

## **GUIDELINES for SciLifeLab The Svedberg seminar series**

### **Advertisement**

The SciLifeLab The Svedberg seminar is announced (1) in the SciLifeLab newsletter, (2) via a seminar flyer that is spread to BMC, Rudbeck laboratory, EBC, Ångström laboratory and Uppsala University Hospital for distribution to the scientific community and (3) via a seminar flyer that is sent to the host for distribution to his or her own network.

### **SciLifeLab covers the costs for:**

- Booking of the seminar room
- Seminar coffee (booked by the SciLifeLab representative)
- Travel arrangements (flight in economy class + taxi from/to the airport)
- Hotel (two hotel nights for one person)
- Social activity (dinner or lunch for 4 persons; max cost for food and beverages 700 SEK/per person including VAT). The restaurant shall send an invoice to the address stated in paragraph *Social activity*). You will need to report the name and affiliation of the persons attending the dinner.

As we will not be able to handle bookings and invoices from private persons, ask the restaurant to send an invoice and do not pay with your credit card or cash!

Please, read the following detailed instruction on how to book travel, accommodation and social activities.

### **Travel arrangements**

You are responsible for making the travel arrangements for your guest according to Uppsala University guidelines. SciLifeLab covers travel expenses in economy class. The right to receive reimbursement for travel expenses ends, if a travel expense report is not filed **within one year after the seminar** has been held. Together with your guest choose one of the following three alternatives. The fastest and most convenient way to get reimbursed is by choosing alternative 1 or 2:

1. Book the trip using the Uppsala University travel agency Lingmerths Resebyrå AB. Information about how to proceed is found on Medarbetarportalen/Service and support/travel and business travel  
To get reimbursed circulate the invoice to Maria Bäckström ref 425000 using "Fakturaportalen Rindance".
2. The invited guest's University/organization books and pays for the trip.  
To get reimbursed the guest's University/organization may send an invoice including all tickets and receipts in original to the following address:

Office for SciLifeLab in Uppsala,  
Uppsala University  
Ref 425000, Maria Bäckström  
Box 3037  
SE-750 03 Uppsala  
SWEDEN

3. The invited guest books and pays for the trip him/herself. (**Not recommended**).  
If your invited guest books and pays for the trip, it can take up to several months for them to receive the reimbursement.

Please, contact [thesvedberg@scilifelab.uu.se](mailto:thesvedberg@scilifelab.uu.se) for instructions

## **Hotel**

Book the hotel for the invited guest. We recommend Park Inn by Radisson, CityStay Hotell or Hotel Stella Uppsala, according to the Government Framework Agreement ([www.avropa.se](http://www.avropa.se)). SciLifeLab covers costs of up to **2 hotel nights**. State your university affiliation to get the best rate. Make sure that the hotel sends the invoice to Uppsala University, ref 425000, PG1254, 737 84 Fagersta. Do not pay with your credit card!

## **Social activities**

The host is fully responsible for the guest. SciLifeLab will cover costs for a dinner or lunch with the visiting guest, the host and no more than **two** additional guests. According to the general guidelines for Uppsala University, the maximum cost for food and beverages per person is 700 SEK including VAT. Make sure that the restaurant sends the invoice to Uppsala University with **your reference number**, PG1254, 737 84 Fagersta.

Uppsala University does not allow “tips” on dinners.

Do not pay with your credit card!

To get reimbursed please state the **names** of all guests, using “Meddelande funktionen” in “Fakturaportalen Raintance” and circulate the invoice to Maria Bäckströmref 425000 for payment.

## **Attendance list**

Since the seminar series also is a PhD course it is important that the attendance list is passed around during the seminar. The SciLifeLab representative (not the host) is responsible for bringing the attendance list to the seminar.

## **Seminar coffee**

The SciLifeLab representative is responsible for ordering coffee to the seminar room.

For questions, contact [thesvedberg@scilifelab.uu.se](mailto:thesvedberg@scilifelab.uu.se)