

Tips for Hosting a Visiting Speaker in the Departmental Seminar Series in the Division of Biology

1) Invite speakers!

- a) The departmental seminar series makes important contributions to the intellectual atmosphere of the Division of Biology. Support the series by inviting a speaker once a year or more, by encouraging your graduate students to host speakers, and by regularly attending the seminars. Graduate students in the Division of Biology usually host two- four visiting speakers per year.
- b) In your invitation, you can tell potential speakers that the department will cover all costs of travel, accommodation, and a \$200 honorarium (unless they are an employee of the State of Kansas). You can explore the speaker's interest in visiting before or after submitting an application to the seminar committee.
- c) The departmental seminar committee meets two times a year to consider applications to host seminar speakers. Our two regular deadlines for applications are middle of spring semester and middle of fall semester. Most speakers are chosen for the next year in our spring meeting. However, if you have a fast-moving chance to invite an international speaker or other topnotch speaker who will be in the area, the seminar committee can also consider applications that are submitted at other times.
- d) Cost-sharing for visiting speakers can be arranged with other programs in Biology. Visiting scholars that can contribute to diversity issues may be supported via applications to the [College of Arts and Sciences Diversity Lecture Series](#). Deadlines may differ among these programs.
- e) Speakers in the departmental seminar series are usually faculty or research scientists with institutional appointments. If you would like to invite a speaker who is a graduate student, postdoctoral fellow, or a young investigator, you might consider the other seminar series in the department such as the MCDB journal club on Monday afternoons or the EEB seminar series on Thursdays at noon. Seminar slots in the early fall are often reserved for Biology faculty who are planning to submit applications for tenure and promotion, and we try to avoid scheduling speakers during the beginning of spring semester when we usually have ongoing faculty searches.

2) Arrange a seminar date

- a) Once you receive approval from the seminar committee, please book your speaker for one of the regular seminar slots on Friday afternoon. All slots are assigned on a first come-first serve basis and are handled by the main office (2-6615). First check the calendar on the Division of Biology website for available times and then ask your speaker to send you their first and second choices. If you have problems viewing the calendar or are ready to schedule your speaker call the main office.
Regular departmental seminars are held on Fridays at 4-5 pm. If that time is not available, it is possible to arrange seminars at alternative times during the week but the committee is less likely to approve such speakers. Attendance is usually lower because of conflicts with classes and other activities. Avoid scheduling your speaker during scheduled holidays, but potential conflicts are usually flagged on the calendar.
- b) When you have settled on a date with your speaker, call or email Melissa Bruce to add the speaker to the departmental schedule. Melissa will make a note in the calendar and will ask you to provide the speaker's name, e-mail and phone number, their institutional affiliation, address, and the name of the host(s) if she has not received that information already from the committee. These are necessary to allow us to communicate with your speaker prior to their visit and to get them listed on the semester seminar schedule.

- c) If needed, please ask Melissa to book accommodations for your speaker. Suggestions for lodging are listed below.

3) Travel arrangements

- a) KSU policy is that speakers must make their own travel arrangements and then submit receipts for reimbursement. Request that your speaker book and pay for their own travel to KSU. Advise your speaker that they should save receipts for all expenses including flights, boarding passes, mileage for personal vehicles, highway tolls, airport parking, and meals in transit. Receipts for meals should be itemized, otherwise the costs will be included in the honorarium which may be taxed. Alcohol expenses cannot be reimbursed.
- b) Once the speaker has returned home after their visit, ask them to send all of their receipts, home address, SSN, and W-9 to Sarah Hacker (2-6800) in the accounting office, who will prepare the travel claim on behalf of the speaker.
- c) Flights directly into MHK (Manhattan) are often the same expense as flying through Kansas City (MCI) and renting a car or taking the shuttle. Current schedules include several direct flights a day to and from Dallas and Chicago on American Airlines. These flights are often full and should be booked early.
- d) Ground travel from Kansas City can be arranged by driving over to fetch your speaker, by booking a ride on the KCI Roadrunner Shuttle Service (\$80 each way, <http://www.kciroadrunner.com/>), or by asking your speaker to rent a car and drive to Manhattan.
- e) Speakers are welcome to drive directly to KSU if they are at a nearby institution. Reimbursement for mileage with a personal vehicle must be less than or equal to a comparable plane ticket. Driving instructions to reach campus are posted on the Division of Biology website. The Division has a parking pass which may be used for the reserved slot immediately adjacent to the stairs in the parking lot south of Ackert Hall. Contact the Biology main office to reserve and pick up a parking pass from the main office.

