

EEB GUIDELINES FOR HOSTING THURSDAY SEMINAR SPEAKERS

- 1. Travel.** One month in advance, the department administrative assistant will contact the speakers to arrange travel and accommodations. They will work directly with the speaker to confirm the travel itinerary and make the appropriate reservations. The department prefers to make all the travel arrangements to keep costs under control.
- 2. Taxi/Shuttle.** Whenever possible the host, postdoc, or graduate student should pick up the speaker at the airport. The department will reimburse for gas and parking. This is great opportunity for some one-on-one time with the speaker.
- 3. Seminar information.** The department administrative assistant 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. A Mac adapter, slide advanced/pointer, as well as extra batteries, are provided on the refreshment cart for the seminar. ***Please be sure the speaker is wearing the lapel microphone provided at the podium. The sound captured through the lapel mic is what will be recorded by lecture capture. If you noticed that the batteries are fading, please charge change them at once.***
- 4. Meals.** The department will pay up to \$100 per dinner, \$40 per lunch, and \$20 for breakfast for the out-of-town speakers, hosts, and other guests. The host is responsible for any extra cost of the meal if it exceeds the above limits, either by covering it themselves (you can use a second shortcode) or coordinating with other U of M attendees to share the cost. For reimbursement, the administrative assistant will need original ***itemized*** receipts and a list of those in attendance (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 alcohol purchases. ***If alcohol is on the bill, separate the charges and realize that you must pay for the alcohol yourself.*** It's OK to have the alcohol on the same bill, just cross it off when you turn the receipts in for reimbursement. Again, please coordinate how to handle payment in advance.
- 6. Hotel.** The administrative assistant will make the hotel reservations for two nights at the end in 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 tentative itinerary will be shared with the host via Google Drive. The BSB conference rooms may be used for meetings. Check availability and reserve the room in advance. You will need to go directly to the faculty and students to arrange their meetings with the speakers, in addition to sending a group email. ***Please share the final itinerary with the speaker and every one the speaker is meeting with prior to the speaker's arrival on campus.***
- 8. Graduate student lunch.** If the speaker's schedule allows, a graduate student on the committee will host a luncheon in BSB 1010 from 12:00 noon to 1:00 pm (the room is available from 11:30 am to 1:30 pm). The budget for lunch is \$50 in total. For reimbursement, the administrative assistant will need original ***itemized*** receipts and a list of those in attendance (either a cash register itemized receipt or a charge card itemized receipt). A graduate student(s) will be responsible for the reception following the seminar (work with the host to make these arrangements).
- 9. Honorarium.** The honorarium offered is \$150. Speakers who are U-M employees or students, or are visiting Ann Arbor for extended periods, speak pro bono. The speaker will be asked to fill out a short W9 if he/she has not done so previously with U-M. They will be contacted by the University's SSC department to complete the form and assist the speaker with the honorarium.
- 10. Other Expenses.** The host should get the speaker's receipts to the department administrative assistant for reimbursement. If the speaker incurs costs on the trip home, they can email or mail the receipts to the department administrative assistant.