

Seminar Host Responsibilities

Susan Wrayge, executive administration specialist, is responsible for logistical arrangements for departmental and named seminars (not special seminars), including hotel, food, schedule, expenses, Campus Club cards. Susan can be reached at 612-625-5889, wray002@umn.edu, 1 Smith Hall.

Eileen Harvala, communications coordinator, is responsible for publicity only: abstract/information flyer creation and posting on the bulletin boards, website postings on the seminar web page and web calendar, Department of Chemistry Weekly News, and email announcements. This includes publicity for special seminars. Contact Eileen at 612-624-0831, harva015@umn.edu, 137 Smith Hall.

Seminar Host Responsibilities

1. Contact the seminar speaker two months prior to his or her scheduled seminar date, and copy (cc) Susan Wrayge and Eileen Harvala on the email message. Below are some items to include in the message:
 - ✓ Flight arrangements: ask the seminar speaker to make those flight reservations and to send the itinerary to Susan Wrayge at wrayge002@umn.edu (this is important information needed for hotel reservations and for schedule creation)
 - Typically, advise the speaker to arrive in mid to late afternoon the day before the seminar, and to depart late in the afternoon or early evening the day of the seminar.
 - ✓ Seminar title and abstract, and photo
 - Ask the speaker to send the title and abstract for his or her lecture, and a photo to Eileen Harvala, as soon as possible for schedule development and publicity.
 - Send any other information that you might have about the speaker such as title, university, research interests, and website link to Eileen Harvala harva015@umn.edu.
 - Request a brief biography for named seminars (Crawford, Etter, Gassman, Kolthoff, Moscovitz)
 - ✓ Names of faculty members with whom they want to meet from inside and outside the Department of Chemistry.

Sample message

Dear XXXXX,

We are looking forward to your visit to the University of Minnesota and your seminar, which is scheduled for [time and date of seminar]. Please make your flight reservations as soon as possible. Ideally, you can arrive in mid to late afternoon the day before your seminar so we can take you to dinner, and can depart in late afternoon or evening on [date of seminar]. When your flight has been booked, please send the itinerary to Susan Wrayge at wrayge002@umn.edu.

Susan will handle the rest of the logistics for your visit, including your schedule, hotel reservations, etc.

Eileen Harvala is responsible for publicity concerning your seminar. Please send her the title and abstract of your lecture plus a photo as soon as possible at harva015@umn.edu. [For named (Crawford, Etter, Gassman, Kolthoff, Moscovitz) seminars, request a brief biography or curriculum vitae.]

If there are specific Department of Chemistry faculty members or faculty members from other areas of our university you might like to meet with during your visit, please let us know.

I look forward to seeing you soon. Please contact me if you have questions.

*Sincerely
[name]*

2. Help Susan build and fill the schedule for the seminar speaker
 - ✓ Approve the seminar schedule template as soon as possible after you receive it from Susan.

- Let Susan know if you will be providing transportation to and/or from the airport.
 - ✓ Find colleagues to attend dinner with the speaker (follow the expense & number of attendee limits, which can be found on <http://www.chem.umn.edu/services/accounting/Hospitality.html>)
 - ✓ Recruit graduate students to go to lunch with the speaker, and send their names and email addresses to Susan (names are required for Campus Club card requests)
 - ✓ Help fill the schedule
 - After Susan sends the second notice for faculty members to sign up to meet with the speaker, you are responsible for filling the schedule by personally recruiting faculty members.
3. Important notes about international speakers, multi-day Gassman & Kolthoff lecture series, and cost sharing
- ✓ **International speakers:** *Please note that expense reimbursement for international speakers is complex and involves multiple forms. We will be build time in the schedule for the speaker to meet with Jamie Johnson in our accounting office to complete the required forms.*
 - ✓ **Gassman and Kolthoff lectureships:** *Gassman and Kolthoff lectureships are multi-day events, typically involving three seminars, and a reception. Usually, there is a need to find hosts and attendees for three dinners, and students (please try to limit to three) for three lunches. For visits extending into four or five days, one of those days, typically Wednesday, is a day at Macalester or other nearby college. There is a need to begin working on these seminars well in advance. Set up a face-to-face meeting with Susan to discuss logistics. James Johns can help make connections with Macalester or another college; however, that college is responsible for all logistics for that one-day visit.*
 - ✓ **Cost sharing awareness:** *Please be aware if the speaker intends to couple another visit to a different institution (university, college, or industry) with ours. Please just ask the speaker to divide his or her expenses in a fair and equitable manner.*
4. Make dinner reservations
- ✓ Follow the expense limits. A maximum of six people may be reimbursed for each event. Must obtain approval from the department chair in advance for exceptions.
 - The expense limit is \$18 maximum per person for breakfast and lunch, and \$70 maximum per person for dinner, including tip and alcohol.
 - *Complete and current information on hospitality is available on the accounting web page at <http://www.chem.umn.edu/services/accounting/Hospitality.html>.*
5. Expense reimbursements
- ✓ Obtain detailed, itemized receipts
 - Obtain separate, detailed, and itemized, not aggregate, receipts for alcohol and food.
 - If detailed, itemized receipts are not obtained, please contact the accounting office for procedure information.
 - ✓ Do not use PCards to purchase alcohol.
 - ✓ Dinner hosts are responsible for filling out expense forms. Susan will send a form to you with some of the information filled out such as the budget code and the justification. Dinner hosts are responsible for filling out the rest of the information and turning receipts and forms into the accounting office, 141 Smith Hall.
6. Introduce the speaker at the beginning of the seminar and moderate the post-lecture discussion.