



# MPSP AUTUMN SCHOOL 2024

WELCOME TO THE NEXT  
AUTUMN SCHOOL IN:

JENA

09.09. – 13.09.2024

**MAX  
PLANCK  
SCHOOL**  
of  
photonics





# READ ME FIRST: DEADLINES

## YOUR TO-DOS BEFORE THE AUTUMN SCHOOL

5th of  
Aug.

- Use [THIS FORM](#) to let us know by the **5<sup>th</sup> of August** whether you can participate in the Autumn School and which agenda points you will attend. Please also select the online workshop(s) you want to join in, as places are limited, and the coaches will adapt their courses to the attendees.

31st of  
Aug.

- If you can offer an INTERNSHIP for study phase candidates, submit your internship offer(s) using [THIS FORM](#) by the **31st of August**.

31st of  
Aug.

- If you want to make use of our “Print and Bring” service, send us your poster for the poster session by the **31st of August** (to: [photonics@maxplanckschools.de](mailto:photonics@maxplanckschools.de))



# AT A GLANCE:

## PROGRAM (09.-13.09.2023):

	MONDAY, 09.09.	TUESDAY, 10.09.	WEDNESDAY, 11.09.	THURSDAY, 12.09.	FRIDAY, 13.09.
9-10 a.m.	ARRIVAL	How to kick start your doctorate – Cohort 6	2 DAY WORKSHOPS: AI Laboratory: Harnessing Artificial intelligence Tools	BUILD YOUR OWN INSTITUTE	LAB TOURS + INDUSTRY VISITS
10-11 a.m.					
11-12 a.m.					
12-1 p.m.		OR			
1-2 p.m.	LAB TOURS - BEUTENBERG CAMPUS	Maker DIY: 3D Design & 3D Impression	Communication and presentation in the academic context	PHD CANDIDATE MEETING	DEPARTURE
2-3 p.m.					
3-4 p.m.					
4-5 p.m.			OR		
5-6 p.m.			Project, Time and Self-management for Researchers	MPSP POSTER SESSION & INTERNSHIP FAIR	
6-7 p.m.	DINNER			DINNER	
7-8 p.m.	WELCOME EVENING - SHOW YOUR CULTURE	FREE EVENING	FREE EVENING	NETWORKING EVENING	

CLICK ON EACH BOX TO JUMP TO THE DETAILS



# MPSP AUTUMN SCHOOL PROGRAM

MON 09.09. – FRI 13.09.2024

Time to meet again for the Autumn School in  
Jena!



# LOCATION VISIT IN JENA – Lab Tours

MONDAY, 09.09. at 13:00 & FRIDAY, 13.09., at 9:00



On Monday and Friday we will have a location visit in Jena.

You will have the chance to visit the Quantum- and Nano-labs at the Abbe Center of Photonics at the Beutenberg Campus in Jena.

Additionally, on Friday we plan a tour at Carl Zeiss AG and possibly other research locations in Jena. Don't miss this chance to get an insight into the fascinating research at our partner institutions!



# WELCOME & CULTURE EVENING

MONDAY, 09.09., at 19:00

Let's get started! After our arrival to the hotel in Jena and having dinner, we are going to guide you through the program and what to expect.

## SHOW YOUR CULTURE!

After a welcome and an outlook on this year's Autumn School program, we will start our culture evening where you and your culture, hobbies, and passions are in the focus.

We would like to create a kind of cultural market where you can represent your home country and/or your passions.

Bring a dish of food that you think best represents you or your culture and tell us all about it. We are happy about every contribution that shows how colorful and diverse we are!



As usual, there will be a lot of fun opportunities for socializing with each other, our Fellows & Alumni, and guests invited for some of our workshops and events during the week.

We are looking forward to having a great week with you again in the Autumn School!



# HOW TO KICK-START YOUR DOCTORATE <sup>7</sup>

– for the 6th Cohort

TUESDAY, 10.09., at 9:00

You will be guided to view your doctorate as a personal and understand a scientific project, overcome typical challenges and pitfalls, and keep an eye on your health. All acquired skills can be applied effortlessly and transferred to future projects.

The methods consist of moderated reflection exercises, group work, and discussion.



# MAKER DIY: 3D DESIGN & 3D IMPRESSION

8

TUESDAY, 10.09., at 9:00

From Idea to Creation – Making Things on Your Own.

Whether pursuing a career in research, or industry or planning to found your own startup, sooner or later you'll encounter the challenge of turning ideas and concepts into real things. Thankfully, there are nowadays many openly accessible resources, software, and machines available to help you achieve this.

In this hands-on workshop, we will cover how to design models using Computer-Aided Design (CAD) and produce them with Computer-Aided Manufacturing (CAM) tools like 3D printers and laser cutters. You will gain insights into best practices for designing and selecting the right machines for your creations. We aim to empower you to foster personal creativity, enhance your innovation capabilities, and increase your sense of self-efficacy.

From adding custom optomechanical parts to your experimental setup, repairing machines by building spare parts, designing products, or just in need of a Christmas present for your grandmother, this workshop offers invaluable industry experience that will set you apart in the field of photonics engineering.

