IFAE seminars and colloquia committee

Committee composition:

ATLAS: Javier Montejo Cosmology: Jonás Chaves, Martine Lokken, *Andreu Font* Gamma rays: *Oscar Blanch* Gravitational waves: Monica Seglar, <u>Lluïsa-M. Mir</u> Medical physics: Gerard Ariño Neutrinos: Pilar Casado PIC: Laura Cabayol QCT: Manel Martínez Theory: Aritra Biswas, M. Herrero, *Rafel Escribano*

Colloquia:

- Up to six per year → Need to reach agreement
- IFAE pays travel and hotel* expenses
- IFAE pays 300 € as stipendium

Seminars (follow the current model of theory seminars):

- Travel and hotel* expenses charged to projects
- IFAE pays **up to** 150 € as stipendium
- Overall expenditure ~ 500, 600 € per seminar

Ideally well-balanced (topics, speaker gender, etc)

* Following BOE rules must not exceed 65 €/night. IFAE has agreements with Hotel Via Augusta in BCN or the hotel Campus at UAB.

Experimental seminars

- **Eight** experimental groups → ~one seminar of a given line every two months
- It is up to each group to discuss internally about possible speakers, contact them and take care of the arrangements
- Need to create a calendar to manage booking → Will use Indico
- Choose a day/time for experimental seminars?

Monday

Tuesday

Wednesday pizza seminar @ 1 pm

Thursday theory seminar @ 12 pm

Friday

Paperwork

The speaker (both for seminars and colloquia) should provide:

- Photocopy of the passport
- Official bank ID details document
- Signed IFAE form (see next slide)

IFAE form

Name:	XXXX XXXX
DNI/NIE:	XXXXXXXXX

I have received from the INSTITUT DE FÍSICA D'ALTES ENERGIES (IFAE) the following amount for the conference "XXXX-title-of-the-seminar-XXXX" within the Seminar program of the IFAE Experimental Division, held on the XX XXXX of 2023, according to the following detail:

XXXX XXXX

XXXXXXXX

Name:

DNI/Passport N.:

I have received from the INSTITUT DE FÍSICA D'ALTES ENERGIES (IFAE) the following amount for the conference "XXXX-title-of-the-seminar-XXXX" within the Seminar program of the IFAE Experimental Division, held on the XX XXXX of 2023, according to the following detail:



Item Amount Seminar "XXXX-title-of-the-seminar-XXXX" 197,37 € 197,37 € 197,37 € 197,37 € 24% deduction IRPF -47,37 € Total 150,00 €

This document is not an invoice and is issued in accordance with art. 17.2.c), art. 101.3 and additional provision 31a, section 2, of Law 35/2006, of 28 November, on Personal Income Tax (IRPF), given that the amounts received for the training given are considered earned income. For this reason, the payer must withhold the relevant amount that must be paid to the Tax Agency as income from the work of the trainer.

Signed,		
XXXX XXXX		

This document is not an invoice and is issued in accordance with art. 17.2.c), art. 101.3 and additional provision 31a, section 2, of Law 35/2006, of 28 November, on Personal Income Tax (IRPF), given that the amounts received for the training given are considered earned income. For this reason, the payer must withhold the relevant amount that must be paid to the Tax Agency as income from the work of the trainer.

Signed,

XXXX XXXX