



Biology Seminar Series
Host Responsibilities
Memo of Understanding & Agreement
Updated May 2022

HOST RESPONSIBILITIES AND INSTRUCTIONS

Before inviting a speaker, the host must agree to abide by all responsibilities, budget, and other requirements. If the host is a graduate student, the major advisor should also be aware and oversee that duties are carried out.

BUDGET AND TRAVEL

The seminar committee chair will notify the host with an overall budget amount and a department meals budget amount (same for all speakers), as determined by the senior business manager.

Expenses covered by the department for non-USU Speakers

Travel

- Airfare – Rate must be reasonable and must meet USU purchasing and travel policies.
- Speaker's personal vehicle mileage and airport parking – For driving to, and parking at, the speaker's originating airport. The business assistant will calculate mileage based on addresses and a signed parking receipt (scanned or photographed) must be emailed to the business assistant.
- Vehicle for airport pickup/drop-off – Hosts should use the department vehicle or personal vehicle (mileage will be reimbursed) for travel to SLC airport. The host, grad student, or other biology faculty may drive.
- Mileage – For speakers driving to campus (business assistant will calculate based on address).
- On-campus parking space – For speakers driving to campus. Parking validations will be purchased in advance through the biology administrative assistant for parking at the Aggie or Big Blue Terrace.
- Travel Meals – The speaker may be reimbursed for inexpensive meals during travel, so long as signed, itemized receipts (including tip) are provided and meals stay within the overall speaker budget.

Department Meals

- Use a department p-card to purchase speaker meals at your discretion (within the allotted budget). Meals may include seminar refreshments, one lunch with graduate students, a social dinner with the speaker, host, faculty, and grad students, a breakfast, etc.
- Note that the budget should not be used for spouses or non-biology guests (but these expenses may be covered by the host personally).

Thank-you gift (virtual speakers)

- If the seminar is presented virtually, the department may cover the cost of a small thank you gift (\$50 or less) from USU Book Store or PDP, or may have gifts ("swag") on-hand. *Host may also purchase a gift with personal funds if the desired gift is more than \$50.*

Lodging

- One night at the University Inn. Two nights may be covered if it is necessary based on flight schedules. If there is not room at the University Inn, accommodation can be made at a hotel in town. The Host may also supply the accommodations at their home if desired but will not receive payment for the lodging.

Expenses NOT covered by the department for non-USU Speakers

- Per Diem – Per diem (a fixed daily rate) will not be provided to invited speakers.
- Guest travel – Airfare, meals, lodging, or any other expense incurred by the speaker bringing a guest.
- Meals purchased using personal money for which the host requests reimbursement. (Use a department p-card obtained from business assistant for all purchases.)
- Food Delivery Costs – These include fees and delivery costs from Door Dash, Uber Eats, etc.
- Airport Shuttle – Unless previously approved by senior business manager.
- Expenses which exceed the individual speaker budget.

Expenses covered by the department for USU Speakers:

- Seminar refreshments
- Graduate student lunch with speaker (no more than 4 to 6 students + speaker)

GENERAL INSTRUCTIONS

One Month or More Ahead:

If flight travel is involved, the host should work with the business assistant for scheduling. The host should gather and then provide the following information about the invited speaker to the business assistant, who will then create an A#, TA, and purchase the flight:

- Full legal name of speaker (as it appears on ID)
- Date of birth
- Home address
- Cell phone number and Preferred email address
- Link or pdf of requested flight itinerary including rewards or SkyMiles number (if desired)
- Note that if reimbursement for meals, mileage, and parking is needed for the speaker, the business assistant will need to set up direct deposit information for the speaker. Work with business assistant on this.

Get Speaker head-shot and email it, along with the speaker role and affiliation, and final seminar title, to the biology office main assistant (and cc the committee chair) to ensure a flyer is created.

One Week or More Ahead:

For non-USU speakers, coordinate a schedule of one-on-one meetings with interested department or campus employees. This can be done by setting up an online form and sending the link to the biology administrative assistant to email out to the department. Confirm all scheduled appointments.

Communicate with the speaker:

- Any special accommodations.
- They must bring their presentation on a USB.
- Length of seminar time (typically 45-50 minutes, which will allow time for questions).
- Obtain a speaker bio.

Coordinate with the biology administrative assistant to:

- Make sure flyer is emailed and/or posted to faculty and all Departments in the College of Science and others as deemed appropriate (QCNR, Ecology Center, NDFS, Psychology, AgSci, etc.).
- Determine whether more refreshments need to be purchased. The department provides coffee, tea, cups, napkins, etc. It is up to the host to purchase food items within the budgeted amount, if desired. Contact the business assistant to obtain a p-card.
- Obtain parking validation(s) to give to speaker that is driving to campus.

For a non-USU speaker, coordinate meals:

- Make arrangements or reservation for meals and invite guests (if desired). Dept-paid guests include graduate students and other USU faculty for collaborations, but not spouses or non-USU participants.
- If desired, make arrangements for a graduate student meal with the speaker.
 - Contact graduate students to sign up; ideally those in a similar field of study as the speaker.
 - If needed, assign a host for the graduate student lunch to be responsible to pick up a p-card from the business assistant.
- Note that the department cannot pay for alcohol.
- All meals must be paid for using the department p-card (see business assistant).
- The host must get a signed, itemized receipt for each meal (including tip) and submit it through Service-now, with “Meals and Entertainment” selected as the Receipt Classification.
- Meal costs on the p-card may not exceed the allotted meal budget.

A Few Days Ahead and Day of the Seminar:

- Contact the biology administrative assistant to ensure that the designated seminar room is reserved and Zoom link has been distributed.
- On the day of the seminar, the room should be ready 30 min before the presentation. Request IT assistance from Joe Shope or his assistant.
- Introduce the speaker.
- The administrative assistant will help set up and take down the refreshments.

Within One Week after Seminar:

- Submit receipts through Service Now. Select “Meals and Entertainment” for the Receipt Classification. A list of meal attendees, including affiliation, is required. Receipt must be itemized and signed by the host.
- Request all travel receipts from speaker.
- Mail thank-you note to speaker.
- If the speaker was virtual, and if desired, send appreciation gift (\$50 or less) with the thank-you card.

I have read and understand the Seminar Series Host Responsibilities and am aware of what I need to do as host as well as what expenses the Department will cover.

Signature of Host:

-OR-

Signature of Grad Student Host:

Signature of Grad Student Faculty member
