The EVEREST Hilgendorf Lecture
- Information for speakers -

Purpose of the Hilgendorf Lecture
The Hilgendorf Lecture promotes evolutionary thinking across disciplines within the Evolution and Ecology Research School Tübingen (EVEREST). Your audience is broad, spanning from undergraduate students to professors, and crossing disciplines from archaeology or paleontology to organismal ecology and genetics.

Funding
Funding is split between your hosting research group (responsible for travel arrangements) and EVEREST (covering 2 nights accommodation, a joint dinner with EVEREST PhD students, and a 200 € salary).

Travel Arrangements and Reimbursement
It has proven most practical to leave flight bookings to the speaker. Stuttgart is the nearest airport, with connections via public buses or taxi to Tübingen. Please contact your host for individual travel arrangements. Expenses are reimbursed by your host. Keep all receipts as originals and send them with the attached form to your hosting group (not EVEREST).

Hotel
EVEREST typically arranges a 2-night stay in a hotel in the city centre of Tübingen (exact location depends on availability). Longer stays can be arranged with your host.

Lecture
To allow us advertising the lecture, please send us the title of the talk, a brief abstract and a picture of yourself at the beginning of the semester (summer 05 April, winter 05 October). When using a Mac, please bring an adapter or ask for assistance in advance.

Dinner
We aim to enhance contact between Hilgendorf speakers and PhD students in EVEREST. On one evening, we therefore arrange (and pay for) a joint dinner with up to 5 PhD students. Also for the remainder of your stay, we specifically encourage PhD students to “book” time slots for individual interactions.

Activities
Tübingen has a picturesque old town and beautiful surroundings, so you might consider taking some more time to explore. Enjoy!

Contact – also for emergencies
Michaela Istvan (Secretary)  Michaela.istvan@uni-tuebingen.de
07071-29 78876

Dr. Nils Anthes & Dr. Dorothée Drucker (Coordinators)  Everest@uni-tuebingen.de
07071-29 74617
TRAVEL REIMBURSEMENT

In order to reimburse travel costs, the University of Tübingen needs the following information. Please complete this form in capital letters and attach all your original tickets and bills (no copies).

Family name_____________________ First name__________________________

Private address
Street__________________________
Postal code______________________ City_______________________________
Country_________________________
Email___________________________

IBAN______________________________________________________________
SWIFT____________________________________________________________

I hereby assure that I was not reimbursed by another party (employer, foundations etc.) for the stated expenses.

Date_____________ Signature________________________________________

Send this form and the bills to your hosting group

Thank you for your cooperation!