Planning an inaugural lecture

You can contact the Office of the Beadle (bureaupedel@uva.nl, 020 525 2808) to plan your inaugural lecture. Inaugural lectures are held on Wednesday, Thursday and Friday, at 16:00 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/dates with the Dean, department chair and other parties
3. Set the date with the Office of the Beadle

Location and catering
The inaugural lectures take place in the Auditorium of the University of Amsterdam, Singel 411. The seating capacity of the Auditorium is 500. 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 Cormet. You can contact them for your reception (catering249@cormet.nl).
The costs for using the Auditorium will be covered by the UvA. The reception is at your own or your department’s expense.

Invitations
All UvA professors (including AMC) receive a digital invitation for the inaugural 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
During the inaugural lecture, you are expected to present in a UvA gown. You can have the gown made; you can also borrow a gown belonging to the Office of the Beadle.
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 inaugural lecture
An inaugural lecture lasts 45 minutes. It can be in Dutch or English.
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.

Publication inaugural lecture text
The text of your inaugural lecture will be published after your ceremony in the Album Academicum on the website of the UvA, see: [http://www.uva.nl/en/research/research-at-the-uva/album-academicum/album-academicum.html](http://www.uva.nl/en/research/research-at-the-uva/album-academicum/album-academicum.html). The text for publication can be longer than the speech, up to a maximum of 10,000 words. There is also the possibility to print a maximum of 250 invitations.

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

Publicity
All inaugural lectures are recorded as a web lecture. You will receive an email with a link to the recording a couple of days before the inaugural lecture.
The UvA Press Office publishes a short announcement of each inaugural lecture on the website and also includes it in a short overview of research news sent out to the media. Inaugural lectures of AMC professors are also announced through the AMC Press Office.