

## CFEL Molecular Physics Seminar

Dear Speaker,

Thank you for accepting the invitation to give a presentation in the CFEL Molecular Physics Seminar series! Here, we want to give you some details on the seminar and on your upcoming visit to CFEL.

Generally, the CFEL Molecular Physics Seminar will be held in the CFEL building, building 99 on the Campus Hamburg-Bahrenfeld, on Thursday at 10:00h (sharp) and the talk should last about 45 min. If you agree, we would prefer to discuss questions during your talk. This way we could get the best experience and understanding based on your expert insight into the presented topic. Typically, you'll need to prepare material for a 30 min presentation, which will result in a seminar of 45-60h mins. The seminar should also not be extended beyond that time. You can find a list of previous and future seminar speakers at <http://desy.cfel.de/cid/cmi/seminar>.

We generally assume you bring your own computer and necessary adapters to connect to the VGA or DVI inputs (both are available) of the installed projectors, but we are happy to arrange necessary equipment if you let us know in advance.

We have reserved a room in the DESY guest house for your stay, according to the travel information received by you. It is typically most convenient to pick up and return the keys at the DESY main gate, which is open always. A map of the campus Hamburg-Bahrenfeld/DESY is on the back of this sheet. Further travel details are available at [http://www.desy.de/about\\_desy/getting\\_there/hamburg](http://www.desy.de/about_desy/getting_there/hamburg). The guest house (houses 2 and 3) are located right next to the main gate. Options for breakfast and lunch are the DESY Canteen (building 9) and the CFEL Cafe (building 99). An ATM and a bank are located on the ground floor of the DESY Canteen (building 9).

Of course we will inform you regarding any changes or special arrangements in advance of your visit.

We wish you a safe trip and hope you enjoy your stay at CFEL.

