

Subject:	Faculty Seminars		
Initiated By:	Sabrina Haug	Approved By:	Mike Nantz/Craig Grapperhaus
Effective:	August 2017	Revised:	

The Seminar Coordinator is selected from the faculty for each academic year along with other committee assignments.

Faculty members submit the names of potential speakers to the Seminar Coordinator who will send out letters of invitation and arrange the schedule. A sample letter is attached that can be altered as needed but the specific reimbursement information should be included either by the Seminar Coordinator or as part of the Confirmation Letter.

The Faculty Seminar Coordinator should work closely with the department office staff (Aaron and Sherry) and provide the list and any changes in a timely fashion.

Considerations

International visitors will be limited to one per semester.

All speakers are part of Brown& Williamson Lecture Series; select speakers by choice of the faculty may be designated as Distinguished Speakers. This carries an additional \$500 honorarium and a Certificate of Recognition. This may be limited based on available funding.

The Department will pay for dinner on Thursday evening, breakfast, lunch and dinner on Friday; other meals to be covered by host or within the “incidentals” amount paid the speaker.

The Department will cover dinner costs not to exceed \$60 per person, alcoholic beverages, tax and tip included, for 3 persons or less. For dinner groups larger than 3 persons, the Department will cover dinner costs or not to exceed \$180 per group, alcoholic beverages, tax and tip included. The Department will only cover dinner costs for the speaker, their spouse or significant other, departmental faculty/staff, and other university employees with Chair permission. The department cannot cover dinner costs for faculty/staff spouses or significant others. Costs beyond the department commitment (inclusive) will be the responsibility of the faculty/dinner host.

Travel Arrangements (Speaker or Aaron)

It is preferred that the speaker make their own travel arrangements; this benefits both the speaker and the University should they have to cancel or postpone their visit. Otherwise, Aaron will make arrangements in coordination with speaker. Aaron will make hotel arrangements for all speakers based on their itinerary.

Advertisement of seminars (Sherry)

Sherry will manage the advertisement of seminars

- UofL Today
- List on the University Events Calendar (localist);
- Send details to Malinda Wickham and Lucy Overstreet for inclusion on the EVPRI website.
- Distribute to internal email list – should include Dean Leonard, other Natural Sciences Chairs/contacts, Engineering contacts, Lindsay Ronay and Jason Seitz
- Department website – can send list to Jason Seitz in A&S for updating.

Reimbursement of Speakers (Sherry and/or Aaron)

Forward speaker names and emails to Stacey Schoen (A&S) so she can send an email regarding vendor onboarding. This will facilitate the reimbursement process.

Speakers receive reimbursement of airfare up to \$500 and a \$100 honorarium to cover incidentals. As noted above, Distinguished Speakers receive an additional \$500 honorarium. If airfare exceeds \$500, the speaker is to let Aaron know, and the chair will be consulted on a case-by-case basis. Following seminar and upon receiving receipts, complete the Request for Payment form and send to the A&S Dean's Office to initiate the payment.

SAMPLE FACULTY INVITATION LETTER

Dear Prof. Speaker,

This note is to confirm your visit to the Department of Chemistry at the University of Louisville in Louisville, Kentucky (<http://louisville.edu/chemistry>) to present a seminar as part of our Fall 2017 Brown & Williamson Lecture Series on Friday, October 6, 2017.

Our seminars are department-wide and open to the entire University community. Typically, you would arrive on Thursday in the late afternoon/evening. On Friday, your activities during the day would include meetings/tours with our faculty and lunch with our graduate students. The time of your presentation will be at 4:00 pm. After your talk, you could return home that Friday evening or the next Saturday morning, depending on your preference and what is convenient. We would also like the opportunity to entertain you with dinner on Thursday or Friday evening (or both), depending on your arrival and departure times.

We prefer you arrange your own transportation. Travel/Airfare expenses up to \$500 will be reimbursed with receipts; exceptions based on distance/location will be considered. A \$100 honorarium is offered to cover any incidental expenses not covered by the department. Chemistry Department staff will make hotel reservations based on your itinerary and forward that information to you. Prof. Ramezanipour will be your host during your visit. You will receive a separate email about vendor onboarding to facilitate your reimbursement/honorarium payment.

We ask that you send a brief bio, photo, and talk abstract to chemistry@louisville.edu so that we may advertise your visit.

We will make your trip as pleasant as possible, and look forward to your visit!

Kind regards,