Planning an inaugural lecture

You can contact the Office of the Beadle (oraties-afscheidscollege-bb@uva.nl) to plan your inaugural lecture. Inaugural lectures are held on Wednesday, Thursday and Friday, at 16.30 hours.
Making a reservation:

1. Consult the Office of the Beadle for available dates, 1 or 2 options will be set
2. Consult the optional date(s) with the Dean, department chair and other parties
3. Set the date with the Office of the Beadle

Location and catering

Inaugural lectures take place in the Aula (Auditorium) of the University of Amsterdam, Singel 411. The maximum amount of people allowed at the lecture is 450.

It is customary for the reception to take place in the adjacent room(s). The catering in the Aula complex is outsourced to the UvA catering company. You can contact Cirfood for your reception (uva249.nl@cirfood.com) at least 2 weeks in advance. The reception area (Tetterode Bibliotheek – Senaatskamer) is suitable for a company of approximately 175 people. If you are expecting more guests, please contact one of the staff members of the Office of the Beadle via oraties-afscheidscolleges-bb@uva.nl.

The costs for using the Aula will be covered by the UvA. The reception and (mandatory) guarded cloakroom are at your own expense.

Invitations

Inaugural lectures are academic ceremonies. This means that the invitation will be sent on behalf of the rector. Consequently, you cannot change the text of the invitation; you can, however, send additional information.

In line with the UvA's sustainability policy, printed invitations will not be provided. You will receive, after you have provided us with the title of your lecture, a PDF file by e-mail which you can distribute among family, friends and colleagues. All UvA professors (including Amsterdam UMC professors and UvA professors at ACTA) will receive a digital invitation for the inaugural lecture through the UvA Relationship Management department, approximately 6 weeks in advance.

Gown and procession

During the inaugural lecture, you are expected to wear a UvA gown. You can have your own gown made; you can also borrow a gown belonging to the Office of the Beadle.

UvA professors are expected in gown. Professors from other universities are also welcome to take part in the procession, in gown. The reception of the fellow professors takes place from 16.00 hours onwards in the Senaatskamer of the Aula complex. Professors are expected to bring a gown from their own university, but it is also possible to borrow a UvA gown.

The inaugural lecture

An inaugural lecture starts at (exactly) 16.30 hours and lasts 45 minutes. The lecture can be in Dutch or English, and you can use a PowerPoint presentation (or another similar presentation). The Rector will (briefly) introduce you. The Office of the Beadle will make an appointment with you 1 or 2 weeks before your lecture, to discuss the protocol and practical matters.

Publication inaugural lecture text

The UvA library will publish the text of your inaugural lecture on UvA-DARE (https://dare.uva.nl). The speech can be extended up. A printed text will not be provided.

You will be contacted about the publication. For questions you can email publications@uva.nl. Professors of the Faculty of Medicine can ask their questions via outputregistratie@amsterdamumc.nl

Publicity
All inaugural lectures have a livestream. You will receive the link for your lecture in advance.This link will be published in the calendar on the UvA website. In case you object to publishing the livestream on the website, you can let us know beforehand. The video will stay online for one month.

You can hire a photographer; the Office of the Beadle can advise you.

The UvA Press Office publishes an announcement of each inaugural lecture on the UvA website and includes it in an overview of research news sent out to the media. They will contact you about this. Inaugural lectures of professors of the Faculty of Medicine are also announced through the Amsterdam UMC Press Office, a short announcement will be placed on the UvA website. In case you want more information on the UvA website, you can contact the UvA Press Office through persvoorlichting@uva.nl.