

## **PROPOSAL AND ORGANIZATION OF THE SEMINARS**

**At least 30-40 days before the event**

1. The seminar proposal should be submitted to the Doctoral Program Coordinator by a member of the Doctoral Committee (hereafter referred to as the proposing faculty member), possibly including a summary of the seminar topic and some biographical and contact information (short CV, research area, affiliation, email, phone) of the scientist who will be invited to give the seminar.
2. The Coordinator formally requests the Department Director to engage the scientist to lead the seminar.
3. The Department Director grants the appointment.
4. The letter of appointment is sent to the invited scientist, who must sign and return it before the day of the seminar. In the letter, the invited scientist should also indicate the amount of compensation and/or reimbursement of expenses, if required.

**At least 30 days before the event**

5. Doctoral students will be informed about the seminar by email and by publication on the website of the doctoral course. The name and a biographical sketch of the invited researcher will be published together with a summary of the topic of the seminar and the date, time and place of the planned event.

## **COMPENSATION AND EXPENSE REIMBURSEMENT**

When submitting the seminar proposal to the Coordinator, the proposing faculty should also indicate whether they expect to reimburse and/or reimburse expenses for the scholar nominated for the seminar.

Reimbursement is intended for an activity that extends over several days or is planned in such a way that the invited scientist requires accommodation, and it is granted after appropriate certification. Reimbursable expenses include: Travel costs, meal costs, accommodation costs.

The maximum amount of the allowance (which cannot exceed 250 €) is set at 80 €/hour according to the internal rules of the PhD course.

Ms. Monica Luperini ([monica.luperini@unipi.it](mailto:monica.luperini@unipi.it)) is at your disposal for further information on the administrative procedures for reimbursement and compensation.