



Important technical points regarding the nomination procedure

Experience shows that the following points should be carefully observed by the contact person and candidates in order to avoid difficulties and delays in the nomination procedure:

1. E-mail addresses of candidates entered to the database need to be meticulously correct. Otherwise the candidate will not receive his/her access data.
2. Nominations need to be entered directly to the database instead of being sent via fax or email to the Secretariat in Lindau.
3. Travel arrangements must NOT be booked before candidates are accepted by the scientific panel.
4. Upon acceptance of a candidate you are required to inform him/her about the distribution of costs in case the candidate needs to cover some costs him/herself, e.g. travel costs to Lindau.
5. In case the applicant experiences difficulties regarding the visa, please provide assistance.
6. Candidates who have already participated in a Lindau Meeting once are not eligible for a second time.
7. Please consider that a missing letter of recommendation minimizes the chances for the nominee to get accepted. In case you know your nominated candidate well enough to write a recommendation letter for him/her we kindly ask you to upload one by November 15, 2010. Otherwise, inform the nominee that (s)he is required to upload a recommendation letter written by the respective academic supervisor by December 15, 2010.