

PhD Retreats: Organization

✓	Student representatives	GGNB Office
	ask students of their program if they would like to join a retreat and who would help with the organization	
	decide on format of retreat - with faculty? - invited speaker(s)? Topic? - expert talk on (mental) health? - duration: 1 or 2 nights depending on number of talks and ask program committee/cc: GGNB for approval	
	Scheduling survey for 3-4 different dates (min. 8-9 months in advance)	
	Inform GGNB of possible date(s) and number and names of participants (students, faculty, invited speaker)	
	Indicate 3-4 preferred locations from location list, or new location - Travel time max. around 2 hours by Deutschlandticket/student ID - Travel by car not possible (resp. only in exceptional cases, e.g. participant does not live in Göttingen and cannot reach location by public transport)	
		Contact 3-4 locations for offers - University rates? - Double rooms incl. breakfast for students, - Single rooms incl. breakfast for faculty and invited speakers - Catering (lunch, dinner, coffee breaks) - Seminar room(s) - Technical equipment (projector, flip chart)
		Check if offers are in compliance with travel law and budget rules
		Compare costs
		Informs student representatives which location is possible (cheapest) and by when booking has to be confirmed (incl. number of participants)
	If applicable: decide on and contact invited speaker for possible dates	
	If applicable: decide on expert talk on (mental) health, inform GGNB Office	
	Verify who will definitely join (students, faculty, speakers) and inform GGNB	

	Contact invited speakers to inform them of budget rules for travel and sends them reimbursement form (cc: GGNB)	
		Book location - Payment by invoice - Short-term cancellations of room and catering have to be possible
		If applicable: contact TK reg. expert talk, if confirmed forward contact details of trainer to student representatives
	Draft detailed schedule incl. participants, their affiliation, travel times by train or public bus, titles of presentations, and send it to GGNB - most time has to be spent on science! - dinner can only be paid if scientific talks continue after dinner!	
		Double check schedule, return to student representatives
	Send schedule to all participants/cc: GGNB	
		Inform all participants (students, faculty) that they have to submit their Dienstreiseantrag within the next 3 working days - Students/faculty at university have to send their approved permit as a PDF file to ggnb@gwdg.de - UMG, MPI, DPZ, Fraunhofer, etc.: have to apply but don't have to copy Kirsten/GGNB in - Stipendholder: have to inform their boss but application legally not possible, permit not required
		Remind those who have not submitted their permit, deadline 1 week. If still no permit: student is excluded unless they have valid reason (e.g. supervisor not reachable during trip)
	In case of short term cancellations: inform GGNB Office immediately	
		If applicable: cancel room(s) and catering
	Retreat takes place	
	Inform students that they have to make entry in credit database	
	Send attendance list (incl. titles of posters/presentations) to GGNB	
		Confirm credits
		Follow up on travel costs for invited speakers