INFORMATION AND INSTRUCTIONS FOR HOSTS

A note from the VTLSS Committee: It is our goal that all speakers get a positive impression of Virginia Tech’s Life Sciences programs, our faculty, our students, our staff, and VT hospitality.

The host plays a very important part in this experience and it is essential that the host is engaged and willing to spend the appropriate amount of time and effort to make VTLSS events a success.

It is your responsibility to communicate with the speaker, set up a schedule for your speaker, and introduce the speaker at the seminar.

The FLSI team will help publicize the event, create a flyer based on the information that you submit, send out announcements about the seminar, and make sure your speaker receives their honorarium.

Please let your guest know that there will be a broad audience from different areas of the life sciences, and we appreciate if the topic is presented in a way that is accessible to such a broad audience.

VTLSS is funded through VA state dollars and adheres to a strict budget. Please carefully read the instructions below on the logistics. Reimbursement is only possible within the limits specified below.

AS SOON AS POSSIBLE, but no later than 4 weeks prior to the start of the semester:

Upload here: https://docs.google.com/forms/d/e/1FAIpQLSeM4MYbyNsTUSTkJZn3_wXFdDkYk2t_0i7IoGfI4GCk8gr7Q/viewform

- Title for the talk
- Short abstract for a general audience
- Headshot of your speaker
- Arrival/departure days

In addition, please provide your speaker with this link https://docs.google.com/forms/d/e/1FAIpQLSex14rYbXpFzw9uWIedOgpN3vhnC3MDD848Y8XLZbi60--C3w/viewform?fbzx=5021548892876459768

where they can let the FLSI team know whether they agree to have their talk streamed and/or recorded.
OPTION 1: IN-PERSON SEMINAR
For virtual seminars, please see below.

The host is responsible for creating the guest’s itinerary, organizing meals and transport, and introducing the speaker at the seminar.

Travel:

Air Travel
- PLEASE ENSURE THAT FLIGHTS ARE ARRANGED AT LEAST 4-5 WEEKS BEFORE THE SCHEDULED VISIT. Costs above $1,000 cannot be reimbursed.
- The speaker should email Trish Knighton at AAA Corporate Travel to arrange their flights, tknighton@aaa-alliedgroup.com. Trish will charge the cost of their flight ticket directly to the Fralin Life Sciences Institute. The speaker will not receive a bill.
- Most speakers prefer to fly in Thursday afternoon/evening before the Friday seminar and leave Friday evening or Saturday morning.
- The cost of the flight is covered by the Fralin Life Sciences Institute up to the value of $1,000. We only pay for the domestic leg of a flight if your speaker is coming from overseas.

Travel by car
- If the speaker is driving to Blacksburg, they can request a travel reimbursement for miles. Dates and times of departure/arrival are needed. Mileage will be reimbursed at the state rate.
- If your speaker would like to park their car on campus, please contact Krystal Turner for a visitor parking pass.

Transport during stay
- The host is generally responsible for transporting the speaker to and from the airport and locally within Blacksburg. Mileage incurred by the host in transporting the speaker is eligible for reimbursement.
- Uber or a taxi service can be used for airport transportation. The maximum costs in one direction should be around $80.

Lodging:
- VTLSS Seminar speakers are accommodated at the Main Street Inn, Blacksburg. Reservations are made a semester in advance for Thursday and Friday night for each speaker.
- The cost of accommodation is covered by Fralin Life Sciences Institute and the hotel will bill the institute directly.
- If the Speaker does not wish to stay both nights, please email Krystal Turner (kltturner@vt.edu) as soon as possible so that she can amend the reservation and we are not charged for accommodation that is not required. Should any unnecessary cancellation fees be incurred due to lack of notification by the host, the host will be responsible for covering these charges.

Meals:

The following meal costs are covered by the Fralin Life Sciences Institute and must be arranged by the VT faculty host. Please visit the VT Controllers Office website to check for state meal allowances BEFORE making any restaurant reservation as only the per diem amount can be reimbursed. Itemized receipts are required for meal reimbursements.

