

## Checklist for half time seminar - information from the Main Supervisor

Please fill in the information below regarding your doctoral student half time seminar.

### **Your contact details**

Full name

Phone number

E-mail

### **Practical details**

Do you need help with booking travel for members in the half time committee?

YES            NO

If yes, please list name and e-mail on the members that need to travel (also mark "hotel" on the members that need hotel:

Do you need lunch during the day?

YES            NO

If yes, how much lunch do you want to order (also specify what kind of lunch you need - salad or hot food for example):

**Cost/Budget** (account on KI, usually K8 followed by 8 digits, ex. K8xxxxxxxx):

Account on KI:

**Other**

Other comments around your doctoral student half time seminar:

**Thank you!**

Please send this document to: [sofia.sjogren@ki.se](mailto:sofia.sjogren@ki.se) so I can start plan the practical details.