

## PBEE Seminar Speakers Faculty & Student Hosting Responsibilities: 2019 - 2020

### Faculty Host Duties (after the speaker's date and availability is confirmed)

- If you are co-sponsoring the visit, speak with the Program Administrator (PA) about any accounting/budget criteria.
- The PA will reach out to all speakers to arrange hotel, flights and transportation, as needed. Flights must be booked through the PA. The PA will also acquire the speaker's topic and abstract (as available).
- **Communicate to the speaker that airline tickets are purchased and paid by Emory.** The PA will work with them to get their desired flights, within reasonable limits. If the speaker makes a case for needing to purchase tickets on their own these are the criteria that must be followed:
  - Communicate to the PA 21 days BEFORE travel to get approval. The ticket price cannot be any higher than we are able to book through Emory travel services.
  - Be approved by the PBEE director and the GDBBS Business Manager BEFORE purchasing.
- Assist the Student Host to prepare the speaker's visit schedule. Below is the general schedule for all speakers.
  - Out of state speaker:
    - Thursday: speaker arrives in PM
    - Friday: breakfast, meetings, seminar, lunch with students, meetings, dinner (see Reimbursement Guidelines)
    - Saturday: speaker leaves in AM
  - Local, non-Emory speaker:
    - Friday: meetings, seminar, lunch with students, meetings, optional happy hour (not covered by program)
- Two weeks out, contact the speaker to understand their schedule, who they would like to meet with and start to plan their visit.
- Advise the speaker we request no more than 45 minutes for their talk to reserve plenty of time for questions.
- Meet the speaker in the seminar room by 11:50 AM and introduce the speaker before seminar.

### Reimbursement Guidelines

Our typical practice is to sponsor one dinner (Friday night), preferably at a faculty member's home. Thursday night dinner is for guests traveling a long distance and arriving early, or other (pre-approved by the PA and the Program Director) situations.

- PBEE will reimburse up to **\$200** for a meal for a guest speaker's visit. The GDBBS cap for meals is **\$60 per person**, including all alcohol, tax, and tip, for a restaurant meal. This does not include meals the speaker will expense that are taken alone.
- Friday night dinner is encouraged to be at a Faculty member's home with 'take-out' food to enable more participation.
- Conditions for meal reimbursement:
  1. Original itemized receipt (lists what you ordered).
  2. Original summary receipt (includes tip line, last 4 digits of credit card, and signature).
  3. List of attendees if less than 10 people.
  4. Names of PBEE student(s) who attended the dinner; all meals must include at least 1 PBEE student. Reimbursement will be denied if the meal did not include any PBEE students.
- Students should submit their reimbursement requests to the PA. Meal receipts must include original, itemized AND summary receipts, plus a list of attendees when less than 10 people at meals. Faculty should submit their own reimbursement requests.

### Student Host Duties

- The student host should check in with the faculty host about the faculty host's preferences for developing the speaker's schedule. In most cases, the student works with the PA to begin preparation of the speaker's visit schedule (determining arrival and departure times, lodging, and transportation), drafts a schedule in coordination with the faculty host, and then the student host is responsible for booking meetings on the schedule. The student host should consult with the faculty host in the event that any scheduling issues arise.
- A week to 10 days out, send an email to students to introduce the speaker and invite interested students to lunch.
- Coordinate the student lunch after seminar from 1-2 PM:
  - Collect up to 4 students' total (including yourself) to lunch with the speaker.
  - Send the list of names and lunch choices from [Jason's Deli](#) to the PA by Wednesday afternoon. The PA will have the speaker's lunch order.
  - Pick up lunch from the PA after seminar and take it to RRC 1133. Be sure to grab some extra drinks from seminar for lunch!
- If the speaker is driving to campus, get a visitor parking pass from the PA.

### PBEE Listservs

- PBEE-Seminars (students, faculty, postdocs, others who've requested to be on the listserv): [PBEE-SEMINARS@LISTSERV.CC.EMORY.EDU](mailto:PBEE-SEMINARS@LISTSERV.CC.EMORY.EDU)
- PBEE-Program (students & faculty): [PBEE-PROGRAM@LISTSERV.CC.EMORY.EDU](mailto:PBEE-PROGRAM@LISTSERV.CC.EMORY.EDU)
- PBEE-Postdocs (postdocs): [PBEE-POSTDOCS@LISTSERV.CC.EMORY.EDU](mailto:PBEE-POSTDOCS@LISTSERV.CC.EMORY.EDU)
- PBEE-Students (students): [PBEE-STUDENTS@LISTSERV.CC.EMORY.EDU](mailto:PBEE-STUDENTS@LISTSERV.CC.EMORY.EDU)
- PBEE-Faculty (faculty): [PBEE-FACULTY@LISTSERV.CC.EMORY.EDU](mailto:PBEE-FACULTY@LISTSERV.CC.EMORY.EDU)