

- Guideline -

Invitations of guest speakers for the GRK 1167

1. Contact Mrs. Wysocki (67 17843 or alice.wysocki@med.ovgu.de) concerning free seminar slots for a **Thursday at 5 pm** (do it 3-4 months before).
2. The dates of choice should be proposed to the guest speaker immediately.
3. After the confirmation of the date by your guest directly contact Mrs. Wysocki, she will also book the lecture hall H 10
4. Concerning travel costs, please offer 2nd class or economy class tickets to the guest
5. Concerning the hotel reservation, contact Mrs. Schmädicke (67 17853 or Schmaedicke@med.ovgu.de) –the room will be in the following hotel:
Intercity Hotel Magdeburg
Bahnhofstraße 69
39104 Magdeburg
6. Email to Mrs. Wysocki (alice.wysocki@med.ovgu.de) and provide the following information(cc to Mrs. Schmädicke (Schmaedicke@med.ovgu.de))
 - a) Name of the guest speaker
 - b) CV (if possible)
 - c) His/her working address
 - d) Title of the seminar
7. Afterwards, send all **original tickets and other bills** of the guest speakers as well as **Travel Reimbursement Form** (GRK Homepage, Downloads) original signed by the guest speaker to Mrs. Schmädicke - she will organize the reimbursement. If you covered costs (e.g. dinner) please do it using the same form and provide the original receipt.