

**Intercollegiate Faculty of Nutrition
Seminar Series, NUTR 681
Faculty Host's Responsibilities
Revised June 2008**

PRELIMINARY DUTIES/INFORMATION:

It is very difficult, although not impossible, to pay professional fees or reimburse expenses for INTERNATIONAL speakers.

Arrange all travel for your speaker with the Staff Assistant, 979-845-1735, nutrsec@ag.tamu.edu, 218A Kleberg. **PLEASE DO NOT GIVE SPEAKER PERMISSION TO BUY HIS/HER OWN TICKET before checking with the Staff Assistant.** You and the speaker need to discuss the initial travel arrangements and provide that information to the Staff Assistant. After that, the Staff Assistant can interact directly with the speaker before any travel plans are finalized. It is your duty to provide transportation for your speaker to and from the College Station airport. **Be sure to contact Staff Assistant to confirm hotel and flight arrangements prior to your presenter's arrival.**

Under normal circumstances, the IFN will pay for a maximum of two nights' lodging in College Station. If more nights are required, please notify the Chair Member. Due to extenuating circumstances, international speakers will often require more than two nights. If a speaker is going to require extra lodging because a faculty member is using the speaker's services for his/her classes, the extra night(s) and meals could be charged to that faculty member's account/department.

PRIOR TO YOUR GUEST'S ARRIVAL:

Professional fee. Please let the Staff Assistant know whether your guest will be eligible to receive a professional fee or not. If he/she is eligible, the honorarium is \$100 + an additional \$50 (which is intended to cover airport parking or taxi at home airport, airport meals/snacks, etc.) and is explained in the offer letter. This extra remuneration is intended to catch the extra items for which speakers want/expect reimbursement. Additional expenses will need to be discussed in advance and will be approved on a case-by-case basis. To be considered, presenters requesting such must make contact with the Staff Assistant within three days of the presentation.

Those individuals who cannot accept a professional fee but who can be reimbursed for certain expenses will be compensated for them. Actual receipts must be submitted. Please encourage your presenter to submit them within a week of the presentation.

Coordinate the itinerary for your speaker during his/her visit. Two weeks prior to your host's arrival, you will need to provide the Staff Assistant with a few written words about the speaker, such as the speaker's major field of interest, some outstanding accomplishments, and perhaps a brief list of some recent publications. She will incorporate this information when she posts the opportunity to the faculty/graduate students to meet with the presenter.

It is your responsibility to prepare your guest's itinerary and to provide a copy of it to the Chair Member and the Staff Assistant on the Friday before the presenter arrives. This is imperative if we are to all to be "on the same page!"

Tell your speaker about his/her audience. Encourage an adequate introduction so that our beginning masters' students are not lost right out of the starting gate. Also, encourage him/her to limit the presentation to about 45 minutes so that there are plenty of opportunities for questions.