

Guidelines for Hosting Your Research Visitor or Colloquium/Seminar Speaker

By Prof. Dr. Kevin Heng (updated 17th February 2020)

Issue / Question	Action	Remarks
Who sends out the invitation email to the guest?	Host	The overall schedule and dates for each guest are coordinated by the seminar/colloquium committee via Doodle poll. First come, first served. Please see below (text after table) for an example of a template invitation email.
Who updates the CSH wikpage schedule for planning the CSH Colloquia / WP Seminars? https://cshvisit.wikidot.com/schedule:colloquia-wp-seminars	Host	Host is responsible for updating the wikpage, including the name of the guest, the room the guest will use during her/his visit (coordinate with secretary), the name of the host, the title of the talk, etc.
Who coordinates the schedule of the guest during her/his visit?	Host	Host creates a new schedule page on the CSH wikpage and coordinates any logistics during the guest's visit. CSH and WP researchers sign up, on an individual basis, to meet with the guest using the wiki schedule. cshvisit.wikidot.com
Who asks the guest for the talk title and abstract ? Who announces the talk and wiki schedule ?	Host	Host is responsible for reminding the guest to provide their talk title and abstract. Host then updates the CSH wiki schedule. Host is responsible for announcing the talk and wiki schedule to the "space-all" email list on the Monday or Tuesday of the same week of the talk. https://cshvisit.wikidot.com/schedule:colloquia-wp-seminars
Who books the hotel ?	Hotel room booked directly by the secretary upon specification of check-in and check-out dates CSH: Danielle Zemp WP: Tina Rothenbuehler	The hotel is pre-paid; the guest should not have to pay. However, it is the responsibility of the host to check that the hotel room is booked at least a month before the guest arrives.
Who books and pays for the flight ?	Guest	Guest gets reimbursed, but needs to keep a physical or electronic copy of the receipt.
Who books and pays for local transport (train, tram, bus, etc)?	Guest	Guest gets reimbursed, but needs to keep a physical or electronic copy of the receipt.
Who pays for food ?	Guest	Guest gets reimbursed on a per diem basis. There is no need to keep or present food receipts.
Who processes the reimbursement ?	Guest fills out one-page form and hands or emails it directly to the secretary. CSH: Danielle Zemp WP: Tina Rothenbuehler	Host is responsible for coordinating this, if the process is unclear to the guest. http://www.csh.unibe.ch/unibe/portal/fak_naturwis/g_dept_kzen/inst_csh/content/e797647/e798422/e798436/bern_reimbursement_CSH_eng.pdf
Who chairs the talk ?	Host	CSH Colloquium or WP Seminar Series (Wednesdays): Host is also responsible for making sure that Tina Rothenbuehler has advertised the talk on the Monday or Tuesday of the same week. CSH Seminar Series (Thursdays): Prof. Dr. Brice-Olivier Demory is the person in charge of advertising the talks.

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Who chairs the CSH Lunch ?	Host is <u>not</u> necessarily the chair of the CSH Lunch (see schedule)	Prof. Dr. Susanne Wampfler is the lead coordinator of the CSH Lunch series. She is responsible for appointing the CSH Lunch chair and deciding on the format, including whether to involve the speaker as a guest of honor to present her or his work.
Who brings the guest out for speaker dinner (or lunch) ?	Host	Host pays for dinner/lunch, retains receipt and works with Irene Leder to get reimbursed. For the CSH, there is a limit of 300 CHF total for the dinner reimbursement (or a limit of 50 CHF per person, whichever is lower). For WP, there is a limit of 24 CHF imposed on local (Bernese) employees, which does not apply to external guests or our Geneva/Zurich colleagues. The venue and the number of participants to the speaker dinner are at the discretion of the host .
How is all of this funded?	N/A	CSH and WP have separate funding sources. Consult CSH and WP directors.

Example of a template invitation email (for CSH; modify accordingly for WP)

Dear Prof. X,

On behalf of the Center for Space and Habitability (CSH), I would like to invite you to deliver one of our CSH Colloquia in Fall 2018. Founded in 2012, the CSH is a center of excellence for interdisciplinary research at the University of Bern and also exists to enhance the scientific activities of the Space Research & Planetary Sciences (WP) Division. The CSH has an active visitor's program as well as a fellowship program for independent researchers: csh.unibe.ch. It is home to the CHEOPS space mission of ESA.

While we are eager to hear you speak on a topic of your choosing, we do note that the CSH Colloquia are aimed at a somewhat broad audience, consisting of astronomers / astrophysicists, planetary scientists, geophysicists, etc, specialising in theory, observation and experiment. Therefore, we hope that the first half of your talk is devoted to a pedagogical review of your topic aimed at Ph.D-level scientists. Each CSH Colloquium is typically 45 to 50 minutes long; the maximum duration is 1 hour including questions. After the colloquium, your host will bring you and other CSH/WP researchers out for the speaker's dinner.

The CSH Colloquia occur on Wednesday afternoons. As part of the visitor's experience, we host CSH Lunches on the same Wednesdays, from 12.15-13.00, with the colloquium speakers as the guests of honour. Colloquium speakers are invited to talk informally about research they will not cover in the colloquium, but without using any visual aids (i.e., no presentation slides). Furthermore, the CSH has a separate Seminar series on Thursday afternoons (12.15-13.00). Therefore, we encourage our visitors to arrive on Tuesday evening and leave on Thursday or Friday, in order for us to embed them in our day-to-day intellectual activities. We will also organise a schedule for you to meet with students, postdocs and senior researchers.

If you accept our invitation, could you please fill in the following Doodle poll by *{Insert date and day of week}*? It will allow us to select a suitable talk slot for you, and also match the dates of your visit to that of your host(s):

{Insert Doodle pool link}

After the deadline, we will begin assigning talk slots.

The CSH will cover the costs of your travel, including flights (economy class), hotel accommodation, food (via per diem reimbursement), local travel expenses, etc. For more information, please consult this webpage:

http://www.csh.unibe.ch/services/visiting_the_csh_logistics/index_eng.html

Note that your host (*{Insert name of host}*) is responsible for coordinating your visit, in collaboration with our CSH secretary (Danielle Zemp), and all logistical questions should be directed to him/her.

Thank you and we very much look forward to having you visit the CSH.

Sincerely,

{Insert name of host}