**[Infomail to Masterclass Participants; hvert institut tilpasser selv links mm.]**

Dear

Welcome to the Marie Skłodowska-Curie Individual Fellowship Master Class 2019 at Science and Technology, Aarhus University. The master class will take place during May 14th – 16th 2019 (both days included). This e-mail provides you with the practical details you need for planning your participation.

Please find the preliminary programme here: <http://scitech.medarbejdere.au.dk/medarbejderservice-paa-st/raad-og-naevn/forskningsudvalg/marie-curie-masterclass-st-2019/>

If you need to apply for visa, you will find an official invitation letter attached.

**Pre-arrival**

- We kindly ask you to make all travel arrangements yourself. Your travel costs (should you be currently based outside of Denmark) will be covered, but in order for this to happen you must keep a receipt of your ticket purchases. Please note, according to university regulations, all tickets bought must be “Economy Class”. Any tickets purchased for “Business” or “First Class” will not be refunded. This is the case for both plane trips as well as travelling by train.

- We will book accommodation for you at CabInn, Kannikegade 14, 8000 Aarhus C. We expect you to arrive on Monday May 13th and leave on Thursday May 16th. Do you plan to arrive or leave on other dates, please inform your local contact (see below) as soon as possible.

- The event starts in the morning of May 14th where you will meet with your proposed supervisor at the local department. Please arrange this with your supervisor.

- Bring your own laptop. Aarhus University utilizes the EDUROAM WI-FI network. If you do not have an EDUROAM profile, please inform your local contact in advance, so we can arrange alternative WI-FI arrangements for you.

- You will soon receive details on specific preparations for the workshop.

**Upon Arrival**

- You can find details on to how to get to Aarhus [here](http://conferences.au.dk/getting-to-aarhus-and-aarhus-university/).

- If you travel to Aarhus by train or bus upon arrival, you must keep a receipt to get those costs reimbursed.

- You can find the exact location of your host department’s building [insert link here]

- Lunch and other refreshments will be provided during the master class and all participants are invited for dinner on May 14th. If you have special requirements regarding your food, please inform your local contact as soon as possible.

**After the Masterclass**

-The research support office offers to review and comment on your application twice: first review in June and second review in August/September. More information on the review schedule will follow after the master class.

Please contact [insert local contact] after your visit to make the arrangements for your reimbursement.

Please send an email to [[insert](mailto:mie.lundgaard@au.dk) local contact here] if

* you need accommodation for more or less than the pre-booked dates (May 13th – May 16th)
* you do not have an EDUROAM profile /need alternative wifi arrangements.
* you have special requirements regarding your food

We are looking forward to seeing you in Aarhus,

Best regards,

[[insert](mailto:mie.lundgaard@au.dk) local contact here]