

## TERMS CS&D SEMINAR SERIES

### Whom to invite?

First-class scientists and speakers only.

### Procedure of invitation

Contact the co-chairs of the seminar committee, Madelon Maurice and Jacco van Rheenen with suggestions for speakers. Indicate for each the topic and model system used, as well as a brief 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 a good coverage of important and relevant topics. If your proposal is accepted, you can invite the speaker on behalf of the school. A standard letter of invitation can be downloaded from the website: <http://www.csnd.nl/forms/> Please check the seminar calendar on the homepage [www.csnd.nl](http://www.csnd.nl) for available dates. You may reserve one or two dates by sending a mail to the secretariat (<mailto:csnd-phd@umcutrecht.nl>).

### Host

When you suggest and invite a speaker you must also act as his/her host. 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. Seminars may be combined with a journal club on the speaker's papers before the seminar and a discussion with the speaker afterwards. Student-invited seminars would be particularly attractive for this approach.

### Information

At the time of invitation the host will provide the secretariat with the name, affiliation and email address of the speaker. A title should be provided at least 2 months prior to the seminar, a short abstract must be provided at least 1 month prior to the seminar.

### Time and place

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

### Duration

45 minutes, followed by questions and discussion.

### 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 CS&D-PhD secretariat at the address indicated at the bottom of the form. The Reimbursement Form can be downloaded from the CS&D website <http://www.csnd.nl/forms/> and is to be used 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 below:

Dr. Eric Kalkhoven/Ms.Cristina Arpesella  
CS&D-PhD  
UMCU – Molecular Cancer Research  
HP.: Str. 3.217  
Universiteitsweg 100  
3584 CG Utrecht  
The Netherlands

## Travel

The school will reimburse economy class airfare only. 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 a maximum of two nights. The host is responsible for booking the hotel, preferably the Mali Hotel. When making the reservation, indicate that is for the CS&D and ask that the bill be sent directly to the school's 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, the host may take the speaker out for drinks and dinner and invite maximum 2-3 people from his/her lab.

## Allowable costs

The speaker will receive a fee of € 150,- (foreign speakers) or € 100,- (Dutch speakers). Please note that only those speakers who present a seminar in the context of the Thursday seminar series are eligible to receive a fee. Speakers presenting a seminar in the context of a CS&D course will not receive a fee, with the exception of speakers that have been approved by the (co-) chair(s) of the Seminar Committee and present their seminar on a Thursday, with the seminar being open to the entire CS&D community.

The CS&D will pay hotel/breakfast for 2 nights maximum at a maximum cost of € 130 per night.

Additional nights must be paid by the host or the speaker.

The host will be reimbursed dinner with the speaker (€ 250,- max for 4-5 people)

The speaker will be reimbursed his/her own travel costs (economy class airfare only); all other expenses are at the cost of the speaker.

The total cost of a seminar will depend on the country of residence of the speaker, but is about € 1000,- on average.

## Members of the seminar committee

Madelon Maurice & Jacco van Rheenen (co-chairs)

Maarten Altelaar (Dept. Chemistry, UU)

Mike Boxem (Dept. Biology, UU)

Tobias Dansen (University Medical Center Utrecht)

Johan de Rooij (Hubrecht Institute)

Jacqueline Deschamps (Hubrecht Institute)

Daniele Guardavaccaro (Hubrecht Institute)

Gijs van Haften (University Medical Center Utrecht)

Frank Holstege (University Medical Center Utrecht)

Erik Kalkhoven (University Medical Center Utrecht)

Geert Kops (University Medical Center Utrecht)

Susanne Lens (University Medical Center Utrecht)

Catherine Rabouille (University Medical Center Utrecht)

Eva van Rooij (Hubrecht Institute)

Marc Timmers (University Medical Center Utrecht)