

Instructions for the Frontiers of Science speaker

Thank you for your kind acceptance to speak at the Frontiers of Science (FoS) seminar. We are delighted to have you visiting us in Turku! Below you find some instructions for your visit.

1) After confirmation of your seminar date, please send the following information to the BioCity Turku coordinator (biocityturku@btk.fi) and to your local host (typically the person who sent the invitation to you).

Your position

Your affiliation

Your presentation title with short and general title being better than an in-depth description of the topic

2) We kindly ask you to make the travel arrangements yourself. Please book your flights and make other arrangements well ahead the seminar day (at least one month before). Please, inform the BioCity Turku coordinator and your local host about the visiting dates after which we may proceed in making your hotel reservation. If you need any help when planning your travel itinerary, please contact BioCity Turku coordinator.

3) The travelling expenses (flights, trains, local transportation, taxi etc.) of the speaker will be covered by the BioCity Turku organization, with the following upper limits (1€=1US\$):

Europe 1000€

United States East, Africa and Asia 1500€

United States West, Far Asia and Australia 2000€

Due to University of Turku regulations, business class tickets and alimentary will not be reimbursed.

The organisation will also cover the hotel accommodation (1-4 nights, extra nights possible in special cases). All other costs (e.g. telephone, minibar) during the stay in the hotel will be paid by the guest. On the seminar day BioCity Turku coordinator will provide you travel expenses claim to be filled. **Please note that we need scanned copies from the signed expenses claim and from all of the original tickets and receipts in order to reimburse you. If you want us to reimburse your organisation you should prepare us an official invoice together with the expenses claim.**

4) The equipment in the auditorium includes a data projector and it is possible to borrow a PC laptop. If you use your own Mac laptop, please bring your own adapter to ensure a perfect connection to the projector.

5) The audience represents a variety of research fields ranging from molecular, cell and structural biology to material and computational sciences. **The number of Ph.D. students and postdocs is expected to be high.** We hope that **your presentation would start with a relatively simple overview of your field** so that even the least-experienced scientists in the audience can enjoy and benefit from listening to your exciting research results. The time reserved for your presentation is 45 minutes, with an additional 10 minutes for discussion (total 55 minutes).

6) The guest speakers will have an opportunity to meet many principal investigators of the Turku campus. Your local host will make arrangement for these meetings. Furthermore, after the seminar, the guest speaker will be taken for an informal lunch by local students.

If you need more information about the arrangements, please do not hesitate to get in touch with us. We very much look forward to seeing you here in Turku!

On behalf of the Frontiers of Science organizing committee,

Laura Elo

Chair of the Frontiers of Science organizing committee

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<https://www.biocity.turku.fi/>

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