**Mail template for guest form at BMB**

Please note that the PI is responsible for the guest, introduce to the work in the laboratory and the working environment at the University of Southern Denmark.

Fill in the template below together with your guest at least 7 days before arrival.

Send the email (incl. picture) to: Lone Sundahl [lones@bmb.sdu.dk](mailto:lones@bmb.sdu.dk), cc Jakob Møller-Jensen [jakobm@bmb.sdu.dk](mailto:jakobm@bmb.sdu.dk) Karin Hernø [hjernoe@bmb.sdu.dk](mailto:hjernoe@bmb.sdu.dk) and Jeanett Wiedekam Bøgh [jwi@bmb.sdu.dk](file:///C:\Users\lones\Downloads\jwi@bmb.sdu.dk), and for non-Danish citizens also with cc to Luna Kyung Keller Larsen [luna@sdu.dk](mailto:luna@sdu.dk) (from SDU International staff office)

**Guest information:**

Full name:

Email:

Private address:

Mobile no.:

Closest relative/ next of kin(ICE):

Name of the university/company, where you are enrolled/employed:

Start date at BMB:

End date at BMB:

Name of inviting Principal Investigator at BMB:

Please also send, together with your e-mail, a picture in jpg-format of you for the SDU Guest ID card.

**BMB PI information:**

**Note! The PI is responsible for returning the key.**Key: No or Yes:

– which key (L2 or L11):

Server access:  No or Yes:

– which servers (write URL):

When you receive the mail from your guest, fill in the part about key and server access (if nothing written no server access).