Information for secretariats - EAISI Visiting Professors

With a Call for EAISI visiting professors, EAISI aims to bring together TU/e researchers with top researchers (Assistant, Associate, Full Professors or researchers at non-university organizations) of renowned foreign universities or institutes in order to strengthen the AI research field and community at TU/e. Below is some information that might be useful when making arrangements for the visiting professors.

Conditions

- Travel and housing for the visiting professor should be arranged by the applicant, following the General stipulations for business travel arrangements of TU/e. Only costs for the visiting professor will be refunded, not for guests or family members.
- A maximum of € 7.500 is available per application and includes travel, visa, housing and meals. Only economy class flights will be refunded. For housing and meals there is a maximum of € 230 per day. TU/e has price arrangements with several hotels. The budget will only cover actual costs.

Other obligations

- The visiting professor gives an EAISI lecture /colloquium (visit duration of up to two weeks) or a master class of 1-3 days (visit duration more than two weeks) on an AI related topic, preferably in Neuron. EAISI will support the applicant with room reservation, promotion & registration. EAISI will pay max EUR 300,- for coffee/tea or drinks during or after the lecture/workshop in Neuron. In case the event takes place in de department's building, catering should be arranged by the applicant and costs can be reimbursed afterwards, together with other costs.
- The academic activities of the visiting professor should mainly take place at the department of the applicant and at EAISI (Neuron).
- The applicant or visiting professor might be asked to write a short article about her/his/their experiences afterwards for the website or newsletter of EAISI.
- The applicant and the department will host the visiting professor and take care the travel and housing arrangement, visa applications, workspace, facilities and host all related events.

Finances and declarations

- Travel arrangements should be done via the department, the secretariat and/or financial person of the group), including Request for Payment (via Insite).
- Only actual costs can be refunded.
- It is not possible to have costs paid directly through EAISI (catering, hotel, rent etc).
- Claim the total amount (within 2 months after the trip) by mailing p.g.m.m.d.brouwer@tue.nl. She will take care of transferring the amount (through a journal entry).

Questions

If you have questions about the call, please contact us at eaisi@tue.nl.

About EAISI

The Eindhoven AI Systems Institute is established within the Eindhoven University of Technology and aims to bring together all AI activities of the TU/e. Top researchers from various research groups work together to create new and exciting AI applications with a direct impact on the real world, mainly focusing on the areas Health, Mobility, and High Tech Systems. All this happens in close collaboration with our student teams and representatives from industry.