

## Seminar Host Responsibilities

Eileen Harvala handles logistics for regular departmental and named seminars. Because of the number of seminars, including multiple seminars during a week, it is important to begin preparation for seminars six to eight weeks before they are scheduled to be conducted.

1. Contact the seminar speaker two months prior to his or her scheduled seminar date, and copy (cc) 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 Eileen Harvala (this is important information needed for hotel reservations and for schedule creation)
    - Typically, advise the speaker to arrive in late afternoon or early evening the day before the seminar, and to depart late in the afternoon or early evening after 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, [harva015@umn.edu](mailto:harva015@umn.edu) as soon as possible for abstract creation, 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 as well.
      - Request a brief biography for named seminars (Etter, Gassman, Kolthoff, Moscowitz)
  - ✓ 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 late afternoon on [day before seminar], so we can take you to dinner, and depart in mid to late afternoon or evening on [date of seminar]. When your flight has been booked, please send the itinerary to Eileen Harvala, Department of Chemistry communications coordinator, at [harva015@umn.edu](mailto:harva015@umn.edu).*

*Eileen will handle the rest of the logistics for your visit, including your schedule, hotel reservations, etc. She also is responsible for publicity concerning your seminar. Please send her the title and abstract of your lecture plus a photo as soon as possible. [For named seminars, request a brief biography.]*

*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 Eileen build and fill the schedule for the seminar speaker
  - ✓ Approve the seminar schedule template as soon as possible after you receive it from Eileen
    - Let Eileen know if you will be providing transportation to and/or from the airport.
  - ✓ Find colleagues to attend dinner with the speaker, and give their names to Eileen
  - ✓ Recruit graduate students to go to lunch with the speaker, and send their names and email addresses to Eileen (names are required for Campus Club card requests)
  - ✓ Help fill up the schedule
    - After Eileen 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. Make dinner reservations

- ✓ Follow the expense limits or seek approval for going over those limits from Department Chair William Tolman ahead of time
  - For most seminars, the expense limit is \$65 per person/\$390 total; Kolthoff and Gassman are \$65 per person/\$520 total
  - *Complete information on hospitality is available on the accounting web page at <http://www.chem.umn.edu/services/accounting/Hospitality.html>.*
- ✓ Obtain detailed receipts
  - Obtain separate detailed receipts for alcohol and food
- ✓ Do not use PCard for alcohol

### 4. Introduce the speaker at the beginning of the seminar and moderate the post-lecture discussion.

### 5. Other reminders

- ✓ Turn in expense receipts to Eileen as soon as possible.
  - Remember to provide Eileen with your faculty identification number, and complete address for the expense reimbursement form
    - Or complete that section of the expense reimbursement form yourself, sign the form, and turn into Eileen along with your receipts.
  - *Complete information on hospitality, including the employee expenses reimbursement form, is available on the accounting web page at <http://www.chem.umn.edu/services/accounting/Hospitality.html>.*