

**Guidelines for lecturers
at the 31st VH yeast conference April 16-17, 2018
in Leuven, Belgium**



Dear Ladies and Gentlemen,

First of all, we would like to thank you for your interest in presenting your work at the

31st VH Yeast Conference 2018

You are invited to give a lecture/present a poster, and furthermore give a short presentation of your institution. A manuscript of your presentation will also be published in our proceedings issue after the conference.

Conference fees

You are invited on both conference days free of charge, as well as for the event and evening program. Co-authors may participate at reduced fees of 250€.

Travel expenses and accomodation

The VH reimburses the lecturer's travel expenses for train or flight tickets (2nd class/economy class), as well as the costs for accommodation in the conference hotel. Usually only one hotel night is reimbursed, a second night in case of necessity due to travelling.

Please book your flight and the hotel room as soon as you know that you will attend the conference.

*Please **book your room via e-mail** (heverlee@lodge-hotels.be) at The Lodge Hotel Heverlee on the **reservation number 424063**.*

Address:

The Lodge Hotel Heverlee

Kantineplein 3

3001 Heverlee

T +32 16 509 509

F +32 16 509 508

www.lodge-hotels.be

Reimbursement

The VH will reimburse your expenses *after* receipt of your proceedings manuscript. Please submit your request to balance the travel expenses right after the conference, including all *original* receipts.

Lecture/poster

Conference language is English. Lecture presentations should last about 25 minutes. Afterwards there is time for questions from the audience (about 5 minutes).

For poster presentations, a short poster introduction of 5 minutes and three slides on Monday noon is requested. Please make sure your poster is mounted on the designated board by Monday, 10AM.

Please provide your presentation as PDF or in MS office compatible format, but the use of your personal laptop is also possible. The lectures will be audio-recorded for archival purposes as well.

We also request your presentation file(s) in order to document our conference internally. We assure you that all rights on the presentation file and its content remain with you. The VH Berlin will not share the file with others, nor will it be made available to the public. Requests for the presentation/lecture after the conference will be directed towards the lecturer.

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Timeline

1. Your conference registration (www.vh-berlin.org/vhycreg) as early as possible
2. Lecture title and co-authors for conference program until: **December 19, 2017**
3. Short CV (focus, profession) and an abstract of your lecture/poster (approx. 1/2 page DIN A4) until: **January 16, 2018**
4. Your presentation file until: **February 20, 2018**
5. Your lecture manuscript for the publication in our proceedings (max. 10 pages) until: **May 22, 2018**

If any questions remain, please contact us - contact@vh-berlin.org or +49 30-6392-3170

Thank you in advance!

The VH Conference team