

## **ORGANIZATION RULES OF THE ACADEMIC SEMINAR WITH GUEST LECTURERS AT NAIM-BAS**

The scientific seminar at NAIM-BAS sets the following goals:

- To present regularly in front of the Bulgarian academic community and the broad public, the newest achievements in the field of archaeology, numismatics, epigraphy, and interdisciplinary studies. It focuses on the best achievements of international and Bulgarian science.
- To create and support a high degree of education and knowledge in the field of archaeology and the concomitant scientific directions among the specialists and the broad public.
- To popularize archaeology and the protection of the cultural-historical heritage.
- To create partnerships and a broad network of working contacts for the scientific workers of NAIM-BAS.

### **Structure:**

1. The seminar is carried out over eight months per year, from the beginning of October till the middle of June.
2. The seminar is split into two semesters – winter one (October-January) and summer one (February-June).
3. Every month, two lectures are organized – one by a foreign lecturer and one by a Bulgarian lecturer.
4. The dates of the forthcoming lectures are coordinated in advance by the responsible persons for the seminar. The responsible persons coordinate the lectures in the Conference Hall (NAIM-BAS) with the responsible persons for the museum events (exhibitions, hiring of the hall from internal organizations, etc.).

5. The lectures are organized on Tuesday or Wednesday from 5.30/6 pm at the Conference Hall of NAIM-BAS (Atanas Burov Square No. 1).

**Application for participation in the seminar:**

6. The graphic of the forthcoming lecture is coordinated with the responsible persons for the seminar, and the lectures' program is published in a separate rubric on the NAIM-BAS website.

7. Requests for the seminar by foreign lecturers should be sent to the responsible persons for the seminar at least six months before the date of the lecture.

8. Requests for the seminar by Bulgarian scientists should be sent at least two months before the appointed lecture.

9. Requests for the lectures should be sent to the responsible persons for the seminar from the heads of the departments and affiliates of NAIM-BAS, regarding a proposal made by a member of the respective scientific unit. The proposal should be discussed at a meeting of the scientific unit (department or affiliate), entered into a protocol, and a registration form should be sent to the responsible persons for the seminar. The lecture should be scheduled to coincide with the free dates in the program.

10. The scientist who had come into contact with the guest-lecturer should inform the latter with a letter that should be addressed with a copy to the official e-mails of the seminar's responsible persons. After that point the further correspondence and all the details are coordinated by the seminar's responsible persons.

11. The seminar's responsible persons clarify with the guest lecturer the date and the hour of the lecture, as well as the dates of the guest's arrival and departure, closely related to the number of overnight stays (not more than two nights).

12. NAIM-BAS covers the travel expenses and the overnight stays of the guest-lecturers (not more than two nights).

13. The responsible persons for the seminar clarify together with the guest-lecture from where (state, city) and how (by plane, by bus, by train, by personal car, etc.) the guest-lecturer will arrive at Sofia.

14. After the appointment of the flight, the latter should be reserved from the preliminary chosen tourist company, and the price should be paid by NAIM-BAS through a bank account.

15. In the cases when the guest-lecturer travels by bus, train, or a personal car, the purchase of the tickets and the payment of the gasoline should be discussed and clarified with the NAIM-BAS accountant's office.

16. After the appointment of the stay and the purchase of the tickets, the organizers of the seminar should make a reservation with the respective number of night overstays in a hotel.

### **Promotion of the seminar:**

20. In order for the seminar to be promoted, a separate rubric should be supported on the NAIM-BAS website, where the program for the forthcoming lectures will be published.

21. Besides the abovementioned program, two weeks before every lecture, on the website of NAIM-BAS, a separate notice of it should be published, and the scientific secretariat should send a message to the archaeological staff. The message should also be published on NAIM-BAS' website, Instagram, and Facebook page. The information should be reposted by the seminar organizers in other Facebook groups and on social media.

22. Four weeks before the lecture, the organizers of the seminar demand by the guest-lecturer the information needed for the elaboration of the lecture's poster and notice: short biography (up to one standard page), names, affiliation and scientific titles, a title, short review of the lecture, between two and three photos with a good resolution (up to 1000 pixels).

23. The posters for the forthcoming lectures should be elaborated in two languages – Bulgarian and English (or in another foreign lecture on which the lecture will be presented).

24. The responsible persons for the seminar should prepare the information on the posters and notices, and send it to the responsible persons for the site in order the posters to be made.

25. During the lecture, the responsible persons for the seminar or a photographer appointed by NAIM-BAS should take photos.

26. After the end of the event, the responsible persons for the seminar should published short review with the respective photos on the NAIM-BAS website and the Facebook page.

*The responsible persons for the Academic seminar of NAIM-BAS are: Assistant Professor Dr. Kaloyan Pramatarov (Department “Exhibitions”), [kaloyan.pramatarov@gmail.com](mailto:kaloyan.pramatarov@gmail.com), and Assistant Professor Dr. Atanas Tsurev (Prehistory Department), [a.tsurev@gmail.com](mailto:a.tsurev@gmail.com)*