**APPLICATION FOR FINANCIAL SUPPORT FOR A DRA SYMPOSIUM**

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|  |
| Symposium organized by: |
| *(has to be a DRA supervisor)*  *TEXT….* |
| Title of the symposium: |
| *(Include a short introductory advertisement for the symposium to be used in the announcement)*  *TEXT…..* |
| Date: |
| *(Application deadline minimum 2 weeks from time of application to the symposium to allow for the handling of the application and announcement)*  *TEXT…..* |
| Programme |
| *(please use the DRA template below which will be attached to the announcement)* |
| Auditorium: |
| *(Auditorium at UP2 - you book via norre-campus@adm.ku.dk. Another room can be accepted if it is impossible to book an auditorium)*  *TEXT…..* |
| The importance of the DRA symposium as part of the training of the PhD students affiliated with the programme: |
| *(Symposia arranged in dual cooperation between academia and industry/regulatory bodies are also encouraged. In this case co-funding is required)*  *TEXT…..*   |  | | --- | | **The importance of gender balance in the programme:** |   *(please account for your considerations regarding gender balance in the programme)*  *TEXT…..* |
| Financial support applied for, including budget: |
| *(Max amount granted: DKK 30,000)*  *TEXT…..*  *Budget items (max amounts):*  *Max DKK 4,000 in average per speaker from outside Greater Copenhagen (travel costs, hotel, dinner, and lunch)*  *Max DKK 1,000 in average per speaker from inside Greater Copenhagen (travel costs, dinner, and lunch)*  *Travel expenses: Hotel price: DKK 1,000 per night (2022 level for state agreement). No. of nights with hotel accommodation: Speakers from Europe 1 night, speakers travelling from overseas 2 nights.*  *Airfare: Maximum reimbursable airfare is economy class. If economy class is not available for a specific flight, an amount corresponding to the cost of an economy class ticket will be reimbursed.*  *Ground transportation: The cheapest possible means of transportation should be selected.*  *Social arrangements:*  *For a full day symposium, the maximum amount covered for lunch and refreshments is DKK 150.*  *DKK 50 per participant for refreshments during the symposium.*  *DKK 900 per participant for dinner/lunch (not in-house) with external partners, DKK 125 for lunch (in-house).*  *At least 1 PhD student per 5 participants should be invited to dinner/lunch\** |
| In case of a co-organised symposium please specify expenses covered by the co-organiser: |
|  |
| KU account string at your department:  Unit code  Specification  Alias  DR 10 |
| *(The grant cannot be transferred into an external account (e.g. DR 50). In case your application is approved, we will transfer the grant to the KU account string stated in the application. If you spend substantially less than granted, the surplus must be returned to DRA)* |
| Date and signature of applicant(s): |
| *(An email accounts for a signature)* |

\* *If the symposium is combined with a PhD defence, DRA can pay for one extra night at the hotel but not for travel expenses. It is encouraged that 1 or more PhD students are invited to the dinner and DRA can cover this expense along with speakers/organizers not paid for by the Graduate School. The defending PhD student can only participate in the lunch/dinner after the PhD defence.*

*Announcement  
The symposium will be announced under DRA to attract PhD students.  
DRA will announce the symposium at the DRA homepage, internal mailing lists at IF/ILF, info screens, the SUND calendar, KUnet, LinkedIn, as well as via DRAs external mailing lists. The organizer informs his/her own network.*

*List of participants  
DRA provides a form, and the list should be circulated for attendance and returned to DRA afterwards.*

**DRA symposium**

**Day/month/year xx:xx – xx:xx**

**Title**

**University of Copenhagen, Faculty of Health and Medical Sciences, PharmaSchool, Universitetsparken 2, 2100 Copenhagen Ø, Auditorium xxx** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programme**

09:00 **Introduction**  
speaker, department, university, country

xx:xx **xxxxx**  
speaker, department, university, country  
xx:xx

Etc.

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The symposium is organized on behalf of the graduate programme in pharmaceutical sciences, Drug Research Academy, by xxxx, Department of Pharmacy/Drug Design and Pharmacology, Faculty of Health and Medical Sciences, University of Copenhagen.

The symposium is free of charge and open for attendance by all interested parties. It is not necessary to pre-register.