



Virginia Tech

Life Science Seminars



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 an important part in this experience and must be engaged and willing to spend the time and effort to make the seminar 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 ask that the topic be presented in a way that is accessible to 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, upload here:

[Speaker information](#)

Title for the talk (abstract is optional at this point, but will be needed 4 (!) weeks prior to the seminar)

Headshot of your speaker

Arrival/departure days

Inform your speaker how they can make their travel arrangement (see below).

Please inform [Krystal Turner](#) of any travel changes as soon as you become aware of them.

4 weeks prior to the seminar:

(1) Upload at the same link as above the **abstract** for the talk (should be geared towards a broad audience). Make sure your speaker has arranged their trip.

(2) Please provide your **speaker** with this link

<https://forms.office.com/r/MiSyiUer1i>

where they can let the FLSI team know whether they agree to have their talk streamed and/or recorded.

(3) Have your speaker download the appropriate tax form:

US citizens or permanent residents: [W9](#)

International guests: [W8-BEN](#) and [Foreign National Data](#) form

OPTION 1: IN-PERSON SEMINAR

For virtual seminars, please see below.

The host is responsible for creating the guest's itinerary, organizing meals and local transport, introducing the speaker at the seminar, and making sure several students/postdocs attend lunch with the speaker on Friday.

We ask for the host and speaker to be in the Fralin auditorium about **30 min(!)** before the start of the seminar, where one of the members of the IT team will help your speaker with setup. As a host, please bring a computer or tablet, so that you can monitor Zoom (for hybrid talks).

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 Janet Oakes at AAA Corporate Travel to arrange their flights: JOakes@AAA-AlliedGroup.com. The cost of the flight ticket will be directly charged to the Fralin Life Sciences Institute. The speaker will not need to pay.
- Most speakers fly in Thursday afternoon/evening and leave Friday evening or Saturday morning. If the arrival and departure dates differ contact [Krystal Turner](#) so that she can update the hotel arrangements. Rooms are typically booked at least 6 months in advance.
- The cost of the flight is covered by the Fralin Life Sciences Institute up to \$1,000. We only pay for the domestic leg of a flight if your speaker is coming from overseas.
- **In case of a flight cancellation or other travel emergencies, call 800-354-4514 (24/7, AAA Corporate Travel) to change the flight.**

Travel by car

- If the speaker is driving to Blacksburg, they can request travel reimbursement for miles. Dates and times of departure/arrival and the start/end address of travel 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 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 nights for each speaker.
- The cost of accommodation is covered by the 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 (kturner@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.** (During football weekends, these costs can be considerable.)

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 any 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 can 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. Please attach a list of dinner attendees to the itemized receipts.

Friday and Saturday Breakfasts

- It is the host's responsibility to arrange breakfast for the speaker. This can be with postdocs, students, or other VT faculty. 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 for 10 people and bottled water will be supplied.
- The faculty host is responsible for ensuring there are at least 5-6 students or postdocs (max. 9) attending the lunch with the speaker.
- All students having lunch with the speaker must complete the **sign-in sheet** placed in the boardroom, which needs to be handed over to Krystal Turner upon completion.
- It is not necessary/common for the faculty host to attend the lunch, but please meet the students and the speaker after the talk and ensure that they all meet in the Fralin Boardroom.

REIMBURSEMENTS AND REQUIRED DOCUMENTATION

Reimbursement for your speaker:

Your speaker will receive an honorarium. The documentation below is required.

Make sure your speaker completes and **hands over** the form **during the visit** since it contains confidential information. (Right after the seminar is a good time since Krystal's office is right next to the auditorium.)

If you are hosting an international speaker (not taxed in the US), please contact Krystal Turner for more detailed instructions.

US citizens or permanent residents:

W9 form

https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/accountspayable/Updated_substitute_W-9_AP.pdf

International speakers: [W8-BEN](#) and [Foreign National Data](#) form

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
- Departure/destination address

Reimbursements for faculty host:

Reimbursements are processed through Chrome River. A member of the FLSI Finance team will need to be set up as a delegate for your Chrome River account. To do this, log in to Chrome River at <https://www.controller.vt.edu/resources/travel/chrome-river.html> (right-hand side of the page). Once you log in, click on your name in the upper right-hand corner, and go to account settings. Under account settings, click on delegate settings on the left menu. Click to add a delegate and search for Rebecca Morgan and Katie Dunbar. Please add both delegates. Once FLSI has submitted the reimbursement, you will receive a system-generated email to approve it in Chrome River. Log in, review the entry, and hit approve. Reimbursements normally take 10-14 days to pay out.

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. There is no guarantee of reimbursement for late submissions.

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 attended.
- Original **itemized receipts** for meals.
PLEASE NOTE: credit card receipts alone are NOT accepted by VT's Controllers Office without an itemized companion receipt. Please ensure the vendor supplies this at the time of purchase. This **includes breakfast**.
- Hosts can only claim reimbursement for a maximum of three VT faculty (including themselves) and the speaker.
- Meal costs for partners or non-VT guests other than the speaker are not reimbursed.
- 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 a 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 **20 min before** the 12:00 pm start of the seminar, so that the IT specialist, RJ Jordan (rojojordan@vt.edu), can make sure you have the correct permissions.

It is **your responsibility** to introduce your speaker before 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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