***Don't forget to bring your laptop and the mouse,*** required to participate. A tablet works too, but it's not ideal.





# AI LABORATORY: HARNESSING AI TOOLS

9

TUESDAY & WEDNESDAY 10-11.09., at 9:00

During two days you will have the chance to get a comprehensive understanding of the opportunities and challenges presented by generative Artificial Intelligence technologies in scientific research.

As the landscape of scientific inquiry evolves quickly with the integration of advanced AI tools, it becomes imperative for researchers to navigate these changes responsibly and innovatively.

Interactive lectures, challenging activities outside of the “comfort zone” and review session will provide a variety of first-hand learning situations.



# COMMUNICATION AND PRESENTATION IN THE ACADEMIC CONTEXT

10

TUESDAY & WEDNESDAY, 10-11.09., at 9:00

Whether small talk or academic subject presentation, the ability to present oneself adequately and to communicate one's concerns effectively is a deciding factor of career related success in academia.

A few fundamental strategies for communication and presentation techniques are the basis for illustrating complex data in a context-relevant way, convincing others, winning supporters and thus reaching the respectively set goals.

You will engage with personal communication strategies, use of voice and clear and convincing speech training your conversational competencies.





# PROJECT, TIME AND SELF-MANAGEMENT FOR RESEARCHERS

TUESDAY & WEDNESDAY, 10-11.09., at 9:00

Careful planning is the prerequisite for creative, passionate, and mindful research.

This interdisciplinary workshop will familiarize you with methods of project, time, and self-management and introduce strategies to draw up a realistic and detailed plan for your project while also taking care of your resources and work-life balance.



# FRIEND OR FOE? HOW TO DEAL WITH PROCRASTINATION

12

WEDNESDAY, 11.09., at 9:00

You will be instructed to avoid procrastination and other unproductive behaviors in everyday life to perceive and deal with them constructively.

Further content includes the basics of burnout and learning about stress prevention and measures for conscious relaxation. All worked out competencies can be easily transferred to future challenges.

The methods consist of moderated reflection exercises, group work, and discussion.





# INTERCULTURAL TRAINING

– for the 6th Cohort

WEDNESDAY, 11.09., at 9:00

Because foreign cultural influences, educational traditions, as well as ideas about research work and professional life can differ significantly from the research and corporate culture in Germany, you will first experience a general cultural understanding, raise awareness, and then find out specifically about sensible measures and rules to be followed when interacting with superiors and colleagues in German research institutes and corporate contexts.

Learn to maintain a good and conscious communication with group leaders and colleagues in intercultural and international research groups.



# BUILD YOUR OWN INSTITUTE

THURSDAY, 12.09., 09:00 – 12:00

We are excited to announce a simulation exercise involving all participants, focusing on the management and development of a research institute. The exercise will be guided by one of our esteemed Fellows who has firsthand experience in leading such an institution.

Participants will be divided into various interest groups, such as work culture, research strategy, organization, and investment planning. Each group will collaboratively develop solutions for emerging conflicts of interest.

Following the group activities, all participants will present their findings, and key learnings will be highlighted. This event aims to enhance practical skills and promote a deeper understanding of institutional management among students.





# THE POSTER SESSION

THURSDAY, 12.09., 16:00 – 18:00

As in the previous years, you will again have the chance to exchange ideas on your research in a poster session. All research phase candidates as well as senior study phase candidates are expected to prepare a poster about a current research project. If you would like to use our "Print and Bring" service, please send us your poster with the following criteria by noon on 16:00 31.08.2024 (Saturday) to the [photonics@maxplanckschools.de](mailto:photonics@maxplanckschools.de) email.

- Format: A0
- File type: pdf, tif or jpg
- Make sure it is good quality
- File size: max. 10Mb

On the Virtual Campus you will also find MPSP templates for your poster design in PPT, which you are welcome to use.



# ALUMNI / NETWORKING EVENING

THURSDAY, 12.09., 19:00

Thursday evening is dedicated to networking, hopefully with some special guests - our Fellows and Alumni. They can share their experience of running the last mile of a PhD and deciding what to do next.

You can share your wishes of what the MPSP Alumni network should be like and how we can help to maintain an active community.





# MPSP TRAVEL EXPENSES

WHAT TO DO SO THAT WE CAN PAY FOR YOU

## BEFORE THE TRAVEL

Always hand in a Business Travel Request at your employer or University.  
For **Study Phase** candidates, we will arrange and pay the booking, **Research Phase** candidates will be reimbursed after the event.

Do you have a contract of employment\*  
with the FSU Jena (Staat Thüringen)?

YES

\*also Hiwi and/or Part-time Contract!

NO

- **PhD candidates+Hiwis:** use the SAP System of the FSU Jena and/or the procedure required in your institute to submit a travel expense request
- Use the PSP-Element:  
**Z-74-00076-01-17010000**
- Do it at least 2 weeks before the travel
- Hand in a Business Travel request at your workplace / institute
- You'll have a guest status at the FSU





# MPSP TRAVEL EXPENSES

WHAT TO DO SO THAT WE CAN PAY FOR YOU

## AFTER THE TRAVEL

WHEN?

