Guide for Guest Lectures

Guest lectures supplement and deepen the curriculum and research area, which is why academics, scientists, and scholars visit Universität Hamburg to give lectures.

Therefore it is necessary to establish a short and simple process for guest lectures.

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<th>Procedure</th>
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The guest lecturer is sent an invitation letter (Attachment 1) by the faculty, department, or institution. This invitation includes a sample invoice (Attachment 2), which is to be used to create an invoice for later submission. The faculty, department, or institution sends a copy of the invitation to the Strategic Purchasing Team (742) together with page 2, “Procedure for UHH Employees.”

The Strategic Purchasing Team then sets up an open item in SAP so that the allocated budget is also visible for you in the SharePoint statement of account.

After his/her stay, the guest lecturer will simply submit an invoice upon which the proper execution of the lecture must be endorsed.

The Strategic Purchasing Team will then arrange for payment.

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<th>Contacts and assistance</th>
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You can send emails to us at our general email address werkvertrag@verw.uni-hamburg.de

We are also available for you in person at Mittelweg 177, 20148 Hamburg in Room S3038.

- Martina Schönfelder (ext.: -2527)
- Frank Fokken (ext.: -7199)
- Simona Witthoeft (ext.: -6786)