Instructions for Registering Short-term Visitors Online

In order to improve the procedure for inviting scientific personnel for short-term visits (up to one month) to SISSA, the School has created a web application for registering visitors online before the date of their arrival. The aims of this new procedure are:

- to facilitate the visitor by giving him/her advance notice of SISSA’s facilities and the information required for payment/reimbursement, thus reducing the time spent on these administrative matters while here;
- to help SISSA’s administrative staff to prepare for the visit in a more organized and efficient manner
- to improve the management of the rooms at SISSA.

Guests who are “cost free”, but will remain at SISSA for more than one month (visiting students and researchers, interns etc.) should also be registered if they intend to use the facilities of the School (laboratory, desk, computer account, entrance card, library etc.). This is also required for insurance and statistical purposes.

As the procedure is still in a trial phase you are kindly requested to communicate any errors or malfunctioning to: webservices@sissa.it.

Steps:

Step 1.

SISSA’s scientific personnel (faculty members and holders of research assignments (“assegnisti”) carry out the registration online of their visitors, following prior authorization from the scientists responsible for the funds used (the Area Coordinator for Area funds and the scientist in charge of project funds).

The link for the registration of the visiting scientists can be found at:

http://services.sissa.it/im/guestManagement/invite

and the link for administrating invitations already registered is:

http://services.sissa.it/im/guestManagement/list

You can access both links with your SISSA username and password.

The invitation should be done at least 10 days before the visitor’s arrival (extra time is necessary in case of prepaid tickets). This is required to allow time for the administration to implement the requests. (see Step 2).
The invitation can be made after the 10-day limit, but in this case the Director of SISSA will receive a notification by the programme and it will be necessary to wait for his authorization before proceeding to the next step.

**Step 2.**

After the online registration by the scientific personnel an email will be immediately sent to the relevant secretary (Area/Director’s/ILAS Secretariat) who will then confirm the availability of the funds indicated by the scientist. The secretary will send an email to the guest asking him/her to confirm the dates, and where applicable, to organize prepaid travel arrangements, hotel booking and allocate a desk.

**Step 3.**

Once the details of the visit have been verified by email, the secretary will then confirm the invitation online, and the guest will receive an email inviting him/her to fill in a personal data form which will be required for the payment of the remuneration or reimbursement of expenses.

An information sheet containing instructions on how to reach SISSA, rules for reimbursement, and on the facilities of the School will also be attached to the mail.

An email will also be sent to the Accounts Office for the commitment of funds.

The guest will be requested to register his/her details at least 4 days prior to arrival.

Regarding the registration of participants for workshops/conferences/schools etc., an application is currently being created by SISSA’s computer staff which will send an email to participants indicated by the organizing scientist at SISSA, inviting them to register online. A communication will be sent once this has been developed. Speakers at workshops etc. should however be registered with the present procedure.

**Step 4.**

When the guest has finished the registration, an email will be generated advising the following offices of his/her arrival:

- **Estate office and Reception:** for key and entrance card
- **Library:** to take out books on loan
- **Computer Service:** for computer account
- **Scientific Secretariat:** Maria Sole Favetti will print out the personal data form that the guest will have compiled online so that he/she can sign it on arrival. She will also collect the travel tickets for reimbursement.