

Guidelines for organizing a scientific retreat

Scientific retreats are aimed at fostering scientific collaboration, idea exchange, networking and professional growth. By providing a change of scenery, they are to provide a focused and supportive environment for interdisciplinary interactions and dissemination of research while also fostering the building of a supportive PhD community within (or between) programs.

Each GGNB program has a budget for PhD retreats – the respective program committees are in charge of the budgets and have to be informed of and approve the retreat organization.

Since the funds (except the funds for the IMPRS Molecular Biology, Neurosciences, PBCS, GS, CVS and MolMed) have to be administered through the financial department of the university, there are strict guidelines that have to be adhered to. When planning the retreat, the general principles of efficacy and economy (*Wirtschaftlichkeit und Sparsamkeit*) have to be taken into account.

- GGNB can pay for accommodation (in double rooms, exceptions only possible in well-founded cases), meals/drinks (coffee breaks, breakfast, lunch, dinner) as well as costs for a seminar room and possible technical equipment, if necessary.
 - The **budgetary rules** of the university apply for accommodation costs and meals (current amount per full day: max. 20 EUR for coffee breaks and lunch, max. 45 EUR for dinner). Breakfast is excluded in this calculation.
 - Make sure to check the *Bewirtschaftsrichtlinie* and additional information before the planning starts: <https://www.uni-goettingen.de/de/121902.html>). The cost limits cannot not be exceeded under any circumstances.
 - The location (hotel or conference location) has to be chosen according to the limits imposed by the university rules. AirBnBs, holiday homes etc. are not eligible.
 - On the invoice, the costs for accommodation, meals/drinks, seminar room, equipment etc. have to be listed separately.
- The duration of the stay has to reflect the time required for scientific exchange.
 - **GGNB has to pre-approve the program before you book the retreat!**
- **GGNB will not pay for travel costs.** Make sure to book a location which can be reached by using the Semesterticket.
- **GGNB will not pay for any kind of social or extracurricular activity**, such as city tours, kayaking trips, visits to a museum or zoo, an evening in a bar, etc. These have to be paid for by the participants. Please note that these types of activity may only constitute a minor part of the schedule and may not prolong the stay unnecessarily.
- All participating students and faculty members who are employed by the university (i.e. not by University Medical Center, MPI or DPZ, or stipend holders) have to hand in a *Dienstreisegenehmigung* to the GGNB Office before the trip. No exception! We need the *Dienstreisegenehmigungen* in order to pay for the retreat.
 - The *Dienstreisegenehmigung* now has to be done electronically via the Lucom “Work Flow”, available in the University intranet’s *Formularcenter*. Paper forms are no

longer accepted. Send the complete and approved form to kirsten.poehlker@mail.uni-goettingen.de

- If the retreat takes place outside of Germany within the EU plus Iceland, Liechtenstein, Norway and Switzerland, in the “Work Flow”, the employee has to apply for the Form **A1**. Any trip abroad has to be approved by the respective Dean of their faculty (for University/UMG students). Please note: GGNB will not pay for retreat travel costs to locations abroad (see above)!
- When booking a **location**, take into account the principles of efficacy and economy, the *Bewirtschaftsrichtlinie* of the university, and, of course, the budget of your program. For an (incomplete) list of possible locations, see below
 - Ask beforehand whether the location offers special rates for Göttingen University.
 - GGNB has to pre-approve the program before you book the retreat! (see above)
- How to choose a location:
 - Ask us for a list of previous retreat locations.
 - Check possible transport to location by *Semesterticket* and travel times
 - Check availabilities
 - Check if location offers special university rates
 - Get written quotes from at least three different locations before booking
 - We will need the three quotes to be able to pay for the retreat
 - Make sure the quotes are easy to compare and include all costs for the stay. (we recommend using a spread sheet ;-))
 - You have to pick the cheapest!
 - The costs per person per day may range somewhere between 50 EUR (in a hostel) and a maximum of 80 EUR for accommodation (less in small towns!), plus meals and drinks (according to the *Bewirtschaftsrichtlinie*), a seminar room, and possible technical equipment.
 - In case the number of participants changes: make sure the hotel grants you the right to adjust the number of guests last minute. Double-check that everyone you have booked for will join
- Choose a location that can be reached by local transport in Lower Saxony / Hamburg / Bremen or nearby Thuringia so you can use the *Semesterticket*. Other means of transportation will not be paid for, incl. use of car by participants. Only exception: faculty members or external guests.
- Costs for taxi cannot be reimbursed.
- Within your program’s budget, GGNB can pay for travel costs, accommodation and meals for external speakers, e.g. alumni for career sessions. You can find GGNB alumni with their current occupation at: <http://alumni.ggnb.gwdg.de> (login with: student / ggnb-alumni-s)
- GGNB will directly pay for the location so you will not need to pay for it yourselves. Make sure to ask them to list all items separately (see above). All invoices have to be sent to the following exact address:

Georg-August-Universität Göttingen
GGNB Office

**Justus-von-Liebig-Weg 11
37077 Göttingen**

- Make sure the location is well aware of the rules so only one (correct) invoice has to be issued and you don't have to ask for corrections, which will lead to delays in the payment.
- To sum up: **in order to be able to pay for the retreat, we need:**
 1. **schedule** of the retreat (needs to be approved beforehand),
 2. **list of participants incl. affiliation** (e.g., “employed at University”, “employed at MPI-NAT”, “stipend holder at DPZ”, etc.) and **own contribution** (talk/poster). In case someone did not take part for the entire time or did not stay overnight, please indicate this clearly in the list.
 3. **Dienstreisegenehmigungen** from all participants employed by the university (incl. the PIs!). All others (University Medical Center, MPI or DPZ, or stipend holders) have to get this from their institute also, but do not have to hand it in. Make sure to send them to kirsten.poehlker@mail.uni-goettingen.de before the retreat!
 - a. If even a single one is missing, or not completed correctly the financial department will not pay!
 4. **three offers by different locations**
 - a. the offers have to be received and compared before you do the booking.
 - b. use [this excel sheet](#) to compare the costs and send us the excel file and the written offers.
 5. **invoice by the location** (for correct billing address see above, different addresses NOT allowed),
 6. form **Bewirtungskosten, Formblatt zur Abrechnung** in the University intranet (for employees only):
<https://www.uni-goettingen.de/de/121902.html>
 7. for external guests: invitations, train tickets (if applicable) and reimbursement forms for their travel expenses.
- For a two-day retreat (2 x 8 hours) and a talk or a poster presentation, 1.5 **Credits** can be given. Please ask all participants to enter the information in the credit database so we can confirm the credits after receiving the attendance list.
- If you plan to organize a **Career Session** with external speaker you might also consider inviting Dr. Martin Stammann from the Start-up Support of the University. He has offered to introduce himself and the Start-up Support in a short talk. Various formats are possible also online sessions. His contact data are: martin.stammann@zvw.uni-goettingen.de

Sounds really complicated?

**Contact the GGNB, IMPRS (Molecular Biology, Neurosciences, PBCS, GS), CVS
or MolMed Offices if you have any questions!**