



SCS Lectureships: Guidelines for Tour Organizers

IMPORTANT

The reputation of the SCS Lectureships depends on the high standards we set for their organization. Therefore, please follow these guidelines carefully and duly provide all the information and documents required. Life will be easier for the lecturer, for you as the tour organizer and for the SCS Head Office.

All templates and documents required can be downloaded by clicking on the links in this document or directly from the SCS Lectureships website (<http://www.scg.ch/scs-lectureships/>), where also details on previous SCS Lectureships can be found.

1. General organization

An SCS lectureship tour is organized by a *tour organizer* in cooperation with *local hosts* at the participating institutions. Normally, a tour comprises *one week of five consecutive workdays at five different Swiss institutions*¹. The SCS Lectureships scheme is overseen by a program coordinator (currently Stefan Willitsch, University of Basel).

2. Tasks of the tour organizer

The *nominator of the lecturer acts as the tour organizer*. The tour organizer oversees the following tasks:

- inviting the lecturer and fixing a date for the tour (Sec. 4A),
- designating the local hosts (Sec. 3),
- working out of the program and the detailed schedule of the tour in collaboration with the local hosts (Secs. 4B and 4C),
- arranging the lecturer's travel within Switzerland (Sec. 5),
- arranging the reimbursement of the lecturer (Sec. 5).

3. Tasks of the local hosts

The local hosts are one PI at each participating institution designated by the tour organizer from among the PIs who have supported the lecturer's nomination². The local hosts

¹ If more than five institutions have expressed an interest in hosting a lecturer, then (a) one (or more) institutions have to decline, or (b) the tour has to be extended in excess of one week (mind that accommodation costs for the intervening weekend have to be carried by the local hosts), or (c) institutions have to be pooled.

² The program coordinator will provide the tour organizer with a list of all supporters in the original acceptance e-mail.

- assist the tour organizer in the local organization of the lecture tour (Sec. 4A and 4B), in particular they are responsible for organizing the detailed schedule of the lecturer at each institution (Sec. 4C),
- ensure that the lectures are advertised at their institutions using the official posters provided by the SCS head office (Sec. 4B).

4. Timeline of the organization

A) Inviting the lecturer

The tour organizer is in charge of inviting the lecturer and fix, in agreement with the local hosts, a week for the visit. A shared online calendar is available to reserve the dates ³. Weeks are available on a "first come-first served" basis and only one SCS lectureship can be organized during each week. After the *dates* have been fixed, they *have to be entered into the online calendar and the SCS Head Office as well as the program coordinator have to be informed* ([click here for their contact details](#)).

B) Two months before the tour: lecture program

After the dates of the tour have been fixed, the tour organizer works out the *schedule of the tour* and a *lecture program* together with the local hosts. It is advisable to organize the tour in a way that keeps the travel times for the lecturer to a minimum.

Two months before the beginning of the tour, the date, time, lecture hall and title of the lectures at each location have to be sent to the program coordinator and the SCS Head office. The Head office will then prepare the official posters ([click here for an example](#)) to be sent to the tour organizer and to the local hosts for advertising the lectures at their institutions.

C) One month before the tour: final schedule and itinerary

At least one month before the tour, the detailed schedule and itinerary must have been finalized. It is mandatory to use the template provided ([click here to download the template](#)). This itinerary has to contain

- the names, addresses, phone numbers and if available the booking number of the hotels where the speaker will be staying,
- the names, e-mail addresses and (mobile) phone numbers of the local hosts,
- all necessary times of trains or other means of transportation (with changes, if applicable)
- information on who will meet them at the station or what the visitor should do when arriving at each stop of the tour.

This itinerary has to be sent to the to the program coordinator for approval. After the itinerary has been approved, *a copy has to be sent to the lecturer, to each local host, and to the SCS Head Office.*

³ The login credentials will be provided by the program coordinator in the original acceptance e-mail.

5. Travel and reimbursement of the lecturer

Travel to Switzerland: *It is up to the lecturer to organize the travel to and from Switzerland.* Return flights to Switzerland will be reimbursed up to a maximum of CHF 2'000 for flights from East Asia, CHF 1'500 from the US West coast, CHF 1'200 from the Midwest and CHF 1'000 from the US East coast. Flights within Europe will be reimbursed at the economy rate, train trips to Switzerland at the first-class coach rate. Please send a copy of the (e-)ticket showing the costs to the SCS Head Office.

To claim the travel expenses, the lecturer has to send an expense claims form with all receipts to the SCS Head Office after the journey ([click here](#) to download the form).

Trains within Switzerland: *All train trips of the lecturer within Switzerland have to be booked in advance by the tour organizer.* Tickets (1st class) can be booked and paid online at www.sbb.ch. Copies of the tickets have to be sent to the lecturer and to the SCS Head Office. If the cost of the train tickets exceeds SFr 200, the lecturer should be required to *buy a 1-month half-tax card upon arrival*. SCS will reimburse half fares +SFr 99 if this amounts to less than the full fares. Trips by private car are not reimbursed as such, but according to published rates of public transportation for the same translocation. Transportation by taxi (e.g. to and from airports) is at the expense of visitors.

6. Accommodation of the lecturer

Accommodation and meals for the lecturer have to be organized by the local hosts and the costs have to be carried by their institutions. The tour organizer has to make sure that the local hosts have arranged the accommodation and that the details are entered into the detailed schedule (see Sec. 4C).

7. Honorarium

The lecturers receive an honorarium of CHF 1'000. The the honorarium is transferred together with the reimbursement of the travel expenses.

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