

## Information to be provided by your Unit's seminar correspondent

* Requester’s contact (first name, surname and unit):
* Information about the speaker you wish to invite (First name, LAST NAME, position, affiliated laboratory):
* Title of the presentation (at least provisional):
* Specify if the speaker is coming for a specific reason (e.g. as a member of a thesis jury) and if their travel has already been funded.

## Information to provide for communication

* Planned date and time of presentation ([check the schedule beforehand](https://resa.fraib.fr/planning/) - ‘FRAIB seminar available’ = slot available):
* Abstract (5 lines maximum):
* Web link to laboratory page and/or personal page:
* Speaker's e-mail address:
* Please attach a photo of the speaker **and** a high-quality scientific illustration (preferably directly as an attachment in the email), specifying the credits.

***Send your request to*** [**CONTACT@FRAIB.FR**](mailto:CONTACT@FRAIB.FR)

***Reminder****: the applicant and his laboratory manage the invitations (hotel bookings, travel) and advance the associated costs. FRAIB reimburses your laboratory through a regularisation order for expenses incurred, up to a maximum of 800 euros.*