

## Planning a valedictory lecture

With approval of the Dean, you can plan a valedictory lecture in the Auditorium. Set days for valedictory lectures are Thursday and Friday, at 16.30 hours. Making a reservation:

1. Consult the Office of the Beadle ([oraties-afscheidscolleges-bb@uva.nl](mailto:oraties-afscheidscolleges-bb@uva.nl)) for available dates; 1 or 2 options will be set
2. Consult the optional date(s) with the Dean, department chair and other parties
3. Set the date with the Office of the Beadle

### Location and catering

Valedictory lectures take place in the Auditorium (Aula) of the University of Amsterdam, Singel 411. The maximum amount of people allowed at the lecture is 450. A symposium prior to the lecture is generally organised by the department and takes place within the faculty, not the Auditorium.

It is customary for the reception to take place in the adjacent room(s). The catering in the Auditorium complex is outsourced to the UvA catering company. You can contact Cirfood for your reception ([uva249.nl@cirfood.com](mailto:uva249.nl@cirfood.com)). The reception area (Tetterode Bibliotheek – Senaatskamer) is suitable for a company of approximately 140 people. If you are expecting more guests, please contact one of the staff members of the Office of the Beadle via [oraties-afscheidscolleges-bb@uva.nl](mailto:oraties-afscheidscolleges-bb@uva.nl). The costs for using the Auditorium will be covered by the UvA. The reception and (mandatory) guarded cloakroom are at the department/faculty's expense.

### Invitations

Valedictory lectures are academic ceremonies. This means that the invitation will be sent on behalf of the rector. Consequently, you cannot change the text of the invitation; you can, however, send additional information.

In line with the UvA's sustainability policy, printed invitations will not be provided. You will receive, after you have provided us with the title of your lecture, a PDF file by e-mail which you can distribute among family, friends and colleagues. All UvA professors (including Amsterdam UMC professors and UvA professors at ACTA) will receive a digital invitation for the valedictory lecture through the UvA Relationship Management department, approximately 6 weeks in advance.

### Gown and procession

UvA-professors are expected in gown. Professors from other universities also are welcome to take part in the procession, in gown. The reception of the fellow professors takes place from 16.00 hours onwards in the Senaatskamer of the Auditorium complex. Professors are expected to bring a gown from their own university, but it is also possible to borrow a UvA gown.

### The valedictory lecture

The valedictory lecture starts at (exactly) 16.30 hours. The duration of the ceremony in the Auditorium is limited to 1 hour, including any additional speakers. The valedictory lecture should take up the main part of the hour, up to a maximum of 40 minutes. It can be in Dutch or English, and you can use a PowerPoint presentation (or another similar presentation). The Office of the Beadle will make an appointment with you 1 or 2 weeks before your lecture, to discuss the protocol and practical matters.

### Publicity

All valedictory lectures have a livestream. You will receive the link for your lecture a week in advance through [webcolleges@uva.nl](mailto:webcolleges@uva.nl). This link will be published in the calendar on the UvA

website. In case you object to publishing the livestream on the website, you can let us know beforehand.

You can hire a photographer; the Office of the Beadle can advise you.

The UvA Press Office publishes an announcement of each valedictory lecture on the UvA website and includes it in a short overview of research news sent out to the media. They will contact you about this. Valedictory lectures of professors of the Faculty of Medicine are also announced through the Amsterdam UMC Press Office, a short announcement will be placed on the UvA website. In case you want more information on the UvA website, you can contact the UvA Press Office through [persvoorlichting@uva.nl](mailto:persvoorlichting@uva.nl).