

Factsheet “Infos for Early-career Fellows”

This Factsheet provides information about the organization of an event at the Collegium Helveticum, as well as project support money (business trip).

All early-career fellows are invited to organize an event with **interdisciplinary character** related to their research project. The funding as a cost ceiling depends on the nature of the proposed event and has a **maximum of CHF 8'000**. (It is of course also possible to organize meetings with smaller budgets.) In addition, fellows receive a contribution of up to **CHF 2'000** to support their research project (e.g. for business trips, translation, copy editing). Please be aware that each application for financial support needs to be signed off in advance by **Deputy Director Mario Wimmer**. Ultimately, the signed-off budget is considered the definitive cost ceiling.

The list provided below gives you as an organizer a basis to calculate costs for various elements of an event to make sure it stays within budget. Please also use the Budget Template to calculate costs for business trips.

For an international conference the Collegium usually has a **maximum of 1 to 2 guests from overseas** (economy flight and accommodation for 3 nights) and about **2 to 3 guests from Europe** (economy flight/train 2nd class and accommodation for 1-2 nights). The Collegium Helveticum is not able to pay an honorarium to invited speakers. However, the Collegium Helveticum **reimburses expenses** (flight / train costs economy class) to travel to Zurich and return back after the event.

Expected travel costs (for the budget request)

Please calculate expected expenses for airfare using the tools listed below. Please note: According to ETH travel guidelines, the Collegium can only reimburse simple return train and plane tickets for invited speakers (direct travel costs from the guest's point of origin (Home University) to Zürich (Collegium Helveticum) and back).

You can use checkfelix or expedia as a tool for flights and SBB for trains in Switzerland.

<https://www.checkfelix.com/> /

<https://www.expedia.ch>

<https://www.sbb.ch/de>

How do invited ETH guests organize their travel?

The Events Office, which acts as the single point of contact regarding flights and accommodation for the speakers, will inform the speakers about the travel organization and accommodation details.

Due to ETH guidelines, only the direct travel costs and Economy flights / trains can be reimbursed (from the guest's point of origin (Home University) to Zürich (Collegium Helveticum) and back).

For invited guests from Europe and for guests with an international home base: the ETH travel agency KUSTER will make flight arrangements (an additional fee of CHF 80 must be calculated per flight ticket in the budget sheet). The travel cost will then be charged directly to ETH. The guest gets in contact with the ETH travel agency via mail (eth@kuster-reisen.ch) upon prior information of the Event Office.

Train travel arrangements must be made by the speakers themselves and can be reimbursed via the payment order they will get via E-Mail from the Event Office.

For invited guests from Switzerland: Speakers make their own travel arrangements (reimbursement by submitting the payment order). They are required to send the filled-out payment order along with the original receipts to eventoffice@collegium.ethz.ch within 4 weeks after the event.

Hotel accommodation will be arranged by the Event Office

The Events Office will take care of all issues regarding the organization of accommodation, including informing the speakers about their hotel, check-in, how to get to the Collegium, how to get to the hotel, etc.

- single room from CHF 150-190/night standard
- double room for single use from CHF 175-225/night

If a guest wants to stay longer than the standard number of days, the guest is responsible for taking care of additional costs her- or himself. The Collegium Helveticum cannot reimburse additional expenses such as meals not included in the official program.

Catering and other costs

- Coffee break (sweets, water): ca. CHF 7 per person
- Simple Lunch (with direct billing to the Collegium), ca. CHF 32 per person:
 - either off site at the ETH-Dozentenfoyer (Buffet Style);
 - or on site simple Flying Lunch at the Entrance Hall/Rudolf-Wolf-RoomCatering: max. 30-35 people
- Small reception (water, OJ, prosecco, wine or beer, snacks): ca. CHF 28 per person
- Speakers' dinner at the [Restaurant Al Forno](#) with direct billing to the Collegium: cost ceiling of CHF 60-70 per person. For more information see [factsheet speakers' dinner](#).