*Adr*



*Location*, *Date*

Invitation to give a SCS Lectureship Series at Swiss Universities

Dear Prof. *Name*

In the name of the Swiss Chemical Society It is my pleasure to invite you to give a one-week SCS lecture tour at the Universities of *Zurich*, *Bern*, *Fribourg* and *Geneva* as well as at the *EPF Lausanne*. The board of the SCS Division of Fundamental Research approved my initiative and the corresponding budget. As discussed in our previous conversations we propose to organize your tour as follows:

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| --- | --- |
| * Sun, MMM dd, 2013 | Flight from *City* to *Zurich* |
| * Mon, MMM dd, 2013 | Lecture at University of Zurich |
| * Tue, MMM dd, 2013 | Lecture at University of Bern |
| * Wed, MMM dd, 2013 | Lecture at University of Fribourg |
| * Thu, MMM dd, 2013 | Lecture at EPFL Lausanne |
| * Fri, MMM dd, 2013 | Lecture at University of Geneva |
| * Fri, MMM dd, 2013 | Flight back to City from *Geneva* |

A detailed schedule with contacts and hotel addresses is attached / will follow as soon as we know the details.

The overall topic of your tour is announced as «*Topic*». Please let me know if this is still correct and if you like to give the same talk at each university or if there will be a different lecture each day. As we'd like to announce your talks in our journal CHIMIA, on our website www.scg.ch and as poster ads at each university we would be happy to know the title(s) of your lectures at least until MMM dd, 2018.

The SCS in collaboration with the local Universities will cover your travel costs to Switzerland (max *CHF 1'000* for a flight from/to *the US east coast*) as well as all expenses (transfers, hotel, meals) during your stay. Please send the receipts of your expenses and your bank details with the attached form to me by mail. To honor your outstanding contributions and to express our sincere respect we are happy to present you an additional honorarium of CHF 1'000. As part of your award, you are invited to submit an article (review, communication or full paper) to Helvetica Chimica Acta (helv.wiley.com), the Journal of the Swiss Chemical Society, within the next 9 months.

If you have any questions do not hesitate to contact me:

*Prof. Name organizer  
University organizer  
Departement organizer  
Address  
ZIP\_code City  
Mail  
Phone*

We are looking forward to welcome you in Switzerland and to your contribution to Helvetica.

Kind regards,

Name Organizer, University

organizer@mail.ch