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- to 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 top-notch 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 Diversity Seminar Series of the College of Arts and Sciences that is chaired by Lorena Passarelli (2-3195). 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 and are handled by the main office (2-6615). First check the calendar on 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.
   b) 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 in on the calendar.

c) When you have settled on a date with your speaker, call or email Diane to add the speaker to the departmental schedule. Diane 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.

d) If needed, please ask Diane 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 you all of their receipts, home address, and SSN. All of these materials should be given to Bonnie Cravens (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 over from Kansas City.

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 parking passes which may be used for the reserved slot immediately adjacent to the stairs in the parking lot south of Ackert Hall. You can reserve and pick up a parking pass from the main office.

4) Lodging arrangements

a) The Division of Biology regularly houses visiting speakers with the Morning Star Bed & Breakfast. The B&B is a nice place and the breakfast is excellent. You can join your speaker for breakfast if you notify the folks at the B&B in advance. Cost of the room and breakfast can be billed directly to Biology.

b) Holiday Inn is adjacent to campus and is convenient.

c) 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 half hour drive out 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.

d) 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 Diane Ukena (dukena@ks-state.edu) no later than 3 weeks before their scheduled presentation. Diane will prepare and circulate the seminar notices. Advise Diane 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 for entertainment expenses, such as taking the speaker out for supper with a small group of colleagues or students.
   b) A good option for lunch is to invite your graduate students to take the speaker to the buffet at the Bluemont Room in the Student Union Building (~$10 per person). To book a table, call the catering office (2-6068). To charge the lunch to Biology, pick up the charge card for the Bluemont Room from Ackert 116. After lunch, you must return the card, the receipt for the meal, and a list of the persons who were included in the lunch group.
   c) Hosts can submit receipts for entertainment expenses to Bonnie 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**
As was mentioned in a letter sent to the speaker, for reimbursement purposes, we will need original itemized receipts for all your travel expenses. Non-itemized receipts cannot be reimbursed. Speakers can send your receipts to «Host_Name» or directly to Bonnie Cravens. We also pay speakers (except state of Kansas Employees) a small honorarium.

1. This includes itemized receipts (ones that show exactly what you consumed) for any meals you purchased. The Division of Biology does not reimburse alcohol.
2. If speakers submit an airline ticket or rental car receipt it must be the copy that shows the last 4 numbers of the credit card. The total amount charged to the credit card must also be shown on the receipt. If what is submitted does not show this information---the expense cannot be reimbursed.
3. Please have speakers sign the front of all receipts in ANY color ink EXCEPT black.
4. Bonnie will need a W-9 form and the speakers email address. You can send this information to her at the following address:

   Bonnie Cravens
   Division of Biology
   104 Ackert Hall
   Kansas State University
   Manhattan, KS 66506-4901
   cravens@ksu.edu

THANKS FOR HOSTING!