

## **Support measure dedicated to postgraduate academic careers: Event organization by postdocs for postdocs**

Approved by the Direction of the UNIL on March 30, 2015

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### **Objective**

This measure should enable postdocs to create an event for other postdocs, regardless of their respective research areas. The measure, introduced by the direction of the University of Lausanne, allows them to organize an event in the form of a workshop, a symposium, a round table, an invitation of conference speakers from the academic, public or private sector, a visit of organizations or industries, an exhibition. The format of fundable events is left purposefully open so as not to limit the creativity and diversity of ideas of applicants. This event will help expand academic and methodological backgrounds of the participants. The event should gather a majority of other postdocs. It should ideally cross disciplinary boundaries or at least present a clear interest in optimizing participants career prospects.

### **Member of the organizing committee**

The organizing committee will consist of 2 to 3 postdocs. This level includes among others: Premiers assistants (Junior Lecturer), maîtres assistants (Lecturer of the UNIL), MA Ambizione, SNSF Professors, Assistant Professor or Tenure-Track Assistant Professor. The organizing committee will consist of members of a same faculty, or of different faculties. UNIL and CHUV contracts of at least two members of the organizing committee will be ongoing at the time of the event. A person may be part of a single organizing committee in the same year. Once constituted, the organizing committee will define a leader among them.

### **Target Audience**

The event will bring together at least 10 postdoctoral colleagues (including the organizers) of a same faculty or different faculties of the UNIL and the CHUV. These events can, however, be open to other faculty members.

### **Offer**

The measure provides a financial contribution of up to SFr. 4'000. The amount awarded will cover exclusively the costs related to the event such as travel, accommodation, remuneration of contributors from Switzerland and abroad, coffee break. (A summary of indemnities is available at: <http://www.unil.ch/researcher>).

### **What cannot be funded?**

- Events related to a narrow field of research;
- Salaries and translations costs;
- Research costs or conference travel;
- Abroad travel by organizers or participants;
- Travel and accommodation for participants of other universities;
- Printing of conference proceedings or other similar publications.

## **Process**

### ***Before the event***

The leader will coordinate and serve as contact person. He / she will submit no later than three months before the event, an application to the dicastery in charge of academic affairs including:

- The completed and signed form;
- CVs (one A4 page for each member of the organizing committee).

**Incomplete applications will not be considered!**

A copy of the application must also be sent to the Faculty Dean's Office for information. Invoices related to the event will be signed by the leader.

### ***After the event***

At least one month after the event, the leader provides the vice-rector in charge of academic affairs with:

- a financial report (original invoices and receipts). The allocated budget should not be exceeded;
- a feedback from the committee members;
- a list of participants;
- an evaluation of the event by participants (evaluation sheets).

## **Address**

Queries should be addressed to:

Dicastère Relève Académique  
Bâtiment UNICENTRE  
CH-1015 Lausanne

For additional information please contact:

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