

Thanks for stepping up and inviting a seminar speaker!

Before the start of the semester, please contact your speaker and get a title and abstract from him or her. Then, please send it to me ASAP so I can get it posted and distributed.

Travel Arrangements:

Please do not make any travel arrangements for your speaker yourself, and please don't have your speakers book their own travel.

Instead, please refer them directly to Laura Fagan in our accounting office. Her e-mail address is laura.fagan@colostate.edu. Please do this at least 4-6 weeks in advance of your speaker's visit.

Laura will handle booking their flights, hotel, and shuttles. She can pay for all of this upfront, saving the need to deal with reimbursements for these things. For flights, Laura will put your speaker in contact with the preferred travel agent. For hotels, our default is the Hilton, but speakers can also stay at the Best Western, Armstrong, or Comfort Inn Suites; let Laura know if you want to deviate from the Hilton. If your speaker needs a rental car, we can reimburse up to \$86 (the cost of a shuttle); however, the speaker would need to arrange his/her own rental car and pay any remaining balance.

Visit Scheduling:

On the next page, there is a template for a speaker visit. Please feel free to modify it however you would like as you put together your speaker's trip.

Visit Advertising:

I will put the seminar on our departmental website as well as the schedule I distribute towards the beginning of the semester.

Meagan Taverner (Meagan.taverner@colostate.edu) will make flyers and be sure they are visible in our building. She should be able to get all the information she needs from what I put on the departmental website, but she will contact you if need be.

Meagan will email you, the host, a pdf of the flyer. You should circulate it to other departments and faculty that would be interested.

Reimbursement:

If your speaker has expenses other than flights, hotel, and shuttle, have them save the receipts and contact Laura Fagan (laura.fagan@colostate.edu) for reimbursement.

Please save all receipts from dinner with the speaker. Be sure to 1) ask your server for an itemized receipt, 2) tell your server that your dinner is tax-exempt, 3) ask for alcohol on a separate receipt, 4) pay with your P-card (You can pay for both food and alcohol with your P-card, but please do them as two separate charges with two separate receipts), 5) keep tips under CSU's maximum allowed 20%, and 6) turn in a completed Official Function Form with your receipts (download it here: <http://www.biology.colostate.edu/travel-and-accounting-forms/>).

Template Schedule:

Monday night arrival into DIA
Supershuttle or rental car to Hilton

Tuesday

Breakfast on your own at the Hilton

9:00 – 9:30 Individual meeting with faculty or postdoc or a lab's grad students

9:30 – 10:00 Individual meeting with faculty or postdoc or a lab's grad students

10:00 – 10:30 Individual meeting with faculty or postdoc or a lab's grad students

10:30 – 11:00 Break

11:00 – 11:30 Individual meeting with faculty or postdoc or a lab's grad students

11:30 – 12:00 Individual meeting with faculty or postdoc or a lab's grad students

12:00 – 1:30 Pizza lunch with graduate students

1:30 – 2:00 Individual meeting with faculty or postdoc or a lab's grad students

2:00 – 2:30 Individual meeting with faculty or postdoc or a lab's grad students

2:30 – 3:00 Individual meeting with faculty or postdoc or a lab's grad students

3:00 – 3:30 Break, Seminar set-up

3:30 – 4:00 Pre-seminar tea

4:00 – 5:00 Seminar

5:00 – 6:30 Back to Hilton

6:30 Dinner with 3-4 faculty members

Wednesday morning
Supershuttle or rental car back to DIA