

## **Guidelines for hosting MOCB Seminars**

### **1. Speaker nomination and informal invitation:**

To invite a speaker to present in the MOCB seminar series, please forward the speaker's name and a general subject area to the chair of the MOCB Seminar Committee (currently Sougata Roy, [sougata@umd.edu](mailto:sougata@umd.edu)). If the suggested speaker is approved (it almost always is, but this is an important quality-control step) you should then extend an informal invitation to determine whether the speaker will be able to schedule a visit to Maryland, and what dates would be most convenient (an updated list of dates is maintained as a Google doc here, [bit.ly/CBGsems-plan](https://bit.ly/CBGsems-plan)). The date should then be confirmed with the seminar committee chair. If possible, obtain a seminar title at this time (otherwise, be sure to get one as soon as possible; titles should be sent to Gwen Warman, [gwarman@umd.edu](mailto:gwarman@umd.edu), in the BISI office). If your speaker is unavailable this coming semester, please go ahead and ask them about the following semester.

### **2. Formal invitation:**

Once the date is confirmed, find out whether they will be driving or travelling by air. The BISI office staff will be happy to work with you to arrange travel and lodging. In addition, a formal letter of invitation will be sent to the speaker confirming the seminar date providing information on campus, the MOCB concentration area and, for speakers that plan on driving to campus, parking instructions and directions. Outside speakers who are traveling will receive information about expense reimbursement and those who can accept honoraria will receive an honorarium form (NIH and other Federal employees can not).

### **3. Seminar announcement:**

The MOCB seminar committee chair will distribute a list of scheduled seminars near the beginning of each semester and the list will be posted on the BISI web site. A weekly email containing seminar information is sent to all BISI faculty and students. You may want to send reminders of your own to anyone who you think may be especially interested.

### **4. Housing and travel arrangements:**

If your speaker needs lodging or transport via Super Shuttle to/from the airport please coordinate with the administrator at the BISI office who will make reservations for the speaker.

### **5. Appointments**

The **host** should arrange appointments with interested faculty and students who wish to meet with the speaker. Please schedule appointments at least one week in advance and provide a tentative schedule to the speaker by Monday or Tuesday.

### **6. Travel expenses:**

For speakers who are traveling, a travel request form will be included in the initial packet sent to the speaker. The speaker will be asked to return the completed form and original receipts in the enclosed self-addressed envelope. For local speakers (especially those from government who are not receiving an honorarium), it may be easiest to simply submit parking, Metro or taxi receipts for reimbursement.

### **7. Meal expenses:**

Meal expenses are reimbursed from the MOCB concentration area account. These funds are limited, so please adhere to the following guidelines. It is recommended that no more than 3 to 4 people accompany a speaker to lunch, and 2 to 3 people accompany a speaker to dinner. You should obtain receipts for all meals (both on and off-campus) and submit these receipts. State funds cannot be used to pay for alcoholic beverages, so please get a separate receipt for these. Lunch is normally at Adele's and the BISI office has a credit card that should be used for that purpose.

### **8. Audio-visuals:**

Normally, the projector in BRB1103 is used. In some cases, the speaker may have special needs. The host should ask the speaker in advance if they have any special requirements and make the appropriate arrangements. **This is the responsibility of the host.** The speaker should be encouraged to bring the presentation on a CD or flash memory stick as a back-up if they are planning to use their own laptop.