# **INVITATION LETTER**

To Prof.

(istituzione di provenienza)

(indirizzo)

paese

Dear Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It is an honour to invite you to be a Short-Term Visiting Professor at Università del Piemonte Orientale and deliver a seminar and workshop on (materia o argomento)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ora) to\_\_\_\_\_\_\_\_\_\_\_, in the framework of the (corso di studi, master, dottorato)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The UPO will be glad to cover **your travel expenses, your transfer, your accommodation and your meals** for the number of days necessary for your teaching activity./Payment will be in the amount of euro XXX,00 gross (euro/hour XX,00 gross) for teaching the above mentioned seminar. The Payment is made using direct deposit; so be sure information is correct.

SWIFT code: XXXXXXXXXXXXXXX

c/c n. XXXXXXXXXXXXXXX

XXXXXXXXXXXXXXX

The amount will be allocated at the end of the teaching activities.

We look forward to a positive response to our invitation. The Secretariat of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will contact you to discuss with you all practical details concerning your schedule, your accommodation and the teaching format.

We remind you that the University requires you to observe the University’s Code of ethics and professional conduct.

Warms regards,

The Director of Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_)*