



SPEAKER'S VADEMECUM

CONTACTS:

Elena Mason (emason@oats.inaf.it) & Valentina D'Odorico (dodorico@oats.inaf.it) are responsible for organizing the seminars at OATS (invitation, scheduling, etc).

Gabriella Schiulaz & Simonetta Fabrizio (segreteria@oats.inaf.it) are responsible for organizing your travel and stay in Trieste (flight and hotel booking, science-bus).

Your Host is the one who has suggested your name (and probably convinced you in first place) and will welcome you at the observatory, take you at the registration and organize the lunch/dinner with the speaker.

Please make sure you always include the seminar organizers, secretariat and your host in any communication concerning your seminar and visit to OATS.

TRAVEL and STAY LOGISTIC:

The observatory will cover and/or reimburse the expenses for your travel (flight, train, bus), your stay (typically 1 night) and meals (3/day including breakfast).

Generally, the observatory will take care of booking your flight to and from Trieste (or close airport), organizing your transportation to and from downtown ([science-bus shuttle](#)), and booking your hotel (for yr 2016 we have a convention with the hotels: [Residence del Mare](#), [Hotel James Joyce](#), [Urban Design Hotel](#)). The observatory will directly pay for these. Please note that the use of the science-bus requires a voucher/agreement-code that will be communicated to you in due time. Train, bus and taxi transfers (e.g. at your departure location) shall be organized by you and will be reimbursed by the observatory. Please also note that any taxi expense will be reimbursed only up to a maximum of 100 eur.

Meals (and any of the above expenses anticipated by you) will be reimbursed to you upon presentation of the original receipts (make sure you keep them all!). At your arrival you will be given the reimbursement-form to record your expenses and attach the receipts. You will also be asked for your bank account detail and ID/passport number (and Fiscal Code as applicable) to allow us the appropriate money transfer.

Important note: Speakers from any INAF institution will be subject to the INAF mission regulation (*incarico missione dipendenti altri osservatori per OATS*), i.e. they should proceed with travel and hotel booking and ask for reimbursement at their own institute once back there. However, we can help with the hotel and science-bus booking, if requested (segreteria@oats.inaf.it).

REGISTRATION:

Upon your arrival at OATS, your host will introduce you to the secretariat that will complete the needed administrative procedures.

SEMINAR:

Seminars are held in Villa Bazzoni'sala-ovale at 11:30AM. You can use the local computer (Window system) transferring your talk with a USB-stick or your own computer, as preferred. Internet-WIFI is available but in order to use it you should communicate your MAC address to the system manager (preferably a few days in advance). Seminars are expected to be ~50 min long and be followed by a ~10 min question-discussion section.