

You have had a wonderful career and it is time to say goodbye to your chair. This brochure tells you all you need to know about the procedure for your valedictory lecture.

## **PLANNING YOUR VALEDICTORY LECTURE**

### **The date of your valedictory lecture**

The valedictory lectures take place in Rotterdam on Friday afternoons at 16.00 hrs. As soon as the decision of the Executive Board on your appointment has been announced, you may contact the Beadle's Office to arrange a date. You may take 2 dates in option. We ask you to submit these dates to the Dean of your faculty and to inform the Beadle's Office as soon as possible with the final date

## **PREPARATIONS FOR THE CEREMONY**

### **Toga Protocol**

We kindly request you to adhere to the dress code described below.

- ❖ Rotterdam Gown with stola and baret
- ❖ Clothing in subdued colours
- ❖ Necktie, choker scarf or a nice necklace
- ❖ Black shoes
- ❖ No decorations or badges of honour

You must keep your baret on while walking and while making your speech. When sitting down, you must remove your baret.

### **Location**

Your valedictory lecture will be held in the Aula of the Erasmus Building on Campus Woudestein. The Aula is located on the ground floor of the Erasmus Building. The Aula has a maximum capacity of 882 persons.

## Invitation

The Beadle's Office provides a digital invitation. This invitation is bilingual. Approximately 8 weeks prior to your lecture, the Beadle will send you an e-mail requesting the following information:

- ❖ The Dutch title of your chair
- ❖ The English title of your chair
- ❖ The Dutch title of your lecture
- ❖ The English title of your lecture

The beadle will first send a draft text, which, after approval, will be forwarded to the graphic designer to have the invitation made up. The costs of the invitations will be covered by the faculty.

## Sending Invitation

On behalf of the Rector Magnificus, the Beadle's Office sends the digital invitation to all professors and emeriti of Erasmus University and to the governing bodies. You or your department should take care of sending private invitations and invitations for employees of the department.

## Lecture

Your speech must not exceed 45 minutes, including the acknowledgements. Your speech should be easy to follow for non-specialists. You may use presentation slides to reinforce your speech.

For example, you could start your speech with the following text::

*Dear Rector Magnificus,*

*Dear deans and members of the Executive Board,*

*Dear colleagues, students, family and friends,*

*Dear distinguished guests....*

## Reception

You must take care of the reception yourself. The Beadle will only ensure the availability of the space for the Aula. For the catering possibilities, please contact Vitam: T (010) 408 2415 or via [banqueting@eur.nl](mailto:banqueting@eur.nl)

You may, of course, choose to hold your reception elsewhere. In that case, please inform the Beadle in good time so that this can be included in the invitation.

## Practice Session

You make an appointment with the Beadle to schedule a try-out. This will take no longer than an hour and technical support will be present for the first 15 minutes. This is the opportunity to test your presentation slides and discuss any technical requirements with our technician. During this session, the Beadle will tell you what to expect on the day of your lecture.

## Booklet of the Lecture

It is not compulsory to make a booklet of your inaugural lecture available. Should you choose to do so, please contact the faculty to discuss this. You will hand these in to the Beadle's Office before the speech and they will ensure that the booklets are laid out ready at the reception area after your speech. Of course, you may also choose to provide a digital booklet. In that case, the Beadle's Office can distribute it to all professors within the EUR.

## Contact with the Media

A few weeks before the inauguration, you may be approached by a press officer of the university or faculty to provide material for a press release about your speech. The press release will be included in the EUR digital newsletter and placed in the digital press room a week in advance. If you also want to have your message sent to professional journals or your own press relations, you can pass on addresses to the press officers.

T (010) 408 1216

E [press@eur.nl](mailto:press@eur.nl)

## Children

Given the solemn nature of the ceremony, we do not recommend bringing children under the age of 6 to the valedictory lecture.

## DAY OF YOUR VALEDICTORY LECTURE

You are expected in the Aula of the Erasmus Building at 15.00 hrs. The Beadle will welcome you and together with the technician everything will be prepared for your speech. The presentation will be run through again to check that everything is working properly.

Your family and close relatives will be seated in the first row on the right-hand side of the Aula. Your partner will sit on the first chair. The Beadle will reserve this row(s). The Academic Procession will be on the left-hand side of the Aula.

Around 15.30 hrs you will put on your gown in the gown room. From that moment on you receive your guests for the procession in your gown. This takes place in the area in front of the gown room. There is coffee and tea ready for you, your partner/family and the guests for the procession.

Participation in the procession by professors from outside Rotterdam, wearing a gown, is appreciated. Partners of these professors can participate in the partner procession and will also gather in the area in front of the gown room.

Your partner and any other partners present will be escorted into the Aula. You will walk at the front of the procession into the Aula between the dean (acting rector) and your head of department. You take your place in the front row on the left, where the other professors are also seated. The rector will then briefly introduce you, after which you enter the stage to deliver your speech of about 45 minutes.

After your speech, you may bring your partner and family to the front of the procession, and they will leave the Aula in the same order as you entered. The procession will then congratulate you and your partner in front of the entrance of the Senate Hall (at the top of the stairs of the hall in front of the Aula) or you can choose to be congratulated in the reception area. If you wish, you must provide your own

reception book. The reception takes place in the hall in front of the Aula. We advise you to bring a couple of shopping bags so that you can easily take home the gifts you have received.

## **Questions?**

If you have any further questions regarding this brochure, please contact the Beadle's Office.

## Useful contact information

### Beadle's Office

T: (010) 408 1006

E: [pedel@eur.nl](mailto:pedel@eur.nl)

### Gown maker:

Toga Atelier Schout

Claes de Vrieselaan 82A

3021 JS Rotterdam

T: (010) 245 0766

E: [info@toga-atelierschout.nl](mailto:info@toga-atelierschout.nl)

### Reception:

EUR CATERAAR Vitam.

T (010) 408 2415

E [banqueting@eur.nl](mailto:banqueting@eur.nl)

### Press:

T (010) 408 1216

E [press@eur.nl](mailto:press@eur.nl)

### Photographer:

Chris Gorzeman

T: 06 53 55 6929

W: [www.phdphoto.nl](http://www.phdphoto.nl)

### Helpdesk Media & Support.

T (010) 408 1122

E [helpdeskmsc@eur.nl](mailto:helpdeskmsc@eur.nl)

Vincent Blinde

E: [vmblinde@gmail.com](mailto:vmblinde@gmail.com)

Elise Ntoremi

T 0613790382

E [info@yourphdphoto.com](mailto:info@yourphdphoto.com)

W: [www.yourphdphoto.com](http://www.yourphdphoto.com)

### Security:

T (010) 408 1035