

Hosting offers

Express your interest on EURAXESS Portal

Keen to host a Marie Skłodowska-Curie fellow at your own institute? Post your hosting offers on the EURAXESS portal.

To do so, follow the instructions below:

1. Open the EURAXESS Portal: <https://euraxess.ec.europa.eu/>
2. **Register on the portal for free.** Create a new user account via your e-mail and follow the instructions sent to your e-mail address.
3. **Create your organisation profile**, so that you can be member of your organisation, publish offer postings, hosting and funding offers.

From the "My EURAXESS" page select the "I WANT TO REGISTER AN ORGANISATION" option, in order to create your organisation profile.

4. **Create hosting offer**

Every organisation member can add a new hosting offer on behalf of the organisation he/she belongs to.

You can access this option either by the Organisation's List button "Create Hosting Offer" or from the My EURAXESS menu named "Hosting Offers" where you can also see a list of all the hosting offers created by your organisation and update the ones created by you.

– **Hosting description**

Add information about the offer:

- **Title** : The title of the hosting offer (limit 255 characters)
- **Hosting Description**: Add a description of the offer
- **Offer deadline**: The date up to which applications will be accepted. When the offer is expired, it will not appear in the results any more.

– **Hosting organisation/institute**

Add details about:

- Hiring organisation/institute : name of company, organisation type, address details
- Contact details : How the applicants can contact the hiring organisation (Website, Email, Phone, Mobile, Fax). You can add multiple values for each entry by clicking "NEW" button.

5. Publish your hosting offer

When you save your offer it automatically becomes "Draft-Non published".

To publish your offer you need to fill in all required fields of the "Hosting description" and "Hosting organisation/institute" sections and click "SEND FOR APPROVAL" at the bottom of the page. When your offer is accepted by the organisation administrator, it will be published.

6. Be pro-active

Don't forget to :

- Inform the researchers at your institution about the possibility to host Europe-based researchers for up to 2 years thanks to the Marie Skłodowska Curie Individual Fellowships / Global Fellowships MSCA IF/GF.
- Spread your hosting offer among your colleagues based in Europe

More support about EURAXESS Portal functionalities open to research institutions, universities or businesses, such as post job, funding and hosting offers, search for the best candidates and many more:

HELP PAGE FOR ORGANISATION'S SECTION OF THE DASHBOARD

<https://euraxess.ec.europa.eu/my/help-page-organisations-section-dashboard>

About EURAXESS LAC

EURAXESS LAC is a networking tool for European researchers active/seeking activity in Latin America and the Caribbean and for LAC researchers wishing to collaborate with and/or pursue a career in Europe.

EURAXESS LAC provides information about research in Europe, European research policy, opportunities for research funding, for EU-LAC and international collaboration and for trans-national mobility.

Membership is free.

Visit us at lac.euraxess.org and click on the Join the community button. Contact us at lac@euraxess.net.