Dinner
- Thursday and Friday dinners can be at a restaurant of choice but hosts must follow meal allowances as per the state. Any expenses over the state limit will be at the host's
expense. Please ensure that any other faculty member who covers meal expenses is aware of this policy.
• **Alcohol is not reimbursable.**
• The faculty host is allowed to invite two additional VT faculty members to dinner, i.e. meal costs for up to three VT faculty and the speaker will be covered at the state rate per person for Thursday and Friday night meals. Partners or other guests who are not VT faculty are not covered and are the host’s fiscal responsibility if they attend the dinner(s).

Friday and Saturday Breakfasts
• It is the responsibility of the host to make arrangements for breakfast meetings. Please observe state rate allowances.

Friday Lunch
• Immediately following the seminar, the speaker will have lunch with students and postdocs in the Fralin Boardroom (Fralin 105). An assortment of sandwiches and drinks for 10 people will be supplied.
• It is the responsibility of the faculty host to make sure that there are at least 5-6 students or postdocs attending the lunch with the speaker.
• All students having lunch with the speaker must complete the sign-in sheet which should be given to Krystal Turner upon completion.
• It is not necessary for the faculty host to attend the lunch, but please meet the students and the speaker after the talk and ensure that they are escorted to the Fralin Boardroom.

REIMBURSEMENTS AND REQUIRED DOCUMENTATION

**Reimbursement for your speaker:**
Your speaker will receive an honorarium for their talk. National speakers will need to submit a W9 form to obtain the honorarium or any reimbursement. If you are hosting an international speaker, please get in touch with Krystal Turner for more detailed instructions. International speakers will need a W-8 BEN form and other documentation.

**W9 Form for honorarium**
The form is available for download here:
https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/accountspayable/Updated_substitute_W-9_AP.pdf
Make sure your speaker completes and hands over the form during the visit, since it contains confidential information.

To be reimbursed for mileage, the speaker must send Krystal Turner the following information:
• Date of the VTLSS seminar and name of VT host
• Dates, times and mileage of car travel

**Reimbursements for faculty host:**
Reimbursement requests for meals, mileage to the airport etc., must be sent to Krystal Turner at the Fralin Life Sciences Institute (MC 0346) within seven days of the VTLSS seminar.

The following information is required:
• Name of VT faculty host and campus address.
• Name of the speaker and date of the VTLSS seminar
• Dates, times and mileage of car trips taking the speaker to and from the airport.
• Date/location of meal and names of VT faculty and speaker who ate at the meal.
• Original **itemized** receipts for meals.
  PLEASE NOTE: credit card receipts alone are NOT accepted by VT’s Controllers Officer without an itemized companion receipt. Please ensure the vendor supplies this at the time of purchase.
  o Hosts can only claim reimbursement for a maximum of three VT faculty (including themselves) and the speaker.
  o Meal costs for partners or non-VT guests other than the speaker are not reimbursed.
  o Alcohol costs are not reimbursed.

**OPTION 2: VIRTUAL SEMINAR**

Even though the format is virtual, we hope that your speaker will have a few meetings with faculty, postdocs, and students. It is your responsibility to organize a schedule for the speaker and provide them with Zoom links for the different meetings.

Virtual VTLSS events run as webinar on Zoom and the link for the seminar is:  
https://virginiatech.zoom.us/j/81458701257
Please communicate this link to your speaker.
You and your speaker will need to log in **15 min prior** to the 12:00 pm start of the seminar, so that the IT specialist, Dustin Covey (dustin5@exchange.vt.edu), can make sure you have the correct permissions.

It is your responsibility to introduce your speaker prior to their talk and to moderate the questions, which will be submitted through the Q&A link on Zoom.

**CONTACT INFORMATION**
If you have any questions, please do not hesitate to contact:

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