



Notes/Hints regarding the 4th IRTG Colloquium

The fourth internal colloquium of the IRTG 1830 will take place on Monday/Tuesday, August 13th/14th 2018 in the “Europäische Akademie Otzenhausen” in Nonnweiler.

Europäische Akademie Otzenhausen gGmbH

Konferenz- und Tagungsservice

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Further information on the meeting place is provided on our home page (*Meetings*). As usual, the journey has to be organized privately and travel cost may be accounted for after the event. Please do not forget to apply for the official trip at your Home University for insurance reasons. If you are an employee of the Saarland University or a fellowship holder, you have to complete the form “Reiseauftrag” (<https://www.uni-kl.de/universitaet/verwaltung/ha-2/downloads/ha-2-reisekosten-fuer-entpflichtete-professoren-sowie-externe/>) additionally (in order to be able to apply for reimbursement of travel cost).

Accommodation will be in single rooms (PIs) or shared rooms (trainees). Check-in to the rooms on Monday will be possible at about 1.30 pm, check-out on Tuesday should be before 9 am. The conference center is equipped with wireless internet access, the password to the WLAN network is provided upon arrival. Catering includes lunch on Monday and Tuesday, several coffee breaks and dinner on Monday. Trainees were called to send short reports on the status quo of their work to their supervisors and to arrange meetings with them prior to or shortly after the colloquium.

The colloquium will start at 9.55 am on Monday morning with a welcome by the spokesperson. Talks by the trainees will follow immediately. They are scheduled 20 minutes each (including 5 minutes for discussion) and will continue until ca. 6.30 pm. Lunch will be followed by a short hike and after dinner PI- and Trainee-Meetings are planned.

On Tuesday, talks will start at 9 am after breakfast and check out from the rooms. They are supposed to end at about noon with concluding remarks by the second spokesperson. The end of the colloquium is intended after lunch (ca. 1 pm). Details about the talks, participants and their proposed distribution to the rooms are given in the agenda.

Please do not hesitate to contact me in case you should have questions or comments.

08/03/18, Gabriele Amoroso