

Guest speaker with remuneration:

First the professor invites a guest speaker. Then the guest speaker chooses a date for the colloquium. The appointment is published on the department homepage, by the office manager. By that this certain date is closed for other speakers. Then the guest speaker sends abstract and title, the address and the bank account to the office manager. At the day of the lecture the guest speaker fills in a travel expenses form. Both, guest speaker and professor sign it. For further processing the form is send to the deanship department. Then to the travel expenses department, which orders the transfer of the remuneration by the federal finance department of universities.

This process can cause several exceptions. First the guest speaker may get sick. So a new appointment needs to be fixed, maybe in a new room. The same happens if the guest speaker is unable to appear at the fixed day of the week. Furthermore if the guest speaker has no bank account within the European Union, the remuneration is paid as a check. Therefore the office manager makes a telephone call to the travel expense department.