Stockholms universitet

Institutionen för molekylär biovetenskap,
Wenner-Grens institut

Practical information for Opponents

We are looking forward to having you as Opponent of a public defence at our institute!
Here is information about the practical arrangements of your visit.

Transportation: Stockholm University (SU) will cover an Economy Class return ticket to Stockholm from your destination. The ticket will be reserved by us, according to your preferences, and paid directly by SU. Please contact Cecilia Eklund, Cecilia.eklund@su.se, for reservation of your ticket.

Transfer to and from airport: Transfer by taxi from airport to your hotel and vice verse will be pre-ordered by us and paid directly by SU. Cecilia Eklund will arrange booking of the transfer and give you confirmation.

Accommodation: SU will arrange accommodations in central Stockholm. Normally, SU covers two- or three-night's accommodation. In case you prefer to stay longer in Stockholm, you may pay for additional nights by yourself. If you wish to prolong your stay, please inform Cecilia Eklund, Cecilia.eklund@su.se

Meals and drinks at the hotel or airport: Please note that SU does not cover any meals or drinks at the hotel or at airports, except from breakfast if included at the hotel.

Allowance: As an Opponent you will receive an honorarium of 10.000 SEK. This will be paid to your personal bank account after the public defence. A part of the honorarium is subject to Swedish income tax. If you are non-Swedish resident you may get a tax relief, see below.

Tax relief: If you are non-Swedish resident, SU will apply for tax relief on your behalf. To handle the application we need personal details such as date of birth etc. The personnel administrator will contact you in order to prepare the application. The handling of the application may take 1-2 months. We cannot pay your allowance before the tax relief application is accepted, so it is important that you send in your personal details to us without delay.

Reimbursements: If you have had any expenses that SU has not covered for, please contact Mrs. Beata Gillving beata.gillving@su.se. ph. +46 8 164161. Please note that we need the original receipts.

Postadress:
Stockholms universitet
Arrheniuslaboratorierna F3
106 91 Stockholm, Sweden

Besöksadress:
Stockholms universitet
Arrheniuslaboratorierna F3
Svante Arrhenius väg 20C

Telefon: 08-16 2000
E-post:
Rum: