



## TERMS AND CONDITIONS SEMINAR SERIES

### Whom to invite?

All invited speakers should be first-class.

### Procedure of invitation

Suggestions for speakers should be made to the co-chairs of the seminar committee. Indicate for each suggested speaker the topic and model system used, as well as a few words of motivation for your interest. The seminar committee will select the speakers to be invited, thereby aiming to achieve a constantly high quality of science and presentations and cover a good range of important and relevant topics. The seminar committee will communicate as soon as possible if a proposal is granted, after which you can invite the speaker on behalf of the school. Information on available dates can be obtained via the seminar calendar on the website [www.cgdb.nl](http://www.cgdb.nl) or via the secretariat ([cgdb-phd@umcutrecht.nl](mailto:cgdb-phd@umcutrecht.nl)). It is possible to take an option on one or two dates. Note that these options will expire after two weeks.

### Host

You will be the host of the speaker you suggest. Both project leaders and PhD students are welcome to suggest and host speakers. In particular PhD students are encouraged to contribute: hosting a speaker is an inspiring experience and many big names more readily accept invitations coming from PhD students. Finally, some of the seminars can be combined with a journal club about the speaker's papers before the seminar and discussion with the speaker afterwards. Speakers hosted by a PhD student would be particularly attractive for this approach.

### Information

At the time of invitation the host will provide the secretariat with the full name, address and email address of the speaker. A title should be provided not later than 2 months prior to the seminar, a short abstract will be provided not later than 1 month prior to the seminar.

### Time and place

Thursday at 4 p.m. in the Auditorium of the Hubrecht Institute, Uppsalalaan 8.

### Speakers fee and reimbursement travel costs

Before the seminar, the host must collect the speaker's fee from Shantie Raghoebir's office at the Hubrecht Institute. You can ask the receptionist to call Shantie with the request to bring the fee to the reception area. You will be handed an envelope, which apart from the fee contains a declaration to be signed by the speaker that he/she has received the fee. Please return this form to the CGDB-PhD secretariat at the address indicated at the bottom of the form. Also included is a Travel Cost Reimbursement Form for the speaker that he/she can use to reclaim travel and accommodation costs, provided they are within the limits indicated below. The form plus original receipts must be returned to the secretariat at the address indicated at the bottom of the form.

### Travel

When possible, economy or 2nd class, and/or APEX tickets should be used. The school will reimburse only economy class airfare. For travel to/from the airport, train is the preferred mode of transportation.

### Accommodation

For speakers from abroad, a hotel room can be reserved for the night following the seminar. Either the speaker initially pays the bill and will be reimbursed later, or the host can ask when making the reservation, to have the bill sent directly to the school's secretariat. In the latter case, make sure to make the booking under the new name of the school, to indicate that the school is part of Utrecht University and therefore

eligible for the special rates agreed with UU and to specifically request that the bill be sent directly to the secretariat. The following hotels have agreed to this procedure:

- Malie Hotel, Maliestraat 2, tel 030- 2316424 (your first choice)
- Hotel Mitland, Ariënslaan 1, tel 030-2715824

### **Drinks and dinner**

Following the seminar, drinks and little snacks are served outside the Auditorium, where the discussion with the speaker can be continued. Subsequently, the host may take the speaker out for dinner.

### **Allowable costs**

Fee (foreign speakers) € 150,-

Fee (Dutch speakers) € 100,- (e.g. 'boekenbon')

Hotel/breakfast € 130,- (1 night)

Travel € 450,- (Economy class airfare only)

Dinner of speaker/host € 250,- (four people max)

The total cost of a seminar should normally not exceed € 1000,- .

### **Members of the seminar committee**

Geert Kops & Wouter de Laat (co-chairs)

Edwin Cuppen

Jacqueline Deschamps

Rachel Giles

Sander van den Heuvel

Geet Kops

Wouter de Laat

René Medema

Ben Scheres

Stefan Schulte-Merker

Marc Timmers

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Educational board: Prof.dr.S.van den Heuvel, Prof.dr. E.Cuppen, Prof.dr. J.den Hertog,  
Prof.dr. R.H.Medema, Prof.dr.H.T.M.Timmers  
Coordinator: Dr. J.E. Speksnijder

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