

Dear Faculty,

The MBS seminar series has approved this document to clarify the MBS procedures. Please note that there are changes to the seminar dates due to recruitment, the nomination cut-off dates, and meal reimbursement (especially that now a proof or purchase receipt or a bank statement has to be turned in, in addition to your itemized receipts.)

MBS Seminar Policy (Starting Fall 2017)
<p style="text-align: center;">Wednesdays, NHB 1.720, 4pm</p>
<p>Seminar Series Dates:</p> <ul style="list-style-type: none">• Fall: September to November• Spring: February to May
<p><u>Closed:</u></p> <ul style="list-style-type: none">• Dec. and Jan. due to faculty recruitment• In the summer *no exceptions• During festivals, large events, and sporting events in Austin, due to unavailable accommodations/prices
<p>Seminar Committee</p> <ul style="list-style-type: none">• Johann Eberhart eberhart@austin.utexas.edu• Jessie Zhang jzhang@cm.utexas.edu• Ilya Finkelstein ifinkelstein@cm.utexas.edu
<p>Guidelines for Nominating a Speaker</p> <ul style="list-style-type: none">• The seminar speaker should have a tenure track or equivalent position• The seminar speaker should be traveling from within the USA• Number of nominations no more than 2 per semester• How many visits can be hosted is at committee's discretion, favoring Jr Faculty nominations
<p>Nomination Process</p> <ul style="list-style-type: none">• Submit online form with your speaker proposal.• Committee informs Seminar Coordinator if speaker is approved. Assuming seminar rules are met, nomination will be accepted by 2pm the following business day.• Coordinator will email available dates.
<p>Nomination Cutoffs</p> <ul style="list-style-type: none">• Domestic Speakers: roughly 6 weeks before the proposed date• Foreign speakers visiting from a US location: roughly 8 weeks before visit• At this moment, no speaker will be brought in from overseas
<p>Host Process</p> <ul style="list-style-type: none">• Host will receive link for itinerary and distribute it to interested faculty for sign up• Host may send student lunch sign-up link to any students they think may be interested• Host picks up speaker from hotel and walks them to first appointment• Host introduces speaker at start of seminar

Meeting Faculty/Student Processes

- Faculty walks speaker to next appointment
- Grad students walk speaker from lunch to next speaker

Student Lunch

- Seminar Coordinator will email host with sign-up link to be distributed to their lab. In the week before the seminar, Coordinator will distribute link to all graduate students.
- Lunch is strictly first-come, first-serve
- RSVPs are required from every attendee
- Students may not be swapped by their PI
- This is the only lunch provided and paid for by the Department

Dinner

- Department will reimburse the host for two dinners
 - One at the university maximum of \$300 (\$75 per person, for four people). Dinners should include the host, speaker, and two UT-affiliated guests.
 - One for speaker and host at university maximum of \$75 per person.
- The tip cannot exceed 20% of the subtotal
- Alcohol purchases cannot exceed 50% of the total bill
- Receipts must be itemized and show the proof of purchase (where you write in tip) or host has to submit bank statement.

Department *will not* reimburse:

- For non-UT affiliated dinner guests
- If these limits are not kept
- Host for any additional meals

Breakfast

- Speaker may charge hotel for his/her breakfast