

Information for the hosts of IB seminar speakers

Inviting a speaker

IB seminars are part of the education of our Ph.D. students. When selecting a speaker one will take this into account. The invitation of a potential speaker is accommodated with the letter "information for IB seminar speakers" explaining the general setting of the IB, the teaching aspect as well as information on travel expenses and lodging.

The IB website provides information on the open slots (in general every Friday, 13.00-14.00) which can be selected as potential dates. It is possible to reserve a slot temporarily via the IB office (IB.decock@bio.uu.nl) and this will be announced on the IB website as "reserved".

Hosts are kindly requested to plan seminars according to the reserved dates. It is becoming very difficult to reserve seminar rooms at alternative dates.

Speaker has accepted the invitation

Once the speaker has accepted we need the following information.

1. Name and institute of speaker
2. Date of the seminar
3. Seminar title
4. Short abstract

The IB office requires the information on the seminar in time to announce the seminar by website as well as posters which are made in general a week or more in advance. The seminar will be announced via e-mail as well.

The host makes the hotel arrangements but the IB office can do this for you as well. We use hotel Mitland (<http://www.mitland.nl>) or Maliehotel (<http://www.hoteliers.nl/utrecht/malie-hotel/#>) frequently. Bills can be sent to the IB office.

The speaker is visiting

The host is kindly asked to arrange meetings with other members of the IB and to indicate this by mail.

In general, 15 min before start of the seminar an IB representative will be present in the room with the LCD projector and a laptop (PC/windows office).

Reimbursement

The IB will reimburse:

- Reasonable travel expenses (tourist/economy class)
- Lodging
- One diner with host, guest and max 2 lab members. Please provide the bill with name, address, and name of the bank and bank account for reimbursement.
- For speakers from the Netherlands: a book cheque of € 50 is provided

The IB will generally reimburse to a maximum of € 500 (EU) and 900 (non-EU), when the travel expenses exceed these amounts a solution must be discussed with the IB director.