**Information for EGI seminar speakers**

Thank you for your willingness to visit and give a seminar.

**Audience.** The audience for EGI seminars is drawn from across the Dept of Zoology and often includes undergraduate students: as such it is likely that only a small proportion will be specialists in the relevant research field.

**Transport*.*** We encourage speakers to use the most economical form of transport to travel to Oxford. For example, please book rail/air tickets well **in advance** to get the best prices. We discourage speakers from driving to Oxford for environmental reasons (also, parking is very difficult in central Oxford), although driving expenses can be reimbursed if travel by car is necessary. We can only reimburse a return journey from your home/ institution to Oxford. If you are planning to drive to Oxford please check with the seminar organisers beforehand.

Please retain travel receipts for expense reimbursement. The travel expense reimbursement form will be provided by the organizers, and a hard copy should be mailed to: Lynne Bradley, Edward Grey Institute, Department of Zoology, South Parks Road, University of Oxford, Oxford OX1 3PS. Please remember to sign the form. It usually takes 2 weeks for your reimbursement to be processed. All enquiries about the reimbursement form should be directed to Lynne Bradley: ben.sheldon.pa@zoo.ox.ac.uk.

**Accommodation.** If accommodation is required, please let the organizer know and we will arrange accommodation in one of the university’s colleges or a local guest house. If you need to book your own accommodation, please do let us know in advance, as prior approval is required for reimbursement.

**Pre-seminar.** The seminar organizer will contact you about your arrival time in Oxford and plans for the day, so that meetings can be arranged with members of the EGI and Zoology before the seminar.

**Seminar**. Seminars are held on Friday afternoons at 4 pm. They are typically 45-50 minutes with time afterwards for questions.

**Post-seminar.** Our usual habit is to invite speakers for a social outing to a pub after the seminar, followed by dinner with EGI members (with the speaker’s dinner costs and those of attending postgraduates covered).

**Contact information:**

Edward Grey Institute

Dept of Zoology,

South Parks Road

Oxford OX1 3PS

Tel: 01865 271234 (Dept of Zoology Reception)

 Last updated: 7/10/13