

## VTLSS SEMINARS CHECK LIST FOR FACULTY HOSTS

The following is an outline of responsibilities for faculty hosting a VTLSS speaker. Please refer to "[Information and Instructions for Faculty Hosts](#)" on the VTLSS website for more detailed information.

When the invitation to speak at the seminar is accepted:

- Obtain a seminar title (may be provisional)
- Obtain abstract of seminar talk
- Obtain photograph of speaker (high resolution 300 dpi)
- Decide on date for seminar
- Email information to [Carla Finkelstein \(finkielc@vt.edu\)](mailto:finkielc@vt.edu).

4 to 5 Weeks before the seminar:

- Have the Speaker email Trish Knighton at [Martin Travel](mailto:trish@martintravel.com) to arrange flights: [trish@martintravel.com](mailto:trish@martintravel.com)
- Confirm travel arrangements with Speaker.

It is important to note that we make hotel reservations for Thursday and Friday evenings at the Main Street Inn in Blacksburg for each seminar. If your speaker requires accommodation for Thursday night only, please inform Debbie Hairston ([debbie1@vt.edu](mailto:debbie1@vt.edu)) at least 30 days in advance so that we can amend the reservation accordingly and not incur cancellation fees for the Friday evening.

- Arrange schedule of meetings for the speaker.
- Ensure the speaker is aware that we live stream the presentations via adobe connect. If they are not happy with this arrangement, please inform Debbie Hairston and/or Carla Finkelstein in good time.
- Email all above information to [Debbie Hairston \(debbie1@vt.edu\)](mailto:debbie1@vt.edu)

**Week of the Seminar - Monday:**

- Email **invitations to VT faculty and students** to meet with and/or have a meal with the Speaker.
- Approve seminar flier for campus distribution

**Week of the Seminar - Tuesday/Wednesday/Thursday:**

- Obtain list of students and post-docs attending lunch with Speaker on Friday.
- It is the responsibility of the faculty host to make sure that there are at least 5-6 students and post-docs attending the lunch with the speaker. If there is a lot of interest in the speaker, the host can allow up to 9 students to attend the lunch.
- Arrange meeting times between VT faculty and Speaker
  - Arrange to meet and transport Speaker to and from the airport to Main Street Inn, Blacksburg.
  - Have dinner with Speaker on Thursday evening and breakfast on Friday morning.
- Please refer to instructions on "Information and Instructions for Faculty Hosts" for rules on additional VT faculty joining you and meal allowance limitations.

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### Day of the seminar – Friday:

- Join the speaker for breakfast.
- Arrange to escort the speaker to any meetings with faculty you may have arranged.
- Escort the speaker to the Biocomplexity Institute auditorium for seminar (plan to arrive 15 minutes before scheduled start of the seminar). AV support will be available to assist during the presentation and to set up remote access. **THE SPEAKER SHOULD BRING THEIR PRESENTATION ON A USB DRIVE.**
- Introduce the speaker with a brief biography and announce if spaces are available for (free) lunch with the speaker after the talk.
- After the seminar, escort speaker and students/post-docs to the Biocomplexity Institute reception desk on the 2<sup>nd</sup> Floor. Front Desk staff will sign in the students and speaker for lunch in room 268. At this time, please request W9 form from Front Desk for the speaker to complete. The completed copy must then be sent in the internal campus mail to Debbie Hairston at Fralin Life Science Institute. This document ensures that we can pay the honorarium to the Speaker. DO NOT EMAIL THIS DOCUMENT.
- Have dinner with Speaker and any VT faculty.
- If your Speaker is leaving Blacksburg on Friday, escort them to the airport if travelling by air.

### Day after the Seminar – Saturday:

- Arrange breakfast with Speaker.
- Arrange to transport Speaker to airport if required.

### Within 7 days after the seminar:

- Submit your reimbursement requests using original receipts (both credit card and itemized) to Debbie Hairston (debbie1@vt.edu)
- Instruct the Speaker to submit reimbursement requests with original receipts to Debbie Hairston. Detailed information about reimbursements and allowable expenses can be found in "Information and Instructions for Faculty Hosts" on the VTLSS website.
- When complete, email speaker schedule to Carla Finkielstein – we need to have a record of the speaker activities during the visit for accounting purposes, and for the Fralin Institute Annual Report.

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