TRAVEL CHECK

You’re possibly going to travel for work.

What is the purpose of your trip?

I’m going:

- to a conference
- to a meeting
- to an academic promotion
- to teach abroad
- For research or fieldwork
- Other reason
TO A CONFERENCE

Is the purpose of your trip of great value to your work?

1. What are you going to do there?
   I'M GOING TO:
   ▶ Present
   ▶ Participate/acquire knowledge
   ▶ Build my network
   ▶ Catch up informally with colleagues
   ▶ Recruit students/promote the university
   ▶ Give a workshop
   ▶ Direct a meeting

2. Which activities could you do remotely?
   NONE.

3. Remote conference
   CLICK ON THE 'THUMBS UP' FOR TAILORED ADVICE AND SUPPORT
   TAILORED ADVICE AND SUPPORT
   I'M STAYING IN UTRECHT!
   RECORD A VIDEO IN ADVANCE
   DOES THE CONFERENCE HAVE A LIVE STREAM?
   SPEAK AT THE CONFERENCE (LIVE)
   REMOTE CONTACT WITH COLLEAGUES
   GOOD TO KNOW, BUT I HAVE TO GO IN PERSON.
   OK, let's grab a suitcase. Proceed to: Is your destination within or outside Europe?

GOOD TO KNOW
Your colleagues of the audiovisual department and Educate-it have joined forces to facilitate a helpdesk. Have any questions? Mail them: andersreizen@uu.nl
TO A MEETING

1. Could you do this remotely?
   - NO, UNFORTUNATELY NOT.

   Did you know...
   Research of the University of British Columbia showed that academic air travel has limited influence on the success of academic careers.

   Curious about this? Read the paper here.

   2. Remote meeting
      CLICK ON THE 'THUMBS UP' FOR TAILORED ADVICE AND SUPPORT
      - GIVE A PRESENTATION REMOTELY (LIVE)
      - CONTACT WITH COLLEAGUES
      - RECORD A VIDEO IN ADVANCE
      - SET UP A CONFERENCE CALL

   I'M STAYING IN UTRECHT!

   GOOD TO KNOW, BUT I HAVE TO GO IN PERSON.

   OK, let's grab a suitcase. Proceed to: Is your destination within or outside Europe?
TO AN ACADEMIC PROMOTION

What are you going to do there?

I'M GOING TO:
- Have a preliminary meeting
- Defend my thesis/PhD
- Ask a question
- Go as support
- Other

Which activities could you do remotely?

NONE.

Remote promotion

CLICK ON THE 'THUMBS UP' FOR TAILORED ADVICE AND SUPPORT

I'M STAYING IN UTRECHT!

GOOD TO KNOW, BUT I HAVE TO GO IN PERSON.

OK, let's grab a suitcase. Proceed to: Is your destination within or outside Europe?
TO TEACH ABROAD

1. Can you record the lecture in advance?
   - Perhaps...
   - No, unfortunately not.

2. Can you give the lecture remotely (live)?
   - Perhaps...
   - No, I have to go in person.

DID YOU KNOW...
That giving live lectures remotely is possible at Utrecht University? Contact Educate-it if you wish to know more about this.

Remote lecture
Set up a webinar or livestream
Give a live presentation remotely
Record a video in advance
I'm staying in Utrecht!

3. OK, let's grab a suitcase. Proceed to: Is your destination within or outside Europe?

Good to know, but I have to go in person.
FOR RESEARCH OR FIELDWORK

1. What are you going to do there?
   I'M GOING TO:
   ▶ Do research on a specific location
   ▶ Visit a colleague
   ▶ Go on a working visit
   ▶ To collaborate on a project
   ▶ To participate in a work session
   ▶ Conduct an interview

2. Which activities could you do remotely?
   NONE.

3. Remote research and fieldwork
   CLICK ON THE ‘THUMBS UP’ FOR TAILORED ADVICE AND SUPPORT
   GOOD TO KNOW, BUT I HAVE TO GO IN PERSON.
   OK, let's grab a suitcase. Proceed to: Is your destination within or outside Europe?
Is the purpose of your trip of great value to your work?

Would it be possible to do this online?

NO, UNFORTUNATELY NOT.

DID YOU KNOW...

that together, by travelling less for work, we can reduce Utrecht University's CO2 emissions by up to 15%?

That is 9,300 tonnes CO₂, the equivalent to the annual emissions of approximately 1,200* Dutch households.

*Based on figures from Milieucentraal

Work remotely

CLICK ON THE 'THUMBS UP' FOR TAILORED ADVICE AND SUPPORT

Consult the overview on intranet to see which IT facilities may be useful for reaching your goals.

Do you have a question? Call or e-mail the helpdesk.

I'M STAYING IN UTRECHT!

GOOD TO KNOW, BUT I HAVE TO GO IN PERSON.

OK, let's grab a suitcase. Proceed to: Is your destination within or outside Europe?
YOUNG RESEARCHER WITH LIMITED FUNDS?
Train fund!

BY TRAIN, CAR OR AEROPLANE?

1. Are you going to a destination in or outside Europe?

I'M GOING TO A DESTINATION OUTSIDE EUROPE.

2. Open the UU Train Zone map.

I'M STAYING IN EUROPE.

3. Is your destination within the Train Zone?

4. Would you consider longer travel times if you could work comfortably when travelling?

5. Are you willing to travel by (electric) car?

6. Explore your options to travel by car.

DID YOU KNOW...
You can travel in first class in Europe when traveling by train. Click here for more information.

You can do 9 return trips by train to London for 1 return trip by aeroplane.

Fly as green/clean as possible
- Always book a direct flight and combine travel purposes.
- The university compensates all work-related air travels. Read more.
- Check in advance how efficient your airline is.
- Here are some tips to travel efficiently.