# HOSTING A SEMINAR SPEAKER

# CHECK-OFF LIST

If you are hosting an outside speaker for an Entomology seminar, please be follow the list of items below:

* ***BEFORE INVITING A FOREIGN SPEAKER, YOU MUST CONTACT LINDA GALLAGHER!***
* **Invitation:** Check with the chairperson of the Seminar Committee before inviting a speaker. Once confirmed, be sure to ask for the speaker’s CV.
* **Travel arrangements:** Reserve a plane ticket (minimum of 21 days prior) if speaker will be flying to MSU. Renee Graff ***will assist with this process***. If the speaker chooses to drive (rental car or personal vehicle), the department will reimburse the speaker with actual rental cost or $0.54 per mile for use of a personal vehicle. (The speaker is responsible for making all arrangements for a rental car.)
* **Accommodation.** 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. Breakfast is 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.
* **Logistics.** Arrange picking up and dropping off the speaker. (Not necessarily you, but anyone from your lab or another person arranged by you.)
* **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**. **If you plan to take the speaker to meals at the Kellogg Hotel, please contact the Renee Graff for the account number to charge the meal to.**
* **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) is not charged.
* **Speaker introduction script.** Prepare brief (2-3 min.) remarks before the seminar.
* **Questions for speaker.** 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. Renee will get the needed information from the speaker for processing. *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 THE SEMINAR ROOM! The host is responsible for making sure the seminar room (The Gordon Guyer Conference Room, 244 Natural Science) has all computer equipment turned off, snacks and refreshments are put in the refrigerator, and the coffee pots are emptied. Also, please be sure that fans are off, windows are closed and the room is locked if leaving after 5:00 pm.**