receive this request at least six months prior to the beginning of the winter school; otherwise, cancellation fees are due.

Should the organizer misuse the CSF subsidy or violate the existing terms and conditions or other provisions applicable to the subsidy, the CSF reduces its subsidy or refuses to make any payment. In the event of serious breaches, the CSF will exclude the person responsible from any further applications.