

## TERMS CS&D Programme SEMINAR SERIES

Cancer,  
Stem cells &  
Developmental  
biology



### Whom to invite?

First-class scientists and speakers only.

### Procedure of invitation

Contact the co-chairs of the seminar committee, Puck Knipscheer and Mike Boxem 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 CS&D Programme.

**The invited guest should have his/her own research group and have some seniority in the field. A bare minimum is a publication from the group as last author.**

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 unless other indicated

### Duration

45 minutes, followed by questions and discussion.

### Fee

- Speaker outside the Netherlands can fill in on the claim form for non-NL resident under FEE the following:  
*Amount:* 150 euro  
*Claim details:* Seminar CS&D + date of the seminar + name host
- Speaker from the Netherlands:  
The host is to contact the CS&D secretariat

### Booking travel for speaker

The invited speaker is to arrange the travel and will be reimbursed **after** the seminar by submitting the digital claim form as here below.

### Speakers and hosts reimbursement travel /hosting costs

The link here below is to be used to reclaim travel and accommodation costs, **provided they are within the limits indicated below.**

**Please note** that the same form is to be used by all non UMCU employees (the UMCU employee/host is to submit the reimbursement through the UMCU Portaal)

[Claim form for non-NL residents](#) (click on "online claim form")

The UMC Utrecht requires digital submission of the costs.

Do not forget to upload your receipts, invoices and boarding passes with the reimbursement form as one document.

By cost center please fill in **W711**.

By digital submission of the costs please cc to [csnd-phd@umcutrecht.nl](mailto:csnd-phd@umcutrecht.nl)

### Travel

The CS&D Programme will reimburse economy class airfare ONLY, no sustenance costs will be refund.

For travel to/from the airport, train is the preferred mode of transportation.

Parking costs will not be reimbursed.

### 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 Malie 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) [info@Maliehotel.nl](mailto:info@Maliehotel.nl)
- NH Centre Utrecht, Janskerkhof 10, tel 030-2313169 [nhcentreutrecht@nh-hotels.com](mailto:nhcentreutrecht@nh-hotels.com)

### 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

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 with a maximum of 2000 euro); 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

Puck Knipscheer (Hubrecht Institute) & Mike Boxem (UU) **(co-chairs)**

Maarten Altelaar (Dept. Chemistry, UU)

Tobias Dansen (University Medical Center Utrecht)

Daniele Guardavaccaro (Hubrecht Institute)

Gijs van Haaften (University Medical Center Utrecht)

Frank Holstege (Pincess Máxima Center for pediatric oncology)

Eric Kalkhoven (University Medical Center Utrecht)

Geert Kops (Hubrecht Institute)

Susanne Lens (University Medical Center Utrecht)

Catherine Rabouille (University Medical Center Utrecht)

Eva van Rooij (Hubrecht Institute)

Martijn Gloerich (University Medical Center Utrecht)

Jarno Drost (Pincess Máxima Center for pediatric oncology)

Jan Molenaar (Pincess Máxima Center for pediatric oncology)