

**TRAVEL CHECK**

You're possibly going to travel for work.

What is the purpose of your trip?  
\_\_\_\_\_

I'm going:

# 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

**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](mailto:andersreizen@uu.nl)



2

Which activities could you do remotely?

PERHAPS...

NONE.

3

## Remote conference

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



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



# TO A MEETING

1

Could you do this remotely?

PERHAPS...

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)

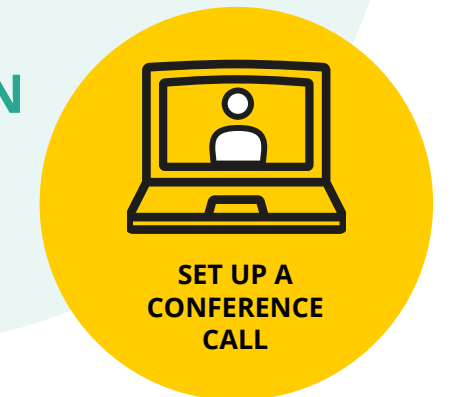


CONTACT WITH  
COLLEAGUES



RECORD A VIDEO IN  
ADVANCE

I'M  
STAYING IN  
UTRECHT!



SET UP A  
CONFERENCE  
CALL

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



# TO AN ACADEMIC PROMOTION

1

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

2

Which activities could you do remotely?

PERHAPS...

NONE.

3

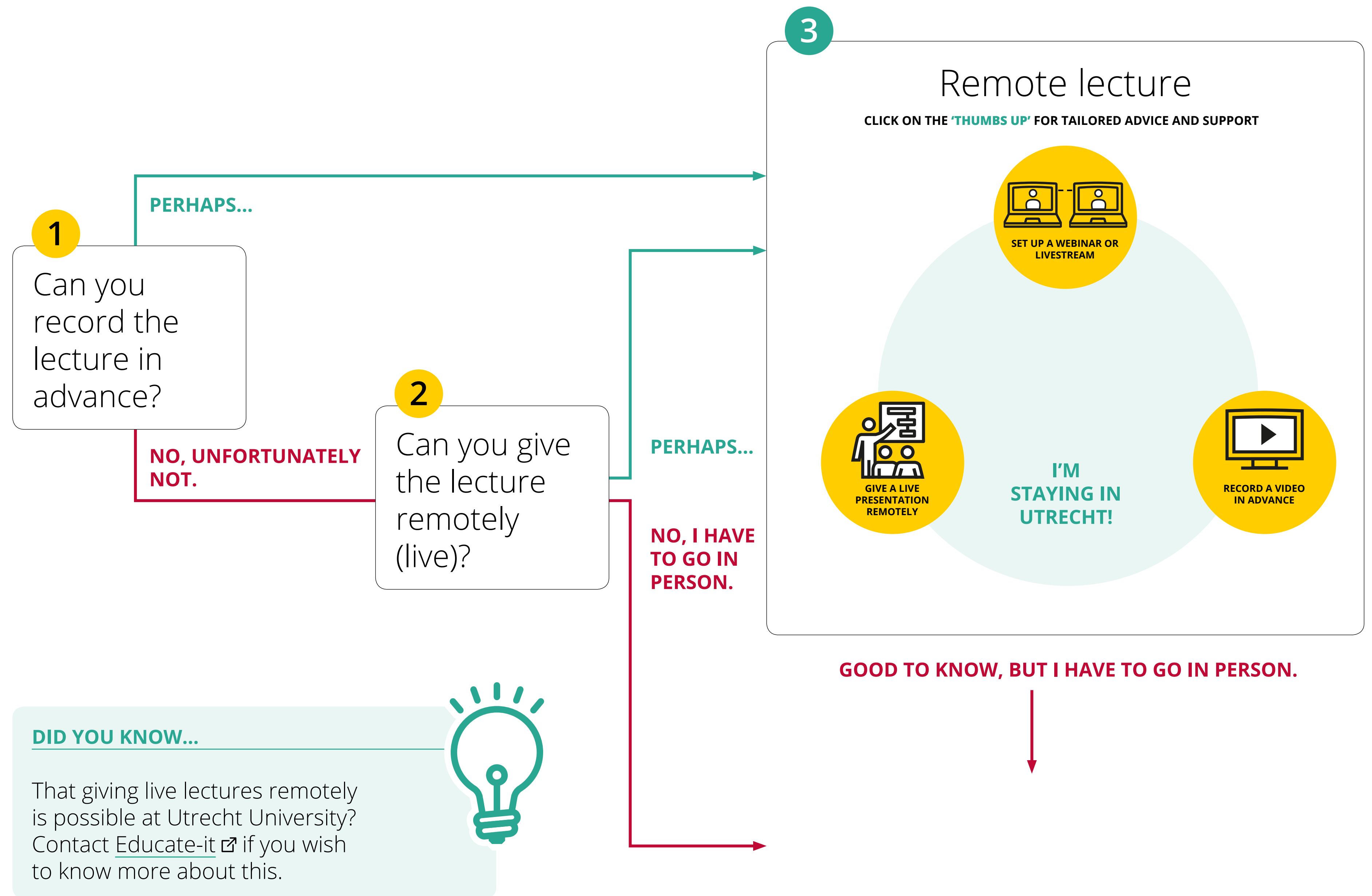
## Remote promotion

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



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

# TO TEACH ABROAD



# 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?

PERHAPS...

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.

# OTHER REASON

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

---

**1**  
Would it be possible to do this online?

PERHAPS...

NO, UNFORTUNATELY NOT.

## DID YOU KNOW...

that together, by travelling less for work, we can reduce Utrecht University's CO<sub>2</sub> emissions by up to 15%?

That is **9,300 tonnes CO<sub>2</sub>**, the equivalent to the annual emissions of approximately 1,200\* Dutch households.

\*Based on figures from Milieucentraal



**2**

## 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.



I'M STAYING IN UTRECHT!

Do you have a question? Call or e-mail the [helpdesk](#) ↗.

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



# BY TRAIN, CAR OR AEROPLANE?

## DID YOU KNOW...

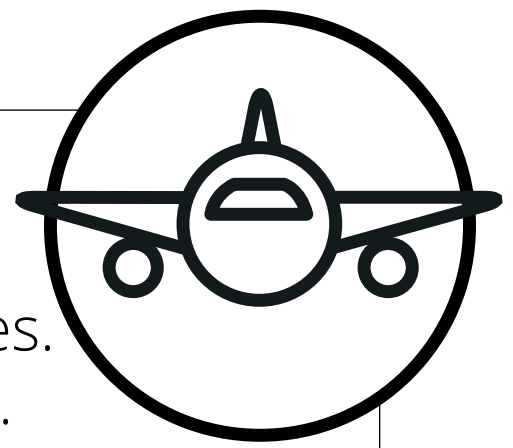
You can travel in first class in Europe when traveling by train. [Click here](#) for more information.



2

## 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.



1

Are you going to a destination in or outside Europe?

I'M GOING TO A DESTINATION OUTSIDE EUROPE.

I'M STAYING IN EUROPE.

**YOUNG RESEARCHER WITH LIMITED FUNDS?**  
[Train fund!](#)



2

Open the [UU Train Zone map](#).

3

Is your destination within the Train Zone?

4

[Book your train journey](#)

YES

5

Are you willing to travel by (electric) car?

YES

6

Explore your [options](#) to travel by car.



4

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

YES

## DID YOU KNOW...

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

