

GUIDELINES FOR HOSTING EEB THURSDAY SEMINAR SPEAKERS

- 1. Travel.** One month in advance, The department admin assistant (as of 09/15/18 split between Michael Ehnis - *ehnism* and Linda Garcia -) will contact the speaker to arrange travel and accommodation. She will work with the speaker to confirm the travel 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, postdoc, or graduate student should pick up the speaker at the airport. To make arrangements, you can email eebgrads@umich.edu and eebpostdocs@umich.edu. You may have to send the request out twice. Let them know that the department will reimburse for gas and parking. This is a great opportunity for some one-on-one time to talk with the speaker.
- 3. Seminar information.** The department admin 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 adaptor, slide advance/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 notice that the batteries are fading, please change them at once.
- 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.** *The admin assistant* 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 tentative itinerary will be shared with the host via Google Drive. BSB conference rooms may be used for meetings. Check availability and reserve the room in advance. You will need to go directly to 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 will be meeting with prior to the speaker's arrival on campus.

7. Graduate student lunch. If the speaker's flight schedule allows, a graduate student on the committee will host a luncheon in the graduate student lounge. For 2018-19 we have Kevin Amses (amsesk) and Molly Choi (mhirst). \$50 is budgeted per lunch. Graduate student(s) will also be responsible for the reception following the seminar.

8. Honorarium. The honorarium is \$150. Speakers who are U-M students or employees, or are visiting Ann Arbor for extended periods, speak *pro bono*.

The admin assistant will ask the speaker to fill out a short W9 if he/she has not done so previously with U-M.. A faxed or electronic copy/signature from the speaker is fine but it's easiest to get it done while they are here.

9. Other Expenses. The host should **get the speaker's receipts before departure** to give to the department admin assistant (Michael or Linda) for reimbursement. If the speaker will incur costs on the trip home, they can mail the receipts to *Michael Ehnis* at University of Michigan, Department of Ecology and Evolutionary Biology, 1105 N University Ave, 2220 BSB, Ann Arbor MI, 48109-1048 or they may be scanned and emailed to ehnism@umich.edu.

Updated: 10/02/18