

Instructions for the Frontiers of Science speaker

Thank you for your kind acceptance to give a talk 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@bioscience.fi) and to your local host.

Your position and affiliation

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

2) We kindly ask you to make your travel arrangements yourself. Please book your flights well ahead the seminar day (at least one month before, two months from over seas) and forward your travel itinerary to BioCity Turku coordinator and your local host. We will book you accommodation for the days of your stay. If you need any help when planning your trip, please contact BioCity Turku coordinator.

3) BioCity Turku covers the travel expenses (flights, trains, local transportation, taxi) with the following upper limits:

Europe 1000€

United States East, Africa and Asia 1500€

United States West, Far Asia and Australia 2000€

If your travel expenses exceed these limits, please contact your local host. Thank you!

Due to our institute regulations, alimentary will not be reimbursed, and business class tickets are reimbursed only in special case (needs to be discussed prior the booking).

BioCity Turku covers the hotel accommodation (1-3 nights). The guest will pay all other costs (e.g. minibar, hotel dinner) during the stay in the hotel. BioCity Turku coordinator will give you travel expense claim to be filled. Please note that we need a copy of the filled and signed expense claim, as well as copies from all 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 expense claim. More details can be found in the travel expense claim.

Please note that the travel expenses must be dealt with during the year of the visit.

4) The equipment in the auditorium includes a data projector and a PC laptop. You can also connect your own laptop to the projector. If you use Mac, please bring your own adapters to ensure a perfect connection.

5) The audience represents a variety of research fields ranging from molecular, cell and structural biology to material and computational sciences. **The number of PhD students and postdocs is expected to be high.** We hope that **your presentation would start with a simple and thorough 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) You will have an opportunity to meet many principal investigators of the Turku campus. Your local host will arrange these meetings. Furthermore, after the seminar local students will take you for an informal lunch to discuss science, career guidance or any other interesting topic.

If you need more information about the arrangements, please do not hesitate to get in touch.

We very much look forward to seeing you here in Turku!

On behalf of the Frontiers of Science organizing committee,

Maija Lespinasse

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