

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, and (4) on the digital sign at SciLifeLab Navet and BMC in Uppsala.

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!

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.
The invoice shall be sent to Uppsala universitet, PG1254, 737 84 Fagersta, ref 425000
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 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). 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 universitet, PG1254, 737 84 Fagersta, ref 425000.

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 universitet, PG1254, 737 84 Fagersta, ref 425000

Do not pay with your credit card!

Uppsala University **cannot** pay for eventual tip. The eventual tip needs to be paid directly to the restaurant and cannot be reimbursed.

Please send an email with the flyer of the seminar and the names and affiliation for all the dinner guests to: maria.backstrom@scilifelab.uu.se

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