

Guidelines for organising the CS&D PhD student retreat and 'borrel'

Thank you for becoming a member of this year's PhD committee and your willingness to organize the yearly PhD student retreat and the regular 'borrel'.

Your primary source of information on how to tackle organizing these events is the previous PhD committee. They have plenty of experience that they are happy to share with you. In fact they have prepared a document that is posted on the CS&D website on the 'Forms' page.

There are a few additional facts regarding the financial aspects that you need to take into account:

- The maximum budget for the retreat is 17,000 euro. In exceptional circumstances this amount may be exceeded, but only after the authorisation of PhD coordinator.
- Before committing yourself financially in any way you must submit a budget to the PhD coordinator in which the different expenses are indicated.
- Always ask for a quote of the expected costs and make sure it describes in detail all facilities and services that will be included or excluded so you do not have to end up paying for 'extras'.
- Do not hesitate to bargain; with a big group you can often negotiate a better price
- When signing a quote or contract, do so as a participant in the CS&D and use the CS&D postal address in addition to your name: CS&D, p/a UMCU HP Str. 3.217, Universiteitsweg 100, 3584 CG Utrecht
- Bills must be sent to the same address and can only be paid after authorisation by the PhD coordinator.
- The fee for the invited speaker (if applicable) must first be authorised by the PhD coordinator. Please note that we adhere to the common practice in the biomedical scientific community of paying a modest fee or presenting the speaker with a small present, such as a bottle of wine or a 'boekenbon'.
- Never hesitate to contact us or stop by for any questions you may have; we are very happy to help out and our door is always open when we are in the office: Stratenum Room 3.217 or csnd-phd@umcutrecht.nl