

Guidelines for Hosting a Guest Speaker in the Center for Biological Physics

If you are hosting an outside speaker for the Center for Biological Physics seminar, please coordinate with the seminar coordinator Jill Kolp (jkolp@asu.edu) Tel: 965-4073 to get the following items done.

Submitting suggestions for a potential speaker:

The schedule is kept online at <http://biophysics.asu.edu/CBP/seminars.php> and is kept up to date in real time. Note that a link to the *next semester* is at the bottom. We'd like to coordinate the invitations in order to ensure a good balance of topics and to allow students and postdocs to suggest names of potential speakers. **If there are speakers you would like to invite, please send their name, affiliation, and research area to Jill. An ad hoc group within CBP will prioritize the invitations.** If a student or postdoc would like to invite a speaker, we will ask that they act as co-host along with their advisor.

Once a speaker is chosen Jill will coordinate with the speaker and (Jill) will book the airfare early to help keep down costs. Normally the speaker will be booked into the Four Points Sheraton for up to two nights. Note that the Four Points Sheraton has free transportation to and from the airport – details are in the invitation letter.

Before the visit:

On the Monday before the seminar, the schedule will open for colleagues to schedule a meeting with the guest speaker and/or to have lunch or dinner with speaker. (The host can sign up key people for lunch/dinner/meetings at this time, before the general announcement goes out.)

Early Tuesday morning, (one day prior to the seminar), the seminar announcement will be distributed to various departments via e-mail by Jill Kolp, including link to sign up for lunch/dinner/meeting.

The host will make certain arrangements are made for transportation of speaker. (i.e. pick up/drop off at hotel, department location) and coordinate with Jill.

Jill/host will check list at 3:00 p.m. Tuesday to see if it is relatively full. If not, Jill will contact the host.

The host will prepare a brief (2-3 min.) introduction of the speaker before the seminar.

Meals: Reimbursement for *lunch*:

- A budget of **\$15 per person is the maximum allowed. This includes the speaker and the host.** (If the budget exceeds this amount it must be paid for personally by the host.)
- All food **MUST** be submitted on an itemized receipt from the restaurant along with the paid receipt for proper reimbursement.

Reimbursement for *dinner*:

- A budget of **\$30 per person is the maximum allowed. This includes the speaker and the host.** (If the budget exceeds this amount it must be paid for personally by the host.)
- All food **MUST** be submitted on an itemized receipt from the restaurant along with the paid receipt to Jill for reimbursement.
- We cannot reimburse alcohol. If you order alcohol it must be paid for personally by the host.
- Make sure everyone has a good time, but remember that funds are limited! The above are upper limits and money not spent on food is available for other things.

After the visit:

Make certain the speaker submits all receipts (airfare, taxi costs, airport parking, food, etc...) to Jill with their address, phone number and e-mail address.

If the seminar gets cancelled please remember to let Jill know as soon as possible to cancel all reservations that were made so the department is not charged.