

Guidelines for Hosting a Guest Speaker

BEFORE THE SEMINAR		
Host	Coordinator	Speaker
<ul style="list-style-type: none"> • Invite speaker. • Relay details to seminar coordinator to be posted on the website. • Encourage speaker to submit title and abstract prior to the semester. 	<ul style="list-style-type: none"> • Send official department invitation to speaker. • Book and confirm hotel for speaker. • Create and print series poster for colloquia only. • Update website details. 	<ul style="list-style-type: none"> • Submit title and abstract to seminar coordinator. • Arrange flight.

BEFORE THE VISIT		
Host	Coordinator	Speaker
<ul style="list-style-type: none"> • Alert coordinator of change in speaker's itinerary or cancellation of visit in order to avoid unnecessary hotel charges and penalties. • Encourage key people to sign up online for meetings with speaker. • Meeting schedule becomes available online seven days prior to the event. • Confirm with coordinator involvement in any airport/hotel/campus transportation. The Four Points hotel <u>does</u> provide free airport and campus shuttle service. • Prepare to briefly introduce speaker at the seminar. 	<ul style="list-style-type: none"> • Distribute seminar announcement by email and flyer, including meeting sign up link. • Communicate with host regarding meeting/reservation needs. • Confirm transportation arrangement with host/speaker. 	<ul style="list-style-type: none"> • Verify transportation arrangements. • Send itinerary to coordinator.

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DURING THE VISIT		
Host	Coordinator	Speaker
<ul style="list-style-type: none"> Meet and greet speaker, go over schedule and plans for meals, be available for questions. Introduce speaker at seminar. 	<ul style="list-style-type: none"> Be available for questions. Make certain that SPS students prepare refreshments for colloquia. 	<ul style="list-style-type: none"> Give talk, meet with faculty/students.

AFTER THE VISIT		
Host	Coordinator	Speaker
<ul style="list-style-type: none"> Submit itemized and total paid receipt for lunch expense. 	<ul style="list-style-type: none"> Instruct speaker to submit all original receipts (airfare, taxi costs, airport parking, food, etc.), along with a 902-11 reimbursement form (emailed to the speaker by the coordinator) to: <p style="text-align: center;"> ASU Physics Business Office P.O. Box 871504 Tempe, AZ 85287-1504 </p> <p style="text-align: center;">FAX: (480) 965-7565</p>	<ul style="list-style-type: none"> Mail original receipts to seminar coordinator. Mail signed documentation to coordinator.

CONTACT INFORMATION:

Department Colloquia: Lisa DePaoli, Lisa.Depaoli@asu.edu (480) 965-6799

Nanoscale Science Seminar Series: Ebony Shalley, Ebony.Shalley@asu.edu (480) 965-9604

Particle/Astrophysics Seminar Series: Scott Smas, Scott.Smas@asu.edu (480) 965-9416

Center for Biological Physics Seminar Series: Jill Kolp, Jill.R.Kolp@asu.edu (480) 965-4073

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The following policy has been approved by the ASU Physics Budget & Policy Committee and will go into effect starting January 20, 2009. This policy is intended to clarify acceptable practices in order to ensure that the seminar budget will sustain the series throughout the academic year. Your help in complying with this policy is greatly appreciated. Please direct any questions or concerns you may have to the appropriate seminar or colloquia chair.

Reimbursement policies associated with the DEPARTMENT COLLOQUIA effective Spring 2009 and after:

- ASU Physics will reimburse for LUNCH for the speaker, host, and up to two additional guests (4 individuals total) not to exceed \$20 per person.
- ASU Physics will reimburse the speaker and the host ONLY for dinner not to exceed \$40 per person.
- Those attending the lunch and anticipating reimbursement must be ASU personnel or have a business-related justification for attending the event.
- **All food and beverage MUST be submitted on an itemized receipt from the restaurant along with the paid receipt for proper reimbursement.** There will be no exceptions to this policy. It is the responsibility of the party seeking reimbursement to obtain the proper receipts from the restaurant. Itemized receipts confirm the per person expenditure and allows for alcohol to be excluded from the final reimbursement. The paid receipt confirms the total expense including tip. Both receipts are necessary for reimbursement.
- ASU Physics will not reimburse for alcohol.

Reimbursement policies associated with OTHER DEPARTMENT SEMINARS effective Spring 2009 and after:

- Budgets for meals may vary for other seminar series; however all seminars are on fixed budgets, so please consult with the series directors:
 - Department Colloquia: Lisa DePaoli, Lisa.DePaoli@asu.edu (480) 965-6794
 - Nanoscale Science Seminar Series: Ebony Shalley, Ebony.Shalley@asu.edu (480) 965-9604
 - Particle/Astrophysics Seminar Series: Scott Smas, Scott.Smas@asu.edu (480) 965-9416
 - Center for Biological Physics Seminar Series: Jill Kolp, Jill.R.Kolp@asu.edu (480) 965-4073
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