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 (i.e. in paper form)** and submit them during the stay in Tübingen (or directly after returning home by letter post). We provide speakers with a template **reimbursement and honorarium form** (see the info PDF for speakers and below). Please make sure that they **fill and (in longhand) sign** these forms in Tübingen. PDF scans cannot be processed!

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, arranging meetings with other scientists or PhD students, and coordinating the joint dinner with up to 5 PhD students. The Hilgendorf Coordinator will inform the EVEREST students about this dinner possibility.

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). Please chose a picture without any copyright restrictions! 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.

EBERHARD KARLS
UNIVERSITÄT
TÜBINGEN

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 _____

Details for tax authority

Date of Birth_____ Tax ID_____

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

Date _____ Signature _____

Send this form with the handwritten signature and the bills to your hosting group

Thank you for your cooperation!

Reimbursement - Honorarium

From: **Eberhard Karls Universität Tübingen**

To

Name:

Tax-ID:

Date of birth:

Address: Street:

City:

Zip code:

Country:

about

work performed: Hilgendorf Lecture at the Institute of Evolution and Ecology

Honorar/Remuneration: 200,00 €

Bank account:

Name of the bank:

IBAN code / account number:

BIC / bank identification code:

Swift code:

It is the duty of each payee to take care of the necessary tax payments according to the regulations in their home country.

_____

Date, Signature

_____

Unterschrift Auftraggeber

Contact – also for emergencies

Dr. Monika Doll (head of administration)	eve-office@biologie.uni-tuebingen.de 0049 7071-29 75235
Dr. Thomassen & Dr. Starkovich (EVEREST Coord.)	everest@uni-tuebingen.de
Dr. Max Schmid (Hilgendorf Coord.)	max.schmid@uni-tuebingen.de