

# Some tips for organizing a masterclass

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# What is a masterclass?

A PhD course formally registered at the PhD school, which lasts usually a week (in practice, it operates  $\approx$  learning workshop).

# What is the format?

Lecture courses by 2 or 3 speakers + social events + gong shows / contributed talks.

# Subject?

Find something that **you** are interested in learning.

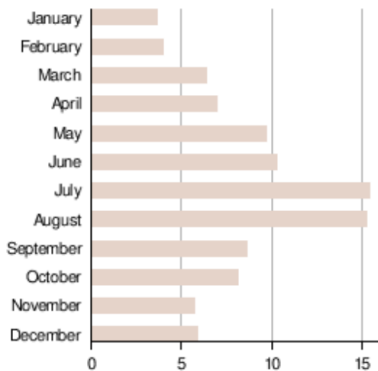
# Speakers?

- ▶ It doesn't have to be someone you know: you can always ask.
- ▶ Use the Internet (especially Youtube) to see if they are **good speakers**.
- ▶ Try to include **female speakers** whenever possible. If not, maybe add some research talks?

## Date?

- ▶ It can be difficult to book an auditorium during the teaching period. A trick is to make use of the **weeks between the blocks** - check on studiekalender.
- ▶ Summer is usually very **busy** and **expensive** (but also very nice).

**Tourist arrivals of 2024 in %<sup>[5]</sup>**



# Proposal?

- ▶ You need to write a proposal to apply for the course to be registered.
- ▶ It is usually helpful to use **Large Language Model**.
- ▶ Not everything on the proposal will be finalized - **you can always change** the date or the speakers, if necessary.

# Registration and Funding

- ▶ There is a template registration form when you create the webpage of the masterclass.
- ▶ Funding: 2500 dkk of reimbursement for 15 participants. Try to orient towards **young Phd students**.
- ▶ Some people might need **invitation letters**.



# Advertising

I have used **ALGTOP-L** and **eager-gen** mailing list to advertise.

# Recording and Zoom Broadcast

- ▶ The auditoriums have built-in camera+microphone with recording system, but the recording system can be very **unreliable** (audio/video lost before).
- ▶ You can use your computer to collect signals from the camera and microphone, then broadcast via Zoom. I have used the recording feature on Zoom to record the lectures.
- ▶ The microphone has a weird sounding through Zoom, you can use your own microphone.
- ▶ If you end up in a room without such system - you can ask Jan for a good webcam.

# Feedbacks

It is very important to collect feedbacks!

- ▶ It helps GeoTop with writing annual report.
- ▶ It helps the speakers to improve their lectures.
- ▶ For the early-stage researchers giving lectures, this can be part of their teaching portfolio.
- ▶ Use **Google form**.

# A masterclass trio

1. A non-math person helping with non-math business: Jan Tapdrup.
2. A math person helping with non-math business: that could be you.
3. A math person helping with math business: some adult in the faculty (+ the speakers).

# Who to ask when you have questions?



Figure: Jan and Nathlie (on the top right)

Cheers.