

Guidelines for Leaders to organize the Team meetings at ISSI

Leaders will be responsible for the relations with the Team members. ISSI does not maintain direct individual contacts with the members (except for item 4. below). From ISSI perspective the team leader is the central focus.

Responsibilities of the Leader in preparation of a meeting:

- Inform the members of the procedures and ways of operating at ISSI. These can be found on the ISSI web page and under point 6 below.
 - Determines the dates and participation of the members, and of the Young scientists (see separate note).
 - *Team membership cannot be modified unless authorized by ISSI after previous consultation with the Science Committee.* If a membership modification is required a short justification and a CV of the candidate should be provided.
 - Notifies ISSI of the presence of self-supporting invited experts or solicits exceptional financial support.
 - All matters concerning the good conduct of the meetings (agendas, tasks assignment, etc).
1. Set the meeting dates and participation. Team leaders should access the Calendar on the ISSI web (<http://www.issibern.ch/program/calendar.html>, please pay attention to the header) to check for open periods. Leaders should then get in touch with Maurizio Falanga (mfalanga@issibern.ch) who is in charge of the overall planning of ISSI, and specify the number of participants, number of days, special requirements for facilities, possible splinter meetings of the team, etc. *No Team can start on Friday, or can be hosted at ISSI during the weekend.*
 2. The team leader will be responsible to setup, maintain, and update a website located on ISSI's web server. It should include an abstract of the scientific aims, list of team members, schedule and agenda of meetings, a final report of the results achieved, and a list of publications with acknowledgement to ISSI. To establish the site, the team leader, or another mandate member, should contact the ISSI system administrator, Saliba Saliba (+41 31 631 3251, saliba@issibern.ch). For more details see (http://www.issibern.ch/program/pdf/team_website.pdf).
 3. On the basis of point 1, Jennifer Zaugg (+41 31 6314896, e-mail: zaugg@issibern.ch), will make a block booking in the hotels in Bern with which we have an agreement. It is very important to do that early enough. Jennifer deals with all administrative matters (accommodation, letter of invitation for those requiring a visa, etc).
 4. Confirmation of attendance. Having set up all the above, the leader will ask members to make direct contact with Jennifer Zaugg (zaugg@issibern.ch) in order

to give detailed accommodation requirements (day/time of arrival/departure, single/double room, car parking needs, etc) and, if applicable, requests connected with visas for Switzerland. Participants will find the address, telephone number, as well as a city map of Bern showing the location of the hotel, the train station and ISSI on our web site <http://www.issibern.ch/localguide/hotels.html>. Participants who may prefer to make their own accommodation arrangements should specifically inform Jennifer Zaugg.

5. The leader will communicate to ISSI the precise date and time of start of the meeting.
6. At ISSI members will fill in forms for the purpose of per diem reimbursement. *Travel costs will only be reimbursed to the Leader, unless she/he renounces in favour of another member.*

During the stay in Bern each member will get a per diem for meals of CHF 35.- for lunch and CHF 35.- for dinner. Breakfast is included in the hotel fees. The hotel is paid directly by ISSI. (NASA scientists having specific administrative rules should contact Jennifer Zaugg). Participants will get the per diem by bank transfer, so would each participant please provide the IBAN code together with the exact address of one's own bank.

7. The number and format of publications, the choice of the publisher and eventual costs are as a rule the responsibility of the Team. *ISSI requests an acknowledgement of its support in all publications resulting from the team activities.*

I look forward to welcoming you to ISSI

M. Falanga