

INSTRUCTIONS FOR SPEAKERS' FEES

Please note that **it is not possible to activate assignments for activities already carried out or currently in progress.**

The address to request and send the forms is eventistudenti@polimi.it

All contacts with the speaker are the sole responsibility of the person in charge of the initiative.

STEPS

1. **At least four weeks before the start of the activity**, the person in charge must send an email requesting the activation of the assignment containing the title of the initiative, the expected date, time, and place of the event.
Attach the forms to be completed by the speaker
 - Personal data form
 - Declaration form ART. 15 Legislative Decree 33_2013 (completed)
 - Declaration form ART. 15 Legislative Decree 33_2013 for publication - Identity document (of the speaker)
 - CV (of the speaker)
 - Report on the objectives to be achieved during the activity (max 5 lines)
2. After receiving the documentation, **the office will prepare the contract** and send it to you.
3. Have the speaker **sign the contract** and **send it back to the office** via email.
4. **Once the activity has taken place (within and no later than 15 days), send** the office:
 - Speaker's report on the objectives achieved
 - 4 photos of the initiative - Report by the person in charge of the activity using the forms indicated in the instructions for contribution management, available on the UNIVERSITY WEBSITE under CULTURAL ACTIVITIES AND STUDENT TRAVEL

If the signed assignment is **occasional**, send the completed and signed **performance note** by the speaker.

If the signed assignment is **professional**, the speaker may issue an **invoice** following the instructions provided in the assignment letter. It does **not** need to be attached to the email, just notify that it has been issued. <mailto:eventistudenti@polimi.it>