Information for hosts of Cramer Seminar speakers

Thank you for inviting a speaker for the Cramer Seminar Series.

Your responsibilities as host include the following:

1. Work with the faculty “czar” of the Cramer Seminar Series (currently Thomas P. Jack as of 7/2012) and the announcement coordinator, Amy Layne, to secure a suitable date on the seminar calendar at:
   http://www.dartmouth.edu/~biology/seminar%20scheduling/index.html. **All prospective speakers must be approved by the faculty czar prior to posting on the website.** Email Thomas P. Jack (c.c. Amy Layne) with your prospective speaker's name, credentials and likely topic for the seminar.

2. After faculty czar approval, provide the following to Amy Layne for posting on the Cramer Seminar Series website:
   - Speaker’s full name;
   - Institutional address;
   - Seminar title;
   - The url to your speaker's web site.

3. Help the guest arrange travel well ahead of the visit. If flying, work with Amy Layne to put guest in contact with the Dartmouth Travel Office so our department can pay for the ticket directly. Generally, guests fly in to Boston and take the Dartmouth Coach up to Boston. Alternately, guests sometimes fly in to Manchester, NH or Burlington, VT then rent a car and drive to Hanover. Flying into Lebanon, NH is not recommended. If the guest chooses to purchase tickets personally, then a reimbursement of the costs can be arranged after the visit. In that case, all receipts must be provided, **including boarding passes**, in order to get reimbursed. If the speaker is combining the trip with a visit to another institution or professional meeting, it works best to pay for the tickets personally and then submit receipts later in order to split the costs amongst the different institutions. If driving, we can arrange for mileage reimbursement. Check with Mary Poulson if you have any questions regarding reimbursements. It is your responsibility to make sure that the guest easily finds his/her way to Hanover and back home, and is well taken care of while here.

4. As soon as the travel dates are confirmed, notify Amy Layne if a hotel will be needed. Generally, guests stay for 2 nights (arrive Thursday and depart Saturday), but this is flexible. If another department is co-sponsoring the speaker, costs can be shared for additional nights. Lodging is usually at the Hanover Inn when available or the Residence Inn (out by Centerra). These hotels allow direct billing with a Dartmouth account number and have more lenient cancellation policies. Other hotels, such as the Marriott Courtyard Inn, Norwich Inn or Chieftain Inn are only used if the other two are completely booked.

5. Prior to the visit, arrange a suitable schedule for the guest while at Dartmouth. It is customary for the host to advertise the visit with an advance email to the extended Biology department, and invite people to request opportunities to meet with the speaker. Let Amy Layne know if you need an appropriate mailing list. **Please make special efforts to arrange for quality interactions with Biology graduate students** (not least because funding for the seminars is dedicated to graduate student education). Meals with the seminar speaker can be reimbursed by the department (assuming reasonable costs). Mary Poulson can help with the reimbursement provided whoever pays for the meal submits
itemized receipts and a list of who was at the meal. The host should be sure that someone (other than the guest) is ready to pay for meals. Frequently, hosts arrange to have pizza for a lunchtime get together with interested grad students. In that case, the host will want to make sure that a suitable match of people and pizzas shows up. Amy or Mary can provide you with a department credit card for ordering pizzas if you ask them ahead of time.

6. On the day of the seminar, Amy will put out coffee and cookies at 3:30PM before the seminar. The host should also ensure ahead of time that the AV equipment works, introduce the guest to start the seminar, adjust the lights and close the questions when appropriate to end the seminar. Please make sure that the speaker has a laser pointer, water, or anything else that they desire for the seminar.

7. The Biology Department will provide a modest honorarium for the guest (and reimburse any travels expenses). At some point while your guest is here, have him/her sign a form with Mary Poulson so that Dartmouth can send a check shortly after the visit.

8. TGIF following the seminar at 5:00PM is to be hosted by the graduate students of the host lab. If the lab has no graduate students, please organize volunteers. Occasionally, the MCB grad. students will host TGIF. TGIF is to be held in room 328 (post-doc and graduate student lounge). It is the responsibility of the hosting lab to clean up after TGIF. If you need an email list for sending out your TGIF invitation, Amy can provide you with one.

Just ask if you have any questions. Thanks for your contributions to the Cramer Seminar Series.