

Seminar Host Responsibilities

I. Seminar Schedule

- Contact potential speaker and extend invitation. Confirm acceptance with divisional contact.
- Communicate any changes or additional visitor requests to Faculty Division Coordinator.

II. Communicate Schedule and Speaker Information and Seminar Coordinator

- Provide information on the speaker you are hosting to the seminar coordinator.

Please note: The earlier this information is given to the coordinator the fewer problems there will be with things such as: no hotel availability, inaccurate or incomplete listing of information on the department calendar, etc.

- A listing of the seminar coordinators and the division to which they have been assigned can be found on the department web page:
http://intranet.chem.unc.edu/index.html?display=people_search&content=support_assignments
- Allow extra planning time for foreign visitors. Once a foreign visitor is identified information will be given to you to forward to your visitor regarding visas and requirements to be eligible for reimbursements.
- Contact the seminar coordinator with any changes to the schedule as soon as possible. This will ensure timely and accurate changes to Chemistry Seminar Web Calendar and any necessary arrangements such as lodging, parking etc.

Note: Please do not make or ask anyone else to make hotel reservations or submit information to be posted on the Chemistry Seminar Web Calendar. If your PA is not the seminar coordinator he/she will pass along the information to the correct person or you may contact the seminar coordinator directly. This will avoid duplication of reservations and limit the errors on the Chemistry Seminar Web Calendar. The seminar coordinator can make hotel reservations at the following hotels: Sienna, Best Western, Carolina Inn and Marriott by the Friday Center. These hotels allow for invoicing or direct billing. If a different hotel is being requested, the guest will need to make the reservation and then be reimbursed.

III. Assisting the visitor on behalf of the department

- The seminar coordinator will provide you with information throughout this process. This will keep you up to date, and confirm that arrangements being made are what you want and are complete. Please forward the following information to your guest:
 - ✓ Hotel confirmation
 - ✓ Parking confirmation
 - ✓ Meeting schedule, if you requested the seminar coordinator's involvement
 - ✓ Expense reimbursement form
 - ✓ Honorarium form

IV. Funding and Reimbursement Reminders

Funding

The amount funded is per year not per semester. The Division Faculty Coordinator will be receiving a monthly printout of funding and expenses.

Exceptions and Non allowable reimbursements

- Seminar funds that come from outside of the department are still governed by the seminar meal reimbursement limits *unless* a representative of the corporation that has supplied the funds is attending the meal. If there is a representative from the corporation then the meal limits are waived.
- Reimbursement for meals will not be approved from seminar funds if the speaker is from on campus.
- Reimbursement for parking will not be approved from seminar funds if the speaker is from on campus.
- Allotted seminar funds are for the fiscal year, July 1 thru June 30, not per semester
- In order for expenses later in the spring to be posted against the current fiscal year's funds, the requests need to be submitted by June 15th so they can be processed and paid by June 30th. Expenses not fully processed by June 30th will be posted against the following year's allotment.
- Funds do not roll over to the next fiscal year
- A deficit, however, will be covered by the following fiscal year's allotment of funds resulting in less money to spend the next year