



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 € honorarium).

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 center of Tübingen (exact location depends on availability). Longer stays can be arranged with your host. As soon as you decided on your travel, please contact Dr. Monika Doll to book the hotel.

Lecture

The lecture usually starts at 17:15, should not exceed 45 min, and is followed by 15 min of discussion. To advertise the lecture, please send the title of your talk, a brief abstract, and a picture of yourself to the Hilgendorf coordinator Dr. Max Schmid (by 05 April in summer term, by 05 October in the winter term). 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. Therefore, on one evening, we 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 historical city center and beautiful surroundings, so you might consider taking some more time to explore. We hope you enjoy your stay!

Contact – also for emergencies

Dr. Monika Doll (head of administration)

m.doll@uni-tuebingen.de

eve-office@biologie.uni-tuebingen.de

0049 7071-29 75235

Dr. Thomassen & Dr. El-Zaatari (Coordinators)

everest@uni-tuebingen.de



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 _____

Bank account

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!