

Applicant/RPA

General description

Applicant name: Alessia Lanari **Role:** CommEv

Category of requested event: ☒ Research seminar ☐ Graduation session ☐ OPEN IMT – Conferenze pubbliche ☐ Workshop
☐ Job Market Seminar ☐ Inaugural Ceremony ☐ Conference
☐ Academic conference

Affiliation ☐ AXES ☐ DYSCO ☐ ICES
Research unit ☐ LIME ☐ LYNX ☐ PRIAN
☐ POLHIST ☐ NETWORKS ☐ SYSMA

Track ☐ CDSS ☐ ECON ☒ MDCH
☐ POLHIST

Description of event:
☒ IMT as promoter ☐ IMT hosting (the IMT logo will be mentioned as 'in cooperation with') ☐ IMT other role (please specify)

Title: "Sociological Analysis of Culture" – Ciclo di seminari (tot. 30 ore)
(attach the program when possible)

Date/s: May 2014 (calendario in allegato) **From** **To**

Number of expected participants: 10/15

Applicant/RPA

Speakers

Title	Speaker	Contract	Travel expenses	Accommodation	Board
"Sociological Analysis of Culture"	Name: Wendy	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
	Surname: Griswold	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes	<input checked="" type="checkbox"/> yes
	University/Institution Northwestern University	Max amount: € 4.500,00 - € 150,00/h	Max amount € 1.800,00	Max amount	Max amount
	Role Full Professor	Typology *: AD-a	Description Flight + Train/Bus	Description IMT Guest Quarters	Description IMT canteen
	<input checked="" type="checkbox"/> Attach CV				
	Name _____	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
	Surname _____	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> yes
	University/Institution _____	Max amount: _____	Max amount _____	Max amount _____	Max amount _____
	Role _____	Typology *: _____	Description _____	Description _____	Description _____
	<input type="checkbox"/> Attach CV				
TOTAL COST					

* Opzioni:

AD = affidamento diretto ai sensi del Regolamento sugli incarichi e sui rapporti di lavoro in ambito didattico e scientifico, secondo i criteri specificati (almeno uno)

AD-a. L'incarico può essere conferito a esperti di alta qualificazione in possesso di un significativo curriculum scientifico o professionale;
AD-b. Esperto di chiara fama;

ER = Compenso equiparabile a un rimborso spese

Alternative Means of Transportation¹

☐ Hiring car with or without driver € ☐ Taxi €

Reason: _____

Participants

(In the event of workshop)

☐ **Speakers**

Number

☐ **Discussants**

Number

☐ **Participants**

Number

☐ **Other**

Number

List of names (In the event of speakers):

Name	Surname	E-mail	Role	Affiliation

☐ **Attach cv**

Travel expenses: ☐ yes Description: _____ **Max amount €** ☐ no

Accommodation: ☐ IMT Guest quarters ☐ IMT Apartment ☐ Other description: _____
Max amount €
☐ no

Board: ☐ IMT canteen ☐ Other: Description: _____ **Max amount €**
☐ no

IMT Guest Web account ☐ yes ☐ no

¹ **Maximum amount of expenses** – in compliance with IMT regulations, no refund will be issued for expenses exceeding the declared amount.

How to disseminate the event					
Electronic mail					
IMT					
Students	<input checked="" type="checkbox"/> CDSS Compulsory <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> ECON Compulsory <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> POLHIST Compulsory <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> MDCH Compulsory <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<input type="checkbox"/> Resident faculty					
<input type="checkbox"/> Other Professors and researchers (Lecturer, Assistant lecturer)					
<input type="checkbox"/> Executive Council	<input type="checkbox"/> Academic Council	<input type="checkbox"/> Research Area Advisory Board	<input type="checkbox"/> Audit Committee	<input type="checkbox"/> Assessment Board	<input type="checkbox"/> Staff
OTHER ADDRESS					
Local address	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Cultural Heritage	<input type="checkbox"/> Economics	<input type="checkbox"/> Political Science	
National Address	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Cultural Heritage	<input type="checkbox"/> Economics	<input type="checkbox"/> Political Science	
International Address	<input type="checkbox"/> Computer Science	<input type="checkbox"/> Cultural Heritage	<input type="checkbox"/> Economics	<input type="checkbox"/> Political Science	
SPECIFIC categories:					
<input type="checkbox"/> Other (specify): request of accession					
Other					
	Type	Type of request	Max amount		
Press	<input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> International		€ _____		
Poster	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Series <input type="checkbox"/> Other		€ _____		
Site	<input type="checkbox"/> Routine changes <input type="checkbox"/> Extensive changes <input type="checkbox"/> Simple changes <input type="checkbox"/> Other (specify)				

