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, a 200 € honorarium, and a part of the travel costs). To receive your honorarium, please submit the attached form with your handwritten signature (!) to your hosting group.

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 (i.e. in paper form)** and send/give them with the **attached form** and your **handwritten signature** to your hosting group (not EVEREST). PDF scans cannot be processed!

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 16:15, should not exceed 45 min, and is followed by 15 min of discussion. To advertise the lecture, please send the *title of the talk*, a brief *abstract*, and a *picture* of the speaker to the Hilgendorf coordinator Dr. Max Schmid (**by 15 March** in summer term, **by 15 September** in the winter term). Please chose a picture without any copyright restrictions! When using a Mac, please bring an adapter or ask for assistance in advance.

Zoom

The Hilgendorf Lectures are also shared via Zoom. To this end, the speaker needs to join the respective zoom session and share its screen (link is sent separately). The WiFi-connection in the lecture hall is provided via "eduroam".

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!

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