



LINDAU NOBEL LAUREATE MEETINGS

Kuratorium & Stiftung Lindauer Nobelpreisträgertagungen
Alfred-Nobel-Platz 1, 88131 Lindau, Germany

Kuratorium für die Tagungen
der Nobelpreisträger in Lindau
Council for the
Lindau Nobel Laureate Meetings

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Lindau, 22. September 2016

Stiftung
Lindauer Nobelpreisträgertagungen
Foundation
Lindau Nobel Laureate Meetings

Dear Nominating Partners,

Over the past years, we have observed that numerous letters of recommendation have been issued as a standard version. For this reason, we would like to introduce some guidelines on how we envision a recommendation letter:

1. Length: roughly one DIN A4 page/one standard letter size submitted as a pdf file.
2. Language: English.
3. A description of the candidate's achievements that could also cover details not found in the candidate's CV. A description of the nominating institution is not necessary.
4. An individual letters for each candidate and not a standard letter that is the same (or very similar) for all the candidates.
5. The letter should be written by a person who knows the candidate well, e.g. supervisor of the Master or PhD thesis.

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Please keep in mind that the letter of recommendation is an important factor in the evaluation process and that it does influence the results.

We appreciate your collaboration and look forward to receiving your nominations.

Sincerely yours,

Wolfgang Lubitz

*Vice President of the Council for the Lindau Nobel Laureate Meetings
Scientific Chairman of the 67th Lindau Nobel Laureate Meeting 2017*