

Seminar Hosting Guidelines

Revised for Graduate Student Speaker

1. INVITATION

A) The graduate student that nominates a speaker will act as host during their visit, or arrange for alternate hosting arrangements.

B) Speakers are expected to arrange and pay for their own travel and they will be reimbursed after they have visited. To prevent last-minute bookings reimbursement for airfare is capped at the cost of flights booked 20 days in advance.

If scholars visiting UWO for other purposes (e.g. research, consultation, thesis examination) are willing and invited to give a seminar within the regular departmental series, the seminar committee is willing to match travel expenses from other sources, up to \$500, as well as up to \$150 in meal expenses. In such cases the host must make arrangements with the chair of the committee well in advance of the planned seminar.

2. HOSTING

Seminar: The host is expected to attend the seminar, introduce the speaker and coordinate questions. The host is also responsible for informing the speaker of the time limit (50 mins. including questions) and stopping the speaker should they go over time.

Itinerary: The host is responsible for scheduling the itinerary of the speaker. This includes arranging meetings and meals with faculty and students. It is suggested that this be done by sending an email to the entire department with a few lines describing the speaker's research and a list of available meeting times.

Transportation: The hosting lab is responsible for arranging on-site transportation (to /from the airport/train/bus station, hotel, campus, as necessary. If the speaker requires a parking permit, the host is to arrange this through the Biology main office. If no transportation can be provided by the host, the host informs the speaker that taxi fare will be reimbursed.

Accommodation: Hosts are encouraged to provide accommodation for speakers at their residence if possible. Otherwise, the host will arrange a stay at a reasonably-priced local hotel for the Department will pay. Hotels offering preferred rates to UWO can be found at: <http://www.uwo.ca/finance/travel/local-hotels.html>

Meals: A maximum of \$75 will be reimbursed for lunch on the day of seminar. Where possible lunch should encourage participation by graduate students and post-docs. One option is to have [Great Hall](#) or [Grad Club](#) cater a lunch in a Biology room (reserved by the host). To facilitate student participation we suggest inviting students by e-mail,

emphasizing the informal nature of the meeting. This is intended to be an opportunity for students to discuss their research with the speaker, and talk about career trajectories in a casual environment.

A maximum of \$150 will be reimbursed for dinner (food and drink) with the speaker. The host is free to make whatever arrangements desired, but we would encourage situations that maximize interaction with students. This could include a large table at the [Wave](#) with snacks and beverages immediately following the talk, a gathering at the host's home or outside the seminar venue with snacks catered by Great Hall or Grad Club.

The Department will not cover food and drink expenses for individuals not affiliated with the Department (e.g. not spouses of faculty). Expenses in excess of these amounts will be paid for by the host lab out of grant funds or pocket. Any meal expenses incurred solely by the speaker during their stay or in transit will be reimbursed separately. The names of all individuals contributing to the receipt's total cost must be written on back of the receipt.

As the budget will cover \$150, it has been decided that an email will be sent to students, calling for any interested students to submit a short description of why they would like to go for dinner with the speaker. A maximum of 4 students will be covered (one being the host student). Should more than 3 students want to attend the dinner, the elected committee members will be required to rank entries and select the top three submissions. Other students will still be allowed to attend, but their meals will not be covered. The same would apply to any faculty. Numbers will need to be finalized 3 to 4 days prior to the event in order to make reservations.

Reimbursement: The host must arrange for the **speaker** to meet with the financial officer briefly to discuss how to get reimbursed for any expenses. Any expenses incurred by the **host** can be paid from speed code BB38 through UWO Financials. All receipts must be submitted to the Biology financial officer, and must be itemized (i.e. a detailed restaurant receipt). The names of all individuals contributing to a meal receipt's total cost must be written on back of the receipt.

The speaker will have to complete and sign an expense report form which can be found at: <http://www.uwo.ca/finance/travel/docs/longexp.pdf>