# Guidelines for Hosting CEGE Seminar Speakers

- **Host**
  - For each seminar speaker, a host should be identified. The host is usually the faculty member or the non-faculty member who suggested the speaker. In the latter case, if needed, the seminar committee chair can designate a faculty member whose research area is close to the speaker to help host.
  - The host takes the main responsibility for the activities of the seminar speaker on the visit day, assisted by the lab communications manager and overseen by the seminar committee chair. The responsibilities of the host include:
    - Ask the speakers to book their own flights (must be *economy class to get reimbursed*) and send the information to cege@umn.edu to book the hotel.
    - Ask the speakers to send their abstract, title, bio, and a photo to cege@umn.edu at least 10 days before the seminar.
    - Arrange individual meetings with faculty and students. If the seminar is virtual, the host should set up the individual meetings.
    - Inform the seminar committee chair and department admin/student worker about the speaker's travel schedule.
    - Encourage graduate students to attend the seminar. *Provide the name of 1-2 graduate students or postdocs, who will help with the snacks for the seminar.* These student(s) will pick up the refreshments from CEGE 122 at 9:45 and bring them to the hallway behind room 210 and set them out before the talk. Once the talk is over they are responsible for cleaning up the area and bringing everything back upstairs to CEGE 122.
    - Email cege@umn.edu the number of people and time for lunch at the Campus Club (Include list of attendees). We encourage faculty to let students have lunch with the speakers.
    - On the visit day, the host is responsible for picking up and dropping off the visitor.
    - Introduce the seminar speaker at the seminar and handle the Q&A.
    - Depending on the preference of the host and visitor, there may and may not be a breakfast meeting.
    - Host one dinner with the visitor. (Dinner is limited to four people, including the host and the speaker. The University sets an upper **limit of $100** (including tax and tip) per person. Tipping cannot exceed 20%. Reimbursement requests are submitted via ChromeRiver. Requests must be submitted within 60 days, preferably as soon as possible. **Late reimbursement requests will need collegiate approval**.)

- Reimbursement: If you are not using a PCard please go through Emburse for reimbursement. If using a Pcard please email Enoch the receipt and justification for the expense.

- Please use EFS # 1701-11101-20094-UMF0007175

Note that while it is OK to arrange a meeting of the visitor with the host's research group, the visit is to the entire lab and meetings with as many lab people as possible should be arranged.

- **Department Administrator/Student worker**
  - The CEGE department administrator is responsible for the logistics, with the help of the seminar committee chair if needed. The responsibilities include:
    - Work with the seminar speakers to make travel arrangements. *The visitors will purchase the Coach-class plane tickets by themselves and get reimbursed later.* The visitors should arrive by Thursday night. They usually depart on Friday night or Saturday morning. Plane tickets should be purchased as early as possible to lower the cost.
    - Make hotel reservations. The visitors usually stay at the Graduate Hotel. Depending on the flight schedule, visitors usually stay for one or two nights. Hotel reservations should be made as early as possible. This will be done by a student worker. The student worker will send the hotel confirmation to the speakers.
    - In the week before the visit, appoint 1-3 student workers and graduate co-hosts (CEGE student worker ordering food and the suggested graduate students do set up and take down) who will set-up before/clean up afterwards the seminar snacks.
    - Connect the seminar speakers with CEGE accountant for reimbursement.

- **Seminar Committee Chair**
  - Plan the overall schedule of the seminar, including sending out invitations, collecting schedules, and work out a plan to accommodate as many speakers as possible.
  - Besides the overall planning and organizing of the seminar series, the responsibilities of the seminar committee chair for the visit include:
    - Ensure that each visitor has a host and the host knows their responsibilities.
    - Ensure that the meeting schedule is made by the host and communications manager on time.

- **Students**

Interactions of students with the seminar speakers are strongly encouraged.

- **Department Support**
    - CEGE will pay for transportation and up to two nights of hotel.
    - Breakfast: If the speaker is agreeable to starting the day with a breakfast meeting, the host will typically meet them at the Graduate Hotel, have breakfast together and then transport the speaker to CEGE. (Limit is $50)
    - Lunch on the day of the seminar will be scheduled. (Limit is $100)
    - One dinner will be covered by CEGE.
        - Up to three faculty/staff members to accompany the speaker for this meal (i.e., maximum four people including the guest).
        - An **Itemized** receipt is required. If there is alcohol purchased, please request 2 itemized receipts; one for alcohol and one for food.
        - The university sets an upper limit of $100 (including tax and tip) per person.
        - Tipping cannot exceed 20%.
        - Reimbursement requests are submitted via ChromeRiver. Requests must be submitted within 60 days, preferably as soon as possible. **Late reimbursement requests will need collegiate approval**. These may be denied.

- **If an invitee selected by the seminar committee cannot visit in that semester, but would like to visit in a later semester:**
    - We should arrange the visit in the later semester, as the speaker has already been vetted by the seminar committee.
    - Also considering the workload of the Communications Manager, the host should take most of responsibilities of accompanying the visitor and arranging the meetings. Same as seminars in the regular weeks, while it is OK to arrange the visitor to meet with the host's research group, the visit is to the entire lab and meetings with as many lab people as possible should be arranged.