

## **Guidelines for Hosting CCNB Seminar Speakers**

The CCNB seminar is organized conjointly by the seminar organizing committee (currently Lisa Venelosi and Dirk Ostwald) and the individual research groups forming the CCNB. If you are interested in hosting a visitor, please note the following shared responsibilities.

### Organizing Committee Responsibilities

- General overview of CCNB seminar series
- Dates, room, presentation facilities, and coffee break organization
- Collection of talk titles and abstracts from external speakers
- Dissemination of information via the CCNB email list and homepage

### Host Research Group Responsibilities

- Speaker invitation
- Arrangement of the duration of the visit, booking of accommodation
- Arrangements for the speaker's arrival at FU Berlin and introduction to facilities
- Arrangement of individual meetings with researchers, if appropriate
- Lodging of visitor during working hours
- Introduction at talk
- Travel reimbursement