

# Checklist Guest Teachers

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<b>Guest's name and home university:</b>
<b>Responsible member of staff at SSLIS</b>
<b>Project name (if any)</b>
<b>Head of school is informed:</b>
<b>Guest's main interest (academic or administrative):</b>
<b>Proposed research group to have discussions with guest:</b>

<b>What</b>	<b>Who</b>
<b>Practicalities related to stay</b>	
Official invitation letter for administrative purpose at the home university	Responsible staff or international coordinator (IK)
Accommodation	Inviting staff or IK
Travel (best if the guest takes care of this)	Guest or IK
Guest teacher room/office space	IK
Guest login to the network	IK
Agreed remuneration/payment: SINK and Arvodesblankett to the guest teacher (inform about the amount prior to the visit)	Financial officer / Anna-Lena
Information material to the guest	Meeting organiser
Picking up at airport/train station	Responsible staff – or taxi via IK
<b>Visiting programme related</b>	
Guest /research/ programme	Inviting staff with IK
Calendar booking	Information officer (needs to be informed)
Additional appointments (Dean, Director, research group, teaching/programme group etc)	Responsible staff with IK
Information to SSLIS and others about the guest	Responsible staff
Communications department – news?	Responsible staff
Fika and lunches – booking	Responsible staff – IK may help
Meeting rooms – booking	Responsible staff
<b>Additional programme/events</b>	
Library tour/Smart textiles/Innovation lab etc	Inviting staff with IK
University tour	Inviting staff with IK
Social event/After work	Inviting staff
Guided tour in Borås/Sculpture walk	Inviting staff
Cultural event	Inviting staff

**Guest research programme**

*Guest research programme should advisably include a lecture/seminar (or more), meetings with colleagues (common research interests) and students/doctoral students.*

**Appointments**

*The guest should have the opportunity to meet the Head of School or any of the Deputy Heads of School, or the Head Research Coordinator/Professor. Both TA and academic staff might want to meet with other administrators at different levels.*