Planning a valedictory lecture

If you have the agreement of the Dean, you can plan a valedictory lecture in the Auditorium. Like inaugural lectures and PhD defence ceremonies, a valedictory lecture is an official academic ceremony.

Set days for valedictory lectures are Thursday and Friday, at 16.00 hours.

Making a reservation:
1. Consult the Office of the Beadle (bureauopedel@uva.nl, 020 525 2808) 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
The valedictory lectures take place in the Auditorium of the University of Amsterdam, Singel 411. The seating capacity of the Auditorium is 500. A symposium prior to the lecture is generally organised by the department and takes place within the faculty, not the Auditorium.

It is customary for the reception to take place in the adjacent room(s). The catering in the Auditorium complex is outsourced to catering company Cirfood. You can contact them for your reception (uva249.nl@cirfood.com).

The costs for using the Auditorium will be covered by the UvA. The reception is at your own or your department’s expense.

Invitations
The invitation is send in the name of the Rector. All UvA professors (including AMC) receive a digital invitation for the valedictory lectures through the UvA Relationship Management department. These invitations are send approximately 6 weeks in advance. You will receive a digital invitation for your own contacts. There is also the possibility to print a maximum of 250 invitations.

Gown and procession
Professors are expected to present in a UvA gown. Non-UvA professors are welcome to take part in the procession, in gown. The reception of the fellow professors takes place from 15.30 hours onwards in the Senaatskamer of the Auditorium complex. As a rule, professors are expected to bring a gown from their own university, but it is also possible to borrow a UvA gown.

The valedictory lecture
The duration of the ceremony in the Auditorium is limited to 1 hour, including any additional speakers. The valedictory lecture should take up the main part of the hour (up to a maximum of 40 min.). Thus, there is limited time for other speakers. The presence of the Rector or the Dean (or a replacement) at the ceremony is mandatory. The Office of the Beadle will make an appointment with you 1 or 2 weeks before your lecture, in order to discuss the protocol and practical matters.

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

Publicity
All valedictory lectures are recorded as a web lecture. You will receive an email with a link to the recording a couple of days before the valedictory lecture.

The UvA Press Office publishes a short announcement of each valedictory lecture on the website and also includes it in a short overview of research news sent out to the media. Valedictory lectures of AMC professors are also announced through the AMC Press Office.