



Universidad
de Navarra

CUESTIONNAIRE FOR LECTURES

INFORMATION:

E-mail: tmugica@unav.es

Universidad de Navarra

Facultades Eclesiásticas

Campus Universitario. 31009 Pamplona. Navarra (España).

Tel. +34 948 42 56 31

GPS: 42°-48'-4" N y 1°-39'-38" W

<https://www.unav.edu/>

INFORMATION FOR LECTURERS

The University is delighted with your collaboration which, undoubtedly, will contribute to the prestige, interest and quality of our academic activities.

In order to ensure that your travel and accommodation arrangements are properly organised, it is very important that you fill out the attached questionnaire and return it to us as soon as possible, at least one month before your participation. **Please note that it is essential to provide your ID, passport or residence card number.** The questionnaire should be sent to the preferably by e-mail to the following address: tmugica@unav.es

TRAVEL

The University will cover the cost of your travel, according to the following procedure:

Airplane and train. Tickets will be provided by the University, in economy class apart, by means of an electronic ticket. To this end, you are kindly requested to indicate your time preferences. Please, notice that if, exceptionally, the ticket is bought by the own participant:

Tickets will not be reimbursed if exceed the amount approved by the University or are not issued in the name of the participant.

Tickets will be reimbursed only to the participants and under no circumstances to public or privates entities.

A courtesy car/taxi service will be provided for transfers between airport or train station and the University. Should a taxi service is used, the original journey receipt is required for reimbursement.

Car: The University will cover the cost of the journey, according to the established mileage/kilometre tariffs, from the participant's usual address.

ACCOMMODATION AND MEALS

The University will cover the cost of teachers' accommodation and meals for the period of their participation, but will not cover travel, accommodation or living expenses of accompanying persons, or any extra hotel expenses.

FEES

The payment of fees will be made by a bank transfer. While at the University, lecturers should ensure that you have provided your personal and banking data correctly. In no case, bills issued by public or private entities will not be accepted.

According to the tax law, all lecturers will have the legally-applicable tax withholding deducted from their fees. To avoid double taxation, NON-RESIDENT lecturers from countries that have double taxation agreements with Spain shall provide a TAX RESIDENCE CERTIFICATE issued by the TAX AUTHORITIES of their country of residence.

DOCUMENTATION

You are kindly requested to submit, at least fifteen days prior to your arrival at University, a brief CV and the lecture or handouts corresponding to your participation (preferably in pdf).

On behalf of the University, thank you again for your collaboration. We are at your complete disposition to make your participation and stay as fruitful and pleasant as possible.

QUESTIONNAIRE

TITLE OF THE SYMPOSIUM / CONGRESS / CONFERENCE

DATE

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PERSONAL DETAILS

SURNAME

SEGUNDO APELLIDO

FIRST NAME

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IDENTIFICATION DOCUMENT*

NUMBER

LETTER

--	--	--

NACIONALITY

TAX RESIDENCE

SEX

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E-MAIL

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PROFESSIONAL DETAILS

PROFESSIONAL STATUS

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ACADEMIC OR PROFESSIONAL TITLE

--

PLACE OF WORK

--

PROFESSIONAL ADDRESS

Number

Floor

Letter

Stairs

--	--	--	--	--

COUNTRY

TOWN/CITY

MUNICIPALITY

--	--	--

POSTCODE

TELEPHONE NUMBER

FAX NUMBER

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TRAVEL AND ACCOMMODATION DETAILS

ITINERARY

TRIP PREFERENCES

OUTBOUND JOURNEY

RETURN JOURNEY

<input type="text"/>	<input type="text"/>
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Indicate means of transport

IF YOU TRAVEL IN YOUR CAR:

BRAND AND MODEL (private vehicle)

REGISTRATION (private vehicle)

SCHEDULE PREFERENCES

OUTBOUND (date)

RETURN (date)

<input type="text"/>	<input type="text"/>
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SCHEDULE

SCHEDULE

<input type="text"/>	<input type="text"/>
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write here your schedule preference

ROOM

TYPE OF ROOM

ENTRY DATE

DEPARTURE DATE

<input type="text"/>	<input type="text"/>
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COMMENTS

BANK DETAILS

BANK CURRENT ACCOUNTS OF THE EUROPEAN UNION

SURNAME AND FIRSTNAME OF THE ACCOUNT HOLDER (Only natural persons)

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IBAN

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BANK CURRENT ACCOUNTS OUTSIDE EUROPEAN UNION

SWIFT/BIC/CODE

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BANK

BRANCH

--	--

BANK ADDRESS

POST CODE

COUNTRY

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ADD OTHER INTERESTING BANK DATA

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TECHNICAL NEEDS

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All the classrooms have a computer and a projection system (Windows environment). If you are planning to bring your own computer or use another system, please provide details.

LANGUAGE OF YOUR LECTURE

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COMMENTS

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By submitting this document to the Ecclesiastical Schools you grant your express consent for Universidad de Navarra to process your personal data, the lawfulness of such processing being your attendance to some of the Congresses or Symposiums thereof. Your data shall be stored for the period established by law so all possible legal liabilities may be met. You have a right to access, modify or erase your personal data at any time, as well as to exert all other rights you may be entitled to as listed on the webpage www.unav.edu/proteccion-de-datos, where more information may be found on the privacy policy of Universidad de Navarra. Should you wish to obtain any further clarification or to exert your rights, please contact the address dpo@unav.es stating the subject «Ecclesiastical Schools Congresses».



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