# HOSTING A SEMINAR SPEAKERCHECK-OFF LIST

* **Invitation:** Check with the chairperson of the Seminar Committee before inviting a speaker. Once confirmed, be sure to ask for the speaker’s CV. Provide them with an invitation letter.
* **Travel arrangements:** Reserve a plane ticket (minimum of 21 days prior) if speaker will be flying to MSU. We plan their flights arriving and departing from Lansing Airport. Renee Graffwill assist with this process. If the speaker chooses to drive a personal vehicle, the department will reimburse the speaker for mileage. The current rate is $0.58 per mile. Use of any rental vehicle must be approved in advance in writing. If the guest is renting a car for personal use, it is not reimbursable by the university. Please arrange local transportation for your guest (to and from the airport, hotel, meals, and around the university).
* **Travel Delays:** If a traveler will be delayed and not able to make their hotel stay for a night, please call and cancel that room night so that we are not charged.
* **Accommodations.** Reserve a room at the Kellogg Center or Candlewood Suites two weeks or more before the speaker’s arrival. This can be paid directly from the department account. Renee Graff will assist with this process. Meals are included with lodging.
* **Individual meetings.** Solicit interest from department faculty, staff and students for individual meetings with the speaker (consider the speaker’s academic interest and contact faculty from other departments as appropriate).
* **Itinerary.** Prepare a detailed itinerary and email it to the speaker 3-7 days prior to the arrival date. Be sure to email a copy to each person meeting with the speaker.
* **Meals.** A budget of $60 for one group lunch and $100 for one group dinner is allowed. If the budget exceeds this amount, it must be paid for personally by the host or by his/her University account. Please keep all receipts and remember that itemized receipts are required by the University for reimbursement. It is University policy that no meals for spouses/significant others can be reimbursed for either the speaker or MSU personnel. Tips should not exceed 20%.
* **Alcoholic beverages.** University policy **does not allow** us to pay for alcoholic beverages, so make sure you ask for a separate receipt with alcoholic beverages deleted or itemized if they are included in a meal.
* **Cancellations.** If the seminar is cancelled please remember to cancel all reservations that were made (air travel, hotel, etc.), so the department (or you) are not charged.
* **Speaker introduction script/questions.** Prepare brief (2-3 min.) remarks before the seminar. Prepare one or two questions for the speaker to use if no questions from the floor are raised immediately.
* **Post-visit reimbursement.** Please provide the speaker with contact information for Renee Graff in the Entomology Business Office for post-visit travel reimbursement. Please make sure the speaker is aware that they must have all receipts and they need to be itemized and show proof of payment for reimbursement.
* **Clean Seminar Room**. The host is responsible for making sure the seminar room has all computer equipment turned off, snacks and refreshments are put in the refrigerator. Please be sure that fans are off, windows are closed, and both doors to the room are locked.