

Frequently Asked Questions for Visiting Speakers in the K-State Division of Biology

Thank you very much for agreeing to visit the Division of Biology at Kansas State University to give a research seminar either virtually or in-person. We understand it takes a considerable commitment to prepare a seminar and to travel here. We truly appreciate your participation in our research and educational mission. Below you will find some information to help you plan your upcoming visit.

Who is my audience?

The Division of Biology is a diverse group of scientists with research interests that span levels of organization (from molecules to ecosystems) and vast temporal scales (from ecological and physiological timescales to deep evolutionary time). Our most successful seminar speakers keep in mind that students and faculty from a wide variety of life science disciplines attend our seminars. A general introduction that explains the basics of the work and the broader implications of your results will be appreciated by all. That does not mean the whole seminar needs to be simplified, but the introduction should allow all listeners to understand the importance of your work and its place in a broader framework. Consider this to be an opportunity to advertise your results to a diverse group of people.

How long should I talk for?

Seminars are on Monday afternoon at 3:30pm. Please plan your presentation for 45-50 minutes to allow time for questions and discussion.

What information do I need to provide prior to my visit?

We ask you to provide the following information to your host or directly to Sara Smith (ssara@ksu.edu) upon accepting the invitation. This information will help us to assist you with the planning of your visit and advertising your seminar.

- Full name
- Email and preferred phone number
- Institutional affiliation and postal address
- Tentative seminar title
- A brief non-technical abstract that is addressed to life scientists that may not have expertise in your immediate area of study
- We also encourage you to provide a picture (a portrait of you or a picture representative of your research) and – if available – a link to your website and social media presence (e.g., Twitter handle).

In-Person Visit: How do I get to Manhattan?

K-State policy requires speakers to organize their own travel arrangements. This allows you to make your own travel arrangements and consider all the circumstances that are important to you (frequent-flier miles, preferences for certain times of day for travel, meal arrangements, etc.). Please keep all receipts (airfare, parking, shuttle, etc.) so we can reimburse your expenses. Note that speakers typically arrive on Sunday, meet with members of the Division and present their seminar on Monday, then depart on Tuesday.

In-Person Visit: Where will I stay, and what will I eat?

We will make the reservations for your lodging and send you those details a few weeks in advance of your visit. When dining, be aware that state regulations prohibit reimbursement for alcohol. Please ask for separate receipts for any alcohol purchases and an itemized receipt for your food items during dining.

Virtual Visits: What will my visit be like?

Virtual seminars are on Monday afternoons at 3:30pm and are conducted via Zoom. Depending on your availability, we will set up individual meetings with faculty and students/trainees the same day or the next day. Prior to your virtual visit, we will provide a schedule with the seminar Zoom link and separate Zoom links for individual meetings as appropriate.

In-Person and Virtual Visits: What information do I need for reimbursement?

In-Person Visits: We will need original itemized receipts for all your expenses and for the honorarium. Non-itemized receipts cannot be reimbursed. You can send your receipts to your host or directly to Whitney Finto (finto@ksu.edu). The following documents are needed for reimbursement:

- Itemized receipts (ones that show exactly what you consumed) for any meals you purchased. The Division of Biology cannot reimburse alcohol.
- If you submit an airline ticket or a rental car receipt, it must be the copy that shows the last 4 numbers of your credit card. The total amount charged to the credit card must also be shown on the receipt. If the receipt does not show this information, you may submit a matching credit card statement instead. If what is submitted does not show this information, the expense cannot be reimbursed.
- Please sign the front of all receipts in **non-black ink**.
- We will need a completed W-9 form and your email address.
- To get reimbursed for mileage, you will need to provide the place and time of departure as well as place and time of arrival for both trips.

Virtual Visits: You will receive an honorarium. Please send the following to your host or directly to Whitney Finto (finto@ksu.edu):

- A completed W-9 form and your email address.

If you have additional questions, please contact your host, our staff (Sara Smith: ssara@ksu.edu; Whitney Finto: finto@ksu.edu), or the chair of our seminar committee (Jocelyn McDonald: jmcdona@ksu.edu).

We look forward to welcoming you to the Division of Biology at Kansas State University!