

HOW TO LAUNCH A BROWN-BAG LUNCH

IDEA

The CIS wishes to support social and scientific interaction and exchange between its researchers in time- and resource-efficient ways. To this end, the CIS Board finances so-called brown-bag events. The idea is that a number of CIS researchers can come together around a research theme of shared interest and meet on a regular basis to discuss that theme while enjoying a brown-bag lunch financed by the CIS.

REQUIREMENTS

At least 5 CIS researchers (including PhD students and advanced MACIS students) from two or more different research groups may form a group and submit a funding application to the CIS. The group should meet regularly over the course of at least one semester.

To ensure that the group reaches its goal of jointly addressing a specific research theme, group membership obliges members to prepare properly for each meeting in a suitable way (i.e., reading the texts to be discussed, preparing feedback on the work of others, etc), as well as attendance at the group's brown bag events (except in the case of illness etc). Group membership implies a high degree of commitment.

APPLICATION

Those wishing to form a brown-bag group are advised to follow these steps:

1. *Brown-bag themes, goals, membership.* Get together and consider possible themes. Define the group's goals.
2. *Times, dates, locations.* Once the theme and the membership have been settled, define a semester-long schedule. Issues to consider:
 - a. How often does the group want to meet (at least five times in a semester)?
 - b. What dates will the events take place; at what time and where?
 - c. What will the group do (discuss the public work of others? Discuss group members' work? Or a mixture of both?)
 - d. What brown-bag arrangements will you make (get take-out sandwiches and drinks?)
3. *Write & submit application.* Outlining the following:
 - a. Theme & goal. What is the group's focus, what is its goal?
 - b. Membership. Who is part of the group?
 - c. Schedule. When and where will the group meet? What will it do during each event?
 - d. Submission. Submit your application of maximum one A4 sheet to the CIS director (currently Katharina Michaelowa, katja.michaelowa@pw.uzh.ch).
 - e. Consideration of application. Once submitted, an application will be considered by the CIS director. He or she will inform the CIS board.
4. *ECTS points and form of assessment ('Leistungsnachweise').* MACIS and PhD students may obtain a maximum of 2 ECTS points for being part of a brown bag group. The relevant student and his/her professor must agree on the modalities for the acquisition of the points. This includes: The number of points to be acquired, the task that must be accomplished for those points (a presentation; a paper, etc), and the form of assessment of that task ('Leistungsnachweis').
5. *Funding.* A maximum of CHF 14 francs per group member per session may be claimed. Susanne Böhm (susanne.boehm@ir.gess.ethz.ch) may be contacted for reimbursement upon presentation of receipts at the end of each semester.