4) Lodging arrangements

- a) The Division of Biology regularly houses visiting speakers at the Bluemont Hotel or the Holiday Inn. Cost of the room can be billed directly to Biology. Melissa Bruce can arrange hotel reservations.
- b) Lodging in the guest housing at Konza Prairie Biological Station is available and can be booked with Barb VanSlyke (587-0441). This is an inexpensive option, but requires a 20 minute drive to Konza. Bedding is provided but meals are not included in the housing at Konza Prairie. On football weekends, sometimes the guest housing at Konza Prairie may be the only option for accommodations.
- c) If the speaker is a personal friend, you are welcome to invite them to stay with you in your home. Cost savings will help the seminar budget for the semester.

5) Abstract and title

- a) Ask speakers to e-mail their title and abstract to Melissa Bruce (melbruce@kstate.edu) no later than 3 weeks before their scheduled presentation. Melissa will prepare and circulate the seminar notices. Advise Melissa of any cost-sharing with other programs to ensure proper credit is given on the seminar fliers.

6) Plan the visit

- a) Hosts have great flexibility in planning the schedule for visiting speakers. A typical arrangement is to set up a schedule of half hour slots so that the speaker can meet with members of the department. Faculty usually meet one-to-one, postdocs and graduate students may prefer the social comfort of a small group. If faculty are in different buildings, try to arrange blocks of

appointments that are close by. It is usually a good idea to leave the half hour before the seminar free (3:30 to 4:00).

- b) Konza Prairie is a beautiful natural preserve and is an important facility in the Division of Biology. To make arrangements for a half-day visit, contact one of the regular faculty or graduate students affiliated with Konza Prairie.
- c) The usual seminar room is Ackert 221. If a large audience is expected, it is also possible to use the larger lecture hall in Ackert 120. If the seminar will not be held at a regular Friday time slot, the main office can assist with booking one of the alternative rooms that Biology controls such as Ackert 232 or Ackert 324.
- d) The media facilities in the seminar rooms are flexible and it is possible to load talks on a USB stick or connect a personal laptop computer (PC or Mac). We advise speakers to embed their power point fonts if they are not using their own computer. You need an adapter for a Mac and other computers without VGA output.

7) Entertainment expenses

- a) Hosts are given an allowance of \$150 total per speaker for entertainment expenses, such as taking the speaker out for dinner with a small group of colleagues or students (includes grad lunches).
- b) Arrange lunch with graduate students and provide receipt and list of attendees to Sarah Hacker.
- c) Hosts can submit receipts for entertainment expenses to Sarah for reimbursement. Meal receipts should have an itemized list of expenses and should include a list of names of the people who attended each function. You may ***NOT*** claim any reimbursement for alcoholic beverages. If charges for alcohol and food are mixed together on the receipt, processing of a reimbursement may be delayed.

8) What you should tell the speaker about reimbursement

Provide attached letter (below) to speaker, outlining details.

THANKS FOR HOSTING!

Dear KSU Division of Biology Visitor:

Thank you for visiting the Division of Biology and for interacting with our diverse and collaborative faculty group. We hope that our faculty members and our staff have made your visit an enjoyable one.

The details of your visit, however, must be facilitated as well - and, from your perspective, a reimbursement for expenses BEFORE those expenses are due on your credit card is a priority for us.

For reimbursement purposes, we will need the following:

1. The original detailed receipts for all your travel expenses. NOTE: If you submit an **airline ticket** or **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 show on the receipt.
2. The original **itemized** meal receipts (ones that show exactly what you consumed) for any meals you purchased yourself while in travel status. NOTE: alcohol purchases cannot be reimbursed.
3. Please sign the **front** of all receipts in any dark color ink EXCEPT black.
4. If you have not already done so, please complete and sign a W-9 form. If you completed this form and submitted it to your host, then we do not need a second copy. The form can be found at <https://www.irs.gov/uac/about-form-w9>. Please complete the sections at the top and Part I, then print, sign and date and submit with your receipts. NOTE: If you do not have a social security number, please contact Sarah Hacker to determine the alternative form needed.

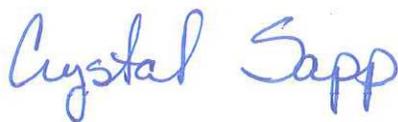
Please mail all required documentation to us at the following address as soon as possible following completion of your visit:

Sarah Hacker
Division of Biology
Kansas State University
104 Ackert Hall
1717 Claflin Rd
Manhattan, KS 66506-4901

It will take approximately two weeks to process your reimbursement once the proper documentation is received in our office and for the check to be issued. Your reimbursement check will then be mailed directly to the address on your W-9 form from the State of Kansas.

If you have any questions, please contact Sarah Hacker by email at sjhacker@ksu.edu or call at (785) 532-6800.

Sincerely,



Crystal Sapp
Financial Officer