- You have a maximum of 3 months to hand in your Travel Expense Request, but the FSU Administration usually needs 6-8 weeks to process the requests, so please do it as soon as possible after the travel

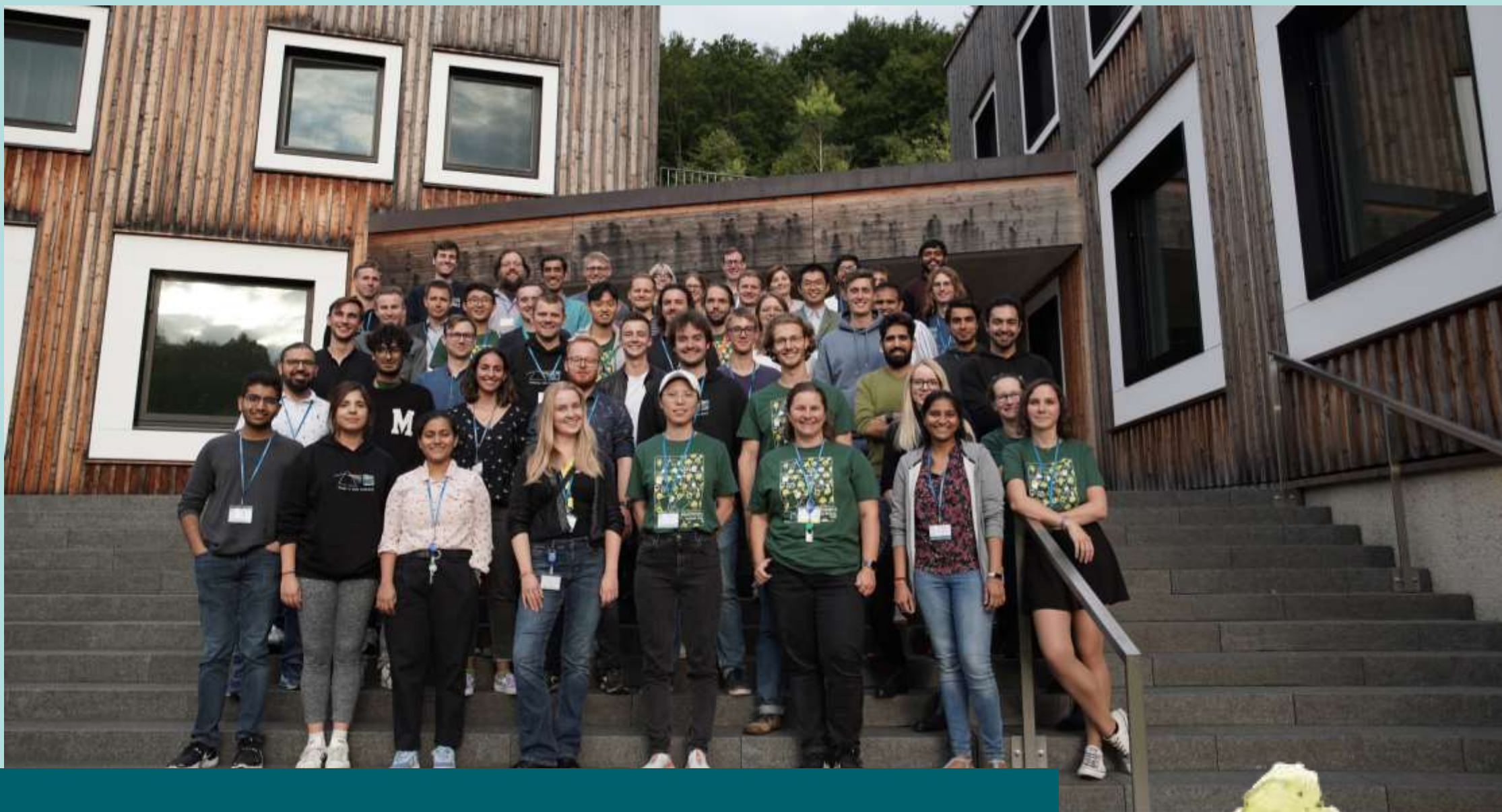
WHAT TO  
HAND IN?

- You are going to get informed in an email after the Autumn School, due to the frequent changes in the FSU processes, to ensure you have the latest info

WHAT WE  
PAY

- Accommodation
- Travel (Train tickets: 2nd Class / own car: 0,2 €/km / Taxi: only when it is properly justified; Parking fee)
- Food is NOT reimbursed; if the event is fully catered, no daily allowance is granted

You can find detailed information about Business Travels and the downloadable Forms to use on our Virtual Campus under MPSP Office/General Administrative Resources/Business Travel



# SEE YOU AT THE MPSP AUTUMN SCHOOL!

Any questions regarding the  
program? Just email  
[photonics@maxplanckschools.de](mailto:photonics@maxplanckschools.de)

PLEASE  
REGISTER BY  
5th of August  
2024

