

Checklist for hosts of BBB seminar speakers

You are the host for the guest speaker you invite. This involves the following responsibilities:

1. Asking the speaker to submit
 - a. a seminar title (as soon as possible after accepting)
 - b. an abstract (approx. ½ an A4 page; latest one week before the seminar)
 - c. a short biography (for yourself).

Please forward the title and abstract to Beate beate.stern@uib.no

2. You must send the speaker's name, title of the talk and 1-2 sentences about the speaker (describing either the person or type of research and why the talk will be of interest) to the department's communications coordinator, Margarethe margarethe.bittins@uib.no, so that this information can be included in the department newsletter at the appropriate time. (Send in 3 weeks ahead of talk)
3. Informing the speaker 1) to give a general introduction at the start, 2) that the audience is composed of students, postdocs and faculty with diverse backgrounds, 3) to limit the lecture to approx. 45 min.
4. Arranging a scientific program for your guest (if not local) during the stay, such that she/he has the opportunity to meet other researchers and tour the department. It is requested that you send an email out to all PIs in the Department of Biomedicine encouraging them to meet your guest.
5. Picking up your guest at the airport/hotel and/or providing directions regarding the hotel and department.
6. Taking your guest out for dinner (at a restaurant or your home). You are encouraged to ask selected colleagues/students to join, but please note that their expenses might not be completely covered by the seminar budget (see table below).
7. Setting up the presentation in the auditorium together with the speaker in good time before the start of the seminar.
8. Being present with the speaker for the "social" that takes place in the BBB atrium from ~14:00 to 14:25 before the seminar begins.

9. Chairing the seminar, which includes introducing the speaker and leading the discussion.

The seminar budget for transport, accommodation and meals is given in the table below.

Table. Maximum costs covered

Guest from	Flight ¹⁾	Accommodation ²⁾	Lunch with guest ³⁾	Dinner with guest ⁴⁾
Bergen	–	–	300	1.800
Norway	3.000	1.350 (1 night)	300	1.800
Europe	5.000	1.350 (1 night)	300	1.800
		2.700 (2 nights)	600	3.600
Outside Europe	8.000	2.700 (2 nights)	600	3.600

Please note that any excess will be charged to your annum. In addition, exceeding the amounts given in the “State allowance scale” (Statens regulativ) is strictly prohibited. The limits are: hotel per night kr 1.800; dinner per person kr 1.287.

- 1) Preferably the guest arranges her/his flight (only economy class tickets can be reimbursed) and submits all receipts (air tickets, taxi etc.,) and all bank details electronically to you after returning home. NOTE: A copy of the passport must be made before the speaker leaves Bergen.
- 2) For hotel booking please contact Birgitte birgitte.de.martens@uib.no. A hotel listed in the UiB framework agreement must be chosen (normally Clarion Hotel Admiral, <https://www.nordicchoicehotels.com/clarion/clarion-hotel-admiral>).
- 3) The bill for lunch eaten in the BBB canteen can be charged directly to the BBB Seminars account by informing the personnel at the cash desk. If the speaker stays one night but two full days, a second lunch can be included (i.e. up to kr 600 in total).
- 4) Dinner expenses will be covered for you and your guest and possibly any colleague/student joining you for an amount up to kr 1.800 in total per evening. The restaurant must be reserved through BasWare. Please contact Birgitte birgitte.de.martens@uib.no with the name of the restaurant, the number of people, and an estimate of the approximate amount you will spend. She will give you a PDF copy of the purchase order that you must take to the restaurant. NOTE: Any tips must be paid out of your pocket (must not appear on the bill).

All reimbursements will be handled by Elisabeth elisabeth.hove@uib.no