

GUIDELINES for SciLifeLab seminars-Campus Solna

Advertisement

The SciLifeLab seminars- Campus Solna are announced (1) in the SciLifeLab newsletter, (2) on the SciLifeLab homepage, (3) via a seminar flyer that is spread to Ki-Campus Solna, SU, KTH, BMC, Rudbeck laboratory, EBC, Ångström laboratory and Uppsala University Hospital for distribution to the scientific community and (4) via a seminar flyer that is sent to the host for distribution to his or her own network (5) on KTH, KI and SU calendar.

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 and the hotel to send an invoice and do not pay with your credit card or cash! Booking of the seminar room and coffee is done by the SciLifeLab representative.

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

Travel arrangements

As a host for the seminar, you are responsible for making the travel arrangements for your guest according to SciLifeLab guidelines. SciLifeLab covers travel expenses in economy class.

1. If you are a **KTH employee**, book the trip, incl. ground transport, using the KTH travel agency Egencia. Contact customer_service@egencia.se and cc anna.hoglund-rehn@scilifelab.se providing the preferred travel route, day and time, the guest's full name that is stated in the passport, date of birth and phone number. Use the reference number KTHGVS ANNAHR.
2. If you are a **KI or SU employee**, book the trip, incl. ground transport, using your university's travel agency.
After the seminar, your university should send an invoice, including all tickets and receipts to the following address:
Kungliga Tekniska Högskolan

Fakturaservice

Ref: KTHGVS ANNAHR; Box 24075 ; 104 50 Stockholm

3. 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 to the following address:

Kungliga Tekniska Högskolan

Fakturaservice

Ref: KTHGVS ANNAHR; Box 24075 ; 104 50 Stockholm

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.

We will not be able to handle bookings and invoices from private persons, so please let your guest know this.

Hotel

As a host, you should book the hotel for your invited guest. We recommend e.g. BEST WESTERN PLUS Time Hotel, Elite Palace Hotel or Elite Hotel Carolina Tower according to the Government Framework agreement (<http://www.avropa.se/ramavtal/ramavtalsomraden/resor-och-boende/Hotelltjansterinrikes/Stockholms-Lan/>).

SciLifeLab covers costs of up to 2 hotel nights. Avoid paying with your credit card!

Make sure that the hotel sends the invoice to:

Kungliga Tekniska Högskolan, KTH

Fakturaservice,

Ref: KTHGVS ANNAHR, Box 24075, 104 50 Stockholm.

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 (max four persons for a max cost for food and beverages of 700 SEK/per person including VAT). Make sure that the restaurant sends the invoice to Kungliga Tekniska högskolan, Fakturaservice, Ref: KTHGVS ANNAHR, Box 24075, 104 50 Stockholm. E-mail Alice (thesvedberg@scilifelab.uu.se) a word document with the names and affiliation of the persons attending lunch/dinner, which is required when authorizing the payment. Avoid paying with your credit card! SciLifeLab does not cover the cost of the "tips" on dinners

Seminar coffee

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

For questions, contact thesvedberg@scilifelab.uu.se