

Seminars at Trieste Astronomical Observatory (OAT)

Joint OAT and Dept. of Physics Seminars are scheduled normally on Wednesdays at 3:00 pm
Joint ICTP-OAT-SISSA and dept. of Physics Seminars are scheduled on Thursdays at 3:00 pm

LOC: Dr. Marco Fulle fulle@oats.inaf.it (formally signing the invitation),
Dr. Valentina D'Odorico dodorico@oats.inaf.it and Dr. Marisa Girardi girardi@oats.inaf.it
Secretariat: Gabriella Schiulaz and Simonetta Fabrizio: segreteria@oats.inaf.it

Seminar Organization

The local scientist emails to **LOC** proposing topic, **Invited Speaker's** name and a local **Contact Person** (possibly her/himself). Upon approval by **LOC**, the **Contact Person** checks in <http://adlibitum.oats.inaf.it/seminari/index.html> the available dates for a seminar, contacts the **Invited Speaker** and together agree on the most suitable date, always in cc with **LOC** and **Secretariat**. Finally, **LOC** formally invites the **Speaker** providing all logistics details (see below).

Expenses of INAF scientific staff:

INAF speakers will be subject to INAF mission regulations, no additional support is provided.

Expense of Non-INAf scientific staff:

Option a: a fixed travel contribution is provided by OAT if the **Invited Speaker** plans the travel him/herself.

Option b: a lower contribution (e.g. for meals) is provided if the **Invited Speaker** asks for the **Secretariat's** assistance with travel organization. In this case, travel and hotel expenses are covered by OAT thorough prepaid tickets issued by OATS' Travel Agency. The **Invited Speaker** informs **LOC** and **Secretariat** of his/her preferred route for his/her return trip, and low cost flights tickets are booked and issued. The **Secretariat** provides the **Invited Speaker** with on-line check-in details.

Personal data and bank account: **Invited Speakers** are requested to provide the **Secretariat** with their bank account details (Bank name, IBAN code, SWIFT code). A valid passport/identity card will be also requested. **Italian Invited Speakers** will provide their fiscal code numbers.

Transport from-to Trieste Airport. We suggest taxi transportation by Science Bus service from the Airport of Trieste (TRS). For a price-list see here <http://www.science-bus.com/index.php?costs&l=en>. An approximate 20% discount may be obtained by asking for a special booking code (voucher) to the **Secretariat**. The science-bus will be booked by the **Secretariat** and paid by OAT only in case of **option b**.

Hotel: the **Secretariat**, upon request by the **Invited Speaker**, will book Hotel Città di Parenzo <http://www.hotelparenzo.com/en/> at the special rate of 75 euro per night (single room) or Hotel Continentale <http://www.continentalehotel.com/en.html> at the special rate of 90 euro per night (single room). The hotel will be paid by OAT only in case of **option b**.

Registration. Upon arrival at OAT, the **Contact Person** will introduce the **Invited Speaker** to **LOC** and **Secretariat**, who will complete all administrative procedures.

Seminar. Before the seminar, the **Contact Person** will introduce the **Invited Speaker** to the audience. **LOC** will be always present to provide all necessary assistance. If a personal laptop needing internet connection is used during the seminar, its MAC address code/details should be sent to the **Contact Person** and **LOC** a few days before arrival in order to enable the System Manager to provide access to OAT's Internet lan.

Local scientists are most welcome to give seminars, but in this case no financial contribution is foreseen.