



## The EVEREST Hilgendorf Lecture

- Information for hosts -

### Purpose of the Hilgendorf Lecture

The Hilgendorf Lecture promotes evolutionary thinking across disciplines within EVEREST. Please choose speakers not only considering their scientific achievement, but also for their ability to place their work into a general framework and deliver it to a broad audience.

### Financials

Costs for the Hilgendorf Lecture are shared between EVEREST and the hosting group:

EVEREST covers and takes care of ...

- Accommodation, 2 nights incl. breakfast
- A 200 € honorarium
- One dinner for 5 selected EVEREST PhD students with the Hilgendorf lecturer.
- Up to half of the travel costs  
(max. 750 € for intercontinental tickets, and max. 250 € for continental tickets)

The hosting group covers and takes care of ...

- Remaining travel costs
- Accommodation beyond 2 nights
- Potential further dinners etc. in agreement with the speaker

### Travel Arrangements

Travel arrangements must be made through the hosting group. It has proven most practical to leave flight bookings to the speaker. Please instruct the speaker to keep all original receipts and submit them directly after returning home. We provide speakers with a template reimbursement form.

### Accommodation arrangements

We offer to book the hotel centrally through EVEREST. Please contact Dr. Monika Doll.

### Schedule during the stay

The hosting professor is responsible for showing the guest around and arrange meetings with other scientists or PhD students. EVEREST coordinates the joint dinner with up to 5 PhD students.

### Lecture

To allow us advertising the lecture in advance, ask your guest to send the title of the talk, a brief abstract, and a picture for the announcement to Max Schmid (by 15 March in summer term, by 15 September in the winter term). Lectures start at 16:15 and must not exceed 45 min. Thereafter we allow for 15 min Discussion. The Hilgendorf Lectures are then followed by a small Apéro in the Geoscience kitchen.

### Dinner

We propose to have the EVEREST student dinner on the evening directly after the talk, and that the hosting group invites the speaker for dinner on the preceding or subsequent night. This can be arranged individually.

### Contact

Dr. Monika Doll (Head of administration)

[eve-office@biologie.uni-tuebingen.de](mailto:eve-office@biologie.uni-tuebingen.de)

0049 7071-29 75235

Dr. Thomassen & Dr. Starkovich (EVEREST Coord.)

[everest@uni-tuebingen.de](mailto:everest@uni-tuebingen.de)

Dr. Max Schmid (Hilgendorf Coord.)

[max.schmid@uni-tuebingen.de](mailto:max.schmid@uni-tuebingen.de)