

Organising an activity for the Huizinga Institute - Checklist for student and PhD organisers

Note: the Huizinga office (huizinga@uu.nl) can be consulted at any time

Submitting your proposal

- When organising a masterclass or workshop, start early. We advise you to submit your proposal at least 8 months before the target date. Especially when a foreign guest speaker is involved it can be difficult to schedule on shorter notice.
- Discuss your idea with the Huizinga office at an early stage, to make sure your plans are a fit for the institute's programme. Also discuss the idea with a supervisor/teacher at your local university in case you would like to offer ECTS to participants.
- After receiving a positive response, you can start working on a more detailed plan. Who do you have in mind as a speaker or instructor? What is the target audience? Why is this activity a good fit for the Huizinga Institute (or possibly, a collaboration between the Huizinga Institute and another Dutch research school)? Draw up a brief description of the event and include an indicative programme. Should the programme include preparatory literature, a preparatory assignment or a final assignment?
- Consider the practicalities next. We are of course happy to offer assistance. When and where will the activity take place? As a national institute, the Huizinga office can arrange free rooms at most affiliated universities. Don't forget to check if there are overlapping events.
- Indicate the requested budget, broken down per post. E.g.: catering, venue, travel costs speaker, hotel speaker, thank you gift speaker. The Huizinga Institute does not have fixed budgets for activities. Funding differs based on several factors. The average per masterclass/workshop is €500,-.
- Next, submit your proposal via Huizinga's [application form](#). Your proposal will be reviewed by the Huizinga Institute's Programme Team, and after approval we can start planning.

After approval of the proposal

- Invite the speaker or instructor, or, when the speaker has been approached earlier, confirm. Make sure the agreements are clear. If applicable, ask the Huizinga office to make hotel and other arrangements. Please cc us in your communication.
- Make sure a location/room is booked and catering is ordered. The Huizinga office can assist.
- Draw up a final programme in collaboration with the speaker or instructor. Keep the guest/speaker informed of practicalities and possible changes.
- Together with the Huizinga office, draw up a time path. When will the activity be announced, when will registration open (via Huizinga's website) and what are the deadlines? When and how will preparatory literature be made available to participants?
- Arrange a thank you gift for the speaker. The Huizinga office can assist.
- The Huizinga office will issue a list of participants, which we ask you to get signed by the participants on the day of the event.
- After the event, submit the signed list of participants to the Huizinga office. We will then issue ECTS-certificates.