Dear Faculty,

This document has been assembled by the MBS seminar committee to clarify the MBS seminar procedures for both faculty and staff. Please note that there are changes to the speaker nomination process, graduate student lunch and assembling the itinerary of the seminar guest. We are happy to answer any questions that you may have.

The MBS seminar committee is:
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1. **Nomination Guidelines:** The seminar committee has set three guidelines for seminars; exceptions will be taken on a case-by-case basis. 1) The seminar speaker should have a tenure track or equivalent position, 2) The seminar speaker should be traveling from within the USA and 3) Individual faculty members should host no more than 3 seminar speakers per school year.

2. **Nomination process:** Faculty will use the link under events on the MBS website or from the MBS calendar to nominate speakers. Assuming that the above rules are met your nomination will be accepted by 2 pm the following business day. In order to speed finalization of a seminar date, faculty will have the option of selecting up to three potential dates on the nomination form. If no dates are given, the seminar coordinator will work with the host to set a date for the guest’s visit and provide subsequent information.

3. **Lunch with speaker:** The host is free to plan the lunch for the speaker as they chose. However, to promote interactions between grad students/post docs/staff scientists with the speaker, the seminar committee encourages the following procedure to provide catered lunch from Central Market for up to 8 attendees (including the speaker). The host will appoint an individual who will work with the seminar coordinator to oversee the lunch. A link to a Google form sign up will be provided to the host for them to forward to individuals that they feel should meet with the speaker. Following this initial sign up, the remaining slots will be opened to all graduate students/post docs/technicians on a first come, first served basis. Ideally, the host or lunch coordinator would personally invite 3-4 individuals with the remaining slots filled by open sign up.

4. **Guest itinerary:** The seminar coordinator will assist the host in setting the speaker’s schedule. Three weeks prior to the scheduled visit, the seminar coordinator will provide a template Google doc to the host. The host will circulate this template to all appropriate faculty. In coordination with the host, but ideally two weeks prior to the scheduled visit, the seminar coordinator will send out the Google doc to the entire MBS faculty with any remaining available times, should there be any. If the schedule still has open slots 1 week prior to the visit, the host will work with the seminar coordinator to fill the schedule. The resultant schedule will then be provided by the seminar coordinator to the guest, host and all persons on the schedule prior to the guest’s visit. This schedule will include building, room numbers and phone numbers.
Other policy details

1. **Reservation of flights and hotel rooms.** The seminar coordinator will contact the speaker 3 months in advance of the scheduled seminar to initiate travel arrangements to Austin. If needed, the seminar coordinator will contact the speaker again at 2 months prior to the seminar. If the guest has yet to respond 6 wks prior to their scheduled visit, the seminar coordinator will contact the host for assistance. If necessary, the speaker will be informed that the department will pay for one change up to a $250 limit and that if a ticket is not purchased within 3 weeks prior to the visit, the department will only cover up to $650 total in airfare.

2. **Seminar fliers:** The seminar coordinator will contact the seminar speaker at least one month before the seminar to provide a title and possible picture of the talk. Seminar posters will be printed and posted two weeks before the talk, including in WEL, MBB, NMS, and PAI.

3. **Seminar dates:** Spring and Fall seminars will run from Jan. to May and Sept. to Dec. respectively. The current schedule will maintain Tues, Weds, and Friday as possible seminar dates. Once two days in a week have been filled, the seminar coordinator will close the remaining date. Exceptions to this policy must go through the seminar committee.

4. **Honoraria:** Honoraria should be available for all eligible speakers regardless of whether they are foreign or domestic. Due to the paper work involved, the seminar coordinator will initiate the process for foreign speakers 3 months prior to the seminar date. The host will be cc’d on the communication.

5. **Hosts:** All speakers must have a formal MBS faculty member as host. Seminar slots for non-MBS faculty will only be given out with prior explicit approval of the seminar committee with an understanding that MBS will not be responsible for funding the visit.

6. **Meals:** MBS will support two dinners and one lunch per seminar speaker, with the following stipulations:

   - Dinner on one night will be capped at $240 total (equivalent of host, speaker, two guests, at $60/person), and may not exceed $60 per person attending. We have no additional funds to cover excess expenses—these will not be refunded.
   - Dinner on the other night will be capped at $100 total, and may not exceed $50 per person attending.
   - The committee recommends a Central Market catered lunch option for grad students/post docs/staff scientists lunching with the speaker. The host can opt for a different lunch option of their choosing but any costs over $100 will need to be covered by the host. The host can also opt for changes to the attendee policy as they see fit, but the lunch reimbursement limit remains $100.