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Description of goods/services required	
Spaces	<input type="checkbox"/> Conference room <input checked="" type="checkbox"/> Classroom: TBA <input type="checkbox"/> Auditorium <input type="checkbox"/> Villa Bottini <input type="checkbox"/> Auditorium San Romano <input type="checkbox"/> Other (specify)
Other general expenses:	
<input type="checkbox"/> Spaces	Description: max € 0,00
<input type="checkbox"/> Catering	Description: max € 0,00
<input type="checkbox"/> Restaurant (social dinner)	Description: max € 0,00
<input type="checkbox"/> Pickup service/chauffeur-driven car	Description: max € 0,00
<input type="checkbox"/> Organization of Tour guide	Description: max € 0,00
<input type="checkbox"/> Hostess	Description: max € 0,00
<input type="checkbox"/> Graphic designer (poster/brochures/depliant)	Description: max € 0,00
<input type="checkbox"/> Stationary	Description: max € 0,00
<input type="checkbox"/> Other (specify)	Description: max € 0,00
COSTS SUMMARY	
LECTURER/S	Gross € 4.500,00
TRAVEL EXPENSES	Gross € 1.800,00
ALTERNATIVE MEANS OF TRANSPORTATION	Gross € 0,00
ACCOMMODATION	Gross € 0,00
BOARD	Gross € 0,00
POSTER	Gross € 0,00
PAPER MAILING	Gross € 0,00
PRESS	Gross € 0,00
OTHER GOODS AND SERVICES	Gross € 0,00
TOTAL COST	Gross € 6.300,00
Credit card payment:	<input checked="" type="checkbox"/> Yes (specify expenses and gross amount) <u>Flight – gross amount tba</u> <input type="checkbox"/> No
FUND (select one choice)	
<input type="checkbox"/> individual fund (for resident faculty only)	
<input type="checkbox"/> research unit fund (please specify Research Unit) _____	
<input type="checkbox"/> project , specify _____	
<input checked="" type="checkbox"/> IMT budget	
The expense is related to the following organizational unit (if more than one indicate %)	
Research Unit:	
<input type="checkbox"/> AXES <input type="checkbox"/> DYSCO <input type="checkbox"/> ICES <input type="checkbox"/> LIME <input type="checkbox"/> LYNX <input type="checkbox"/> PRIAN <input type="checkbox"/> SYSMA <input type="checkbox"/> NETWORKS <input type="checkbox"/> POLHIST	
Tracks: <input type="checkbox"/> CDSS <input type="checkbox"/> ECON <input checked="" type="checkbox"/> MDCH <input type="checkbox"/> POLHIST	
Administration: <input type="checkbox"/> general	

Preliminary approval	
Research Unit Director	Check: <input type="checkbox"/> Yes <input type="checkbox"/> No ⁴ (specify) _____ <input type="checkbox"/> Partially ³ (specify) _____ Signature: _____ Date: ____/____/____
DIR/Delegate	Check: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ³ (specify) _____ <input type="checkbox"/> Partially ³ (specify) _____ Signature: _____ Date: 16/12/13

Payment approval	
DA	Check: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ³ (specify) _____ <input type="checkbox"/> Partially ³ (specify) _____ Signature: _____ Date: 13/12/13
CdR	Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ³ (specify) _____ <input type="checkbox"/> Partially ³ (specify) _____ Signature: _____ Date: 16/12/13

Requests	
RPA	RPA: _____ Date of receipt: ____/____/____ Site: _____ Spaces: _____ see SU form n. Stationary: _____ Contracts: _____ see SC form n. (attach the personal data form) <input type="checkbox"/> Sent an e-mail to canteenservice@imtlucca.it to book the canteen Date: ____/____/____ <input type="checkbox"/> Sent a report to the applicant Date: ____/____/____

⁴ Back to RPA date of receipt ____/____/____ -> back to Admin's RU date of release ____/____/____ -> (back to the project supervisor date of release ____/____/____) -> back to the Applicant/Owner date of release ____/____/____

MDCH - Cycle XXVIII - A.Y. 2013/2014

Title: Sociological Analysis of Culture

Date	Timetable	Hours	Lecturer
19 May 2014	10.00-13.00 15.00-18.00	6	Wendy Griswold
20 May 2014	10.00-13.00	3	Wendy Griswold
21 May 2014	10.00-13.00	3	Wendy Griswold
22 May 2014	10.00-13.00	3	Wendy Griswold
26 May 2014	10.00-13.00 15.00-18.00	6	Wendy Griswold
27 May 2014	10.00-13.00	3	Wendy Griswold
28 May 2014	10.00-13.00	3	Wendy Griswold
29 May 2014	10.00-13.00	3	Wendy Griswold
TOTAL		30	