



## CRAC support for the visits of guest speakers

### Rules

- The proposals of the visits can be submitted by academics and doctoral candidates from the UW, as well as students scholarly societies.
- The papers and lectures have to be open for the public and will be announced in the CRAC Newsletter and on the CRAC website.
- This financial support is aimed to support the visits of individual lecturers, not the visits of conferences' groups.
- It is required to apply for the CRAC financial support at least 2 months before planned arrival. The submissions should be delivered on the dedicated form and sent to CRAC mailbox: [crac@uw.edu.pl](mailto:crac@uw.edu.pl). The form contains first and second name of a guest, his or her affiliation, date and title of the lecture and name of a seminar under which the paper will be delivered, as well as the personal data of the guest and host.
- The submissions are accepted or refused by the CRAC Chair within 3 weeks, after consultation with the CRAC Council.
- The grant can be used to cover the costs of transportation (train journeys are preferred, if possible), accommodation, and daily allowance.
- The purchases of the tickets have to be done by travel agency cooperating with the UW.
- Booking of the hotel and transport is done by the host (person who invite). The host also fills in the forms and documents necessary to the guest's arrival. The forms for the booking of ticket and accommodation and the form of the guest's notification are signed by the CRAC Chair.
- The financial services of the submissions are provided by the Faculty of History, and any invoices are signed by the CRAC Chair.
- The visits can be co-financed from other sources.
- The visits and procedures concerning the stays must meet the University's relevant rules.