

Dear Guest Lecturer,

Greetings from Aarhus. We hope that you are doing well.

As your Summer University course is about to begin, we are sending you some course-related practical information and an overview of the social events during your course.

Please note the short notice deadline to sign up for the social events and to let us know about any dietary requirements or food allergies.

Course-related practical information

Practical information

You can find practical information for guest lecturers on [this website](#).

Classrooms

You can find the classroom for your course [here](#). The students in your course are already informed about this as well. Please notice that there can be short-notice changes, and we, therefore, ask you to check the list again shortly before your course begins.

You can use [AU Find](#) (app) to search for the building number and to have it shown on a map.

Classroom facilities

All classrooms in Nobelparken have chairs, tables, a whiteboard and a projector with various kinds of cable cords for all computers, including Mac.

Please note that you must bring your own computer.

Nobelparken during AU Summer University

Most courses will take place in the Nobelparken, this means that more than 1000 students will be taking courses in each term, including many international students and international guest lecturers. This means that the campus facilities in Nobelparken will be open as normal, including the library and the canteen.

You can recognise the Summer University team in Nobelparken by the blue T-shirts.

Information desk

During AU Summer University there will be an information desk in building 1451 room 116.

The Information desk is open from 8.30 AM to 2.00 PM on workdays and is staffed by the AU Summer University team. At the Information desk students and lecturers can get help with most things related to their course and stay in Aarhus.

Lecturers' lounge

As a lecturer at AU Summer University, you have access to the lecturers' lounge, where there will be fresh coffee, fruit and perhaps a cookie, daily. In the lounge, you can sit back and relax, talk to some of your colleagues, check your e-mail or just grab a cookie on your way home.

The lecturers' lounge is in an area of our Information desk in building 1451 room 116.

Open guest lecturer office space

If you need an office during your time in Aarhus, you have access to the open office space near the classrooms and our Information Desk.

The open office space for lecturers will be in building 1453 room 313 (third floor).

Emergency response

[This website](#) contains information about the university-wide emergency response plan at Aarhus University. Please make sure to make yourself familiar with the information.

Emergency response at Aarhus University must help staff and students to be able to:

- Prevent life-threatening situations
- Handle emergencies
- Ensure continued operations after emergencies

Registration for parking

If you are bringing or renting a car you must register to park in Nobelparken.

Please find more [here](#).

If you need any assistance, please contact summeruniversityguestlecturers@au.dk.

If you are staying at the IC Dormitory and wish to park here, please contact summeruniversityguestlecturers@au.dk before your arrival.

Social events during your stay

Coffee sessions every Wednesday at 1 PM in Nobelparken (no sign-up required)

Every Wednesday during AU Summer University we invite you to join us for an informal cup of coffee or other beverage and a snack at the Nobelparken Café & Deli.

No sign-up is required – just drop in.

The first coffee session will be the day after your course begins and is, therefore, a good opportunity to meet your fellow Summer University lecturers and the Summer University team.

Welcome dinner for lecturers and spouses (sign-up required)

Aarhus University will host an official welcome dinner for all Summer University lecturers and guest lecturers' partners at Restaurant Nögen on Thursday 4 July at 6.30 PM.

Please sign up for the event [here](#).

The deadline for signing up and letting us know about any dietary requirements or food allergies is **Tuesday 25 June**.

Harbour tour for guest lecturers and family (sign-up required)

Aarhus University will invite you to join a guided harbour tour for all Summer University guest lecturers and their families on Thursday 11 July at 3.30 PM.

Please sign up for the event [here](#).

The deadline for signing up and letting us know if you are bringing your family is **Tuesday 25 June**.

Thumbs-Up Thursdays (no sign-up required)

Every Thursday during AU Summer University it is Thumbs-Up Thursday, which means that the AU Summer University team will hand out free popsicles in Nobelparken. If you are lucky there may be one for you too!

Explore Aarhus during your stay

You can find a guide with things to do in Aarhus on your own on [this webpage](#).

Guest lecturer contact list

If you wish to share contact, academic and personal information with the other guest lecturer in your term, please fill in [this form](#) before **Tuesday 25 June**.

Shortly after these dates, we will share the information with those who have filled in the form.

If you have any questions, please contact us at summeruniversityguestlecturers@au.dk.

We wish you safe travel and look forward to seeing you soon.

Best regards from the AU Summer University Team
Troels, Tine, Tina, Inge, Helene and Kaja