Spring 2019	CIMeC Seminar Fact Sheet				
Type of CIMeC Seminar	**Research Seminar**	**PhD Colloquium**	**Visiting Prof Lecture**	**Visiting Scientist Seminar**	**All other seminars**
Who contacts the Speaker?	Host PI	Host PI	Host PI	Host PI	Host PI
When should seminar get planned at CIMeC?	≥1month before	In September each year	≥ 1-2 months before	≥1month before	≥1month before
How is it called (i.e. in the subject line of emails, on the cimec calendar)?	Research Seminar	PhD Colloquium	Visiting Prof Lecture	Visiting Scientist Seminar	Talk
Who does the Host PI contact first?	Raffaella Bernardi	Daniel Baldauf	mcs@unitn.it, phd@unitn.it	cimec.speakers@unitn.it	Reception in order to book room, then cimec.speakers@unitn.it
Where should the seminar take place?	Building of Host PI's office	Palazzo Fedrigotti	Palazzo Fedrigotti	Building of Host PI's office	Building of Host PI's office
Who books the room?	Host PI	phd.cimec@unitn.it	Host PI	Host PI	Host PI
Who sends the announcement email?	Host PI	phd.cimec@unitn.it	Host PI	Host PI	Host PI
Who sends the reminder email?	Host PI	phd.cimec@unitn.it	mcs@unitn.it, phd@unitn.it	Host PI	Host PI
Who do we send the announcement to?	fyi@list.cimec.unitn.it (which includes the following emal lists: - all (staff, PI's, post-docs and PhD's) - iit - visitors - mcs-students - anyone else outside of cimec who subscribes to this mailing list)	fyi@list.cimec.unitn.it	Principally: mcs-students@list.cimec.unitn.it phd-students@list.cimec.unitn.it Also possible: fyi@list.cimec.unitn.it researchers@list.cimec.unitn.it if VP is from ACN, then also to acn-lab-students@list.cimec.unitn.it	fyi@list.cimec.unitn.it	fyi@list.cimec.unitn.it
Where do we list the seminar?	On CIMeC's website (https://www.cimec.unitn.it/en/168/calendar) and on CIMeC's seminar page (https://www.cimec.unitn.it/en/127/seminars)	CIMeC's website (https://www.cimec.unitn.it/en/168/calendar) CIMeC's seminar page (https://www.cimec.unitn.it/en/127/seminars) CIMeC PhD's Colloquia page (https://www.unitn.it/drcimec/104/colloquia)	On CIMeC's website (Calendar)	On CIMeC's website (https://www.cimec.unitn.it/en/168/calendar) and on CIMeC's seminar page (https://www.cimec.unitn.it/en/127/seminars)	On CIMeC's website (https://www.cimec.unitn.it/en/168/calendar) and on CIMeC's seminar page (https://www.cimec.unitn.it/en/127/seminars)
What is the fund that covers the costs of this seminar?	**CIMeC PhD Funzionamento**	**CIMeC PhD Funzionamento**	**Internazionalizzazione**	**Internazionalizzazione**	**Host PI's own funds (grant)/ no cost to CIMeC**