



IS1405 BIRTH, STSM committee, stsmcost@gmail.com

Dear Host Institution,

Thank you so much for opening up in order to create a possibility for the development of a young scientist! Your generosity is greatly appreciated. Below, you can find a few guidelines to help you successfully support the young researcher visiting your Institution.

Guidelines for the Host Institutions

Before the STSM

Make sure that you make space in your agenda for at least minimum contact between the STSM grant holder and YOU BEFOREHAND.

SKYPE or communicate to get to know each other

PLAN THE PROGRAM EARLY to find the best suitable week/dates to fit the mission and reserve this time

DEVELOP the program together in terms of appropriate activities and time allocated. Make sure that it is balanced to meet the needs of both parties.

Suggest appropriate accommodation opportunities for the STSM holder (remember that the grant is low and B&B or alternative accommodate can be important info)

Discuss Language facilitation particularly when the visit is in a non-English speaking country

Ask colleagues or friends to accompany the STSM holder when needed for visits etc.
Recommend other people to contribute and assign roles

Discuss transport/ media/ networking opportunities and/or internet connection provision

Remember to exchange telephone numbers, skype addresses, emergency contact details

Welcome the STSM holder and connect with him/her on arrival

During the STSM

Make sure that the STSM holder has got some space to work in peace and the necessary equipment

Talk and scientifically supervise for optimum results. Provide mentoring during the STSM visit

Facilitate contact with other experts in the field. Provide opportunities for social contact and networking. Think of any other social events connected with the STSM that were not discussed earlier

After the STSM

Write and sign the document of successful completion of the STSM

Honor and acknowledge the schedule you have created as part of the STSM if there are common publications or articles to follow

Send us (STSM committee, stsmcost@gmail.com) a summary of your experience. This can be very helpful for the possible STSM publication book at the end of the action. Include recommendations to make things even better.

Have a Great experience of co-evolution! Thank you!