GUIDELINES FOR HOSTING SEMINAR SPEAKERS

1. **Travel.** At least one month in advance, Carol Solomon (carollyn) will contact the speaker to arrange travel and accommodation. She will work with the speaker to confirm the itinerary, and make the appropriate reservations. The department prefers to make all travel arrangements to keep costs under control.

2. **Taxi/Shuttle.** Whenever possible the host or a graduate student should pick up the speaker at the airport. To make arrangements with a graduate student, you can email eebgrads@umich.edu. You may have to send the request out twice. Let them know that the department will reimburse for gas and parking. You can remind grads that this is a great opportunity for some one-on-one time to talk with the speaker.

3. **Seminar information.** Carol Solomon will request seminar information from each speaker and will coordinate individual seminar publicity with John Megahan and Gail Kuhnlein, and send email reminders to eebsem@umich.edu.

4. **Meals.** The department will pay up to $100 per dinner, $40 per lunch and $20 for breakfast for out-of-town speakers, hosts and other guests. The host is responsible for any extra costs of the meal if it exceeds the above limits, either by covering it themselves (you can use a second shortcode) or coordinating with other UM attendees to share in the cost. The office needs original itemized receipts for reimbursement (either a cash register itemized receipt or a charge card itemized receipt). **The host should coordinate with the dinner guests in advance about how they will handle payment rather than doing so in front of the speaker.**

5. **Alcohol.** It is the policy of the department not to reimburse for alcoholic beverages. **If alcohol is on the bill, separate the charges and realize that you must pay for the alcohol yourself.** It’s okay to have the alcohol on the same bill, just cross it off when you turn the receipt in for reimbursement. **Again, please coordinate how to handle payment in advance.**

6. **Hotel.** Carol will make a hotel reservation for two nights at the Inn at the Michigan League (first choice) or the Bell Tower Hotel.

7. **Speaker’s academic and social calendar.** The host is responsible for arranging the speaker’s academic and social calendar. A sample template will be sent to the host. The EEB conference room (Kraus 2019A) can be used for meetings. Check availability and reserve the room in advance with Carol Solomon. You will probably need to go directly to faculty and students to arrange their meetings with the speakers, in addition to sending a group email. **Please send the final itinerary to the speaker, everyone the speaker will be meeting with and also to Carol prior to the speaker’s arrival on campus.**

7. **Graduate student lunch.** During one of the speaker’s afternoons in Ann Arbor, the graduate students on the committee (Jon Massey jhmassey@umich.edu or Clara Shaw shawclar@umich.edu) arrange for a luncheon in the graduate student lounge. $50 is
budgeted per lunch. Carol can provide ideas of places to order from in order to stay in the budget.

8. **Honorarium and other expenses.** The ordinary honorarium is $150. Speakers who are U-M students or employees, or are visiting Ann Arbor for extended periods, speak *pro bono*. *Carol will forward a short W9 tax form to you for the speaker to fill out if he/she has not done so previously with U-M. This needs to be completed before the speaker can get reimbursed. A faxed or electronic copy/signature from the speaker is fine but it’s easiest to get it done while they are here.*

The host should get the speaker’s receipts before departure to give to Carol for reimbursement. If the speaker will incur costs on the trip home, they can mail the receipts to Carol Solomon at University of Michigan, Department of Ecology and Evolutionary Biology, 830 N. University, 2019 Kraus Natural Science Building, Ann Arbor MI, 48109-1048 or they may be scanned and emailed to carollyn@umich.edu.

**cc**

**Updated: 4-Dec-15**