



INFORMATION TO COURSE COORDINATORS FOR *BIG* COURSES (Department of Biology Education, Stockholm University)

-PLANNING BEFORE ARRIVAL TO TOVETORP

- During the course, there should be at least one responsible teacher (or experienced course assistant) staying in the course building with the students.
- At least a week before arrival, the course coordinator should email information about special diet and allergies in an excel sheet to Anna Lagerqvist. Also add the phone number of at least one of the course teachers, so we can reach them if needed.
- Students, teachers and course assistants pay a subsidized fee for meals to BIG before the field course starts (until last of august 2023: 40SEK/breakfast; 50SEK/lunch and 60SEK/dinner).
- Everybody brings their own sheets, duvet covers, and pillowcases. These must be used. If someone has forgotten to bring their own, they can be rented (100SEK / stay).
- Please contact Thomas Giegold at least a week before arrival if you have questions about field /lab equipment or if you want to use boats.
- If you are planning to use animals during the course and need help or arrangements from the animal keeper, please contact Yvonne Silfverblad in good time before arrival. Contact David Wheatcroft about ethical permissions for the specific experiments you have planned.
- Arrange your arrival so that Thomas Giegold can provide a safety introduction to Tovetorp.
- Plan your field days in relation to the time of the meals. If you want to change the time for the meals, please contact Anna at least a week before arrival.

Time for meals during courses

7:30 Breakfast
12:00 Lunch
15:00 Fika
17:30 Dinner

Staff at Tovetorp

Cilla Kullberg, director (accommodation, conferences and courses);
cecilia.kullberg@zoologi.su.se; 08-16 47 13

David Wheatcroft, director (research facilities and animals);
david.wheatcroft@zoologi.su.se; 072-223 83 27

Thomas Giegold, research engineer, safety officer;
Thomas.Giegold@zoologi.su.se; 08-16 46 44

Yvonne Silfverblad, animal care and cleaning;
yvonne.silfverblad@zoologi.su.se; 08-16 47 21

Anna Lagerqvist, chef; anna.lagerqvist@zoologi.su.se; 08-16 48 01

Susanne Åhlund, chef; susanne.ahlund@zoologi.su.se; 073-141 10 47

Ingalill Södervall, cleaning, breakfast & animal care on weekends;
hovdii@hotmail.com; 073-769 33 06