

EEB GUIDELINES FOR HOSTING THURSDAY SEMINAR SPEAKERS

- 1. Travel.** At least one month in advance, the department event coordinator 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 mileage. The departmental van is available to use for this purpose if needed. This is a great opportunity for some one-on-one time with the speaker.
- 3. Seminar information.** The department event coordinator will request seminar information from each speaker and will coordinate individual seminar publicity with the EEB Graphic Artist and Communications person and send email reminders to eebsem@umich.edu. A Mac adapter, slide advancer/pointer, as well as extra batteries, are provided on the podium 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 notice that the batteries are fading, please change them at once.***
- 4. Meals.** For faculty-invited speakers, 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. For graduate-student-invited and postdoc-invited speakers, the department will pay up to \$150 per dinner, \$60 per lunch, and \$30 per 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 event coordinator will need original ***itemized*** receipts, final proof of payment, and a list of those in attendance.
- 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 event coordinator will make the hotel reservations for two nights 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 tentative itinerary will be shared with the host via Google Drive. The BSB conference rooms may be used for meetings if needed. Check availability and reserve the room in advance. You will need to go directly to the specific 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 everyone the speaker is meeting with prior to the speaker's arrival on campus.***
- 8. Graduate student lunch.** A graduate student on the committee will host a lunch in 1010 BSB from 12:00 noon to 1:00 pm (the room is available from 11:30 am to 1:30 pm). Lunch will be ordered by the event coordinator. The graduate student hosting lunch will provide the event coordinator with a list of attendees.
- 9. Social Hour.** The department is encouraging a weekly social hour following the Thursday seminar and will provide up to \$100 to fund these gatherings. Faculty hosts are encouraged to lead the social hours, as facilitated by a [Google Form Signup](#). Please keep in mind the various dietary restrictions within our department (many vegetarians and some gluten-free). ***Additional guidelines*** for the seminar social hour can be [found here for organizers to reference](#).
- 10. 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 contacted by the University's SSC department to complete the required paperwork and assist the speaker with the honorarium.
- 11. Other Expenses.** The host should get the speaker's receipts to the department event coordinator for reimbursement. If the speaker incurs costs on the trip home, they can email or mail the receipts to the department event coordinator.