



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 a very important part in this experience, and it is essential that the host is 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 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, upload here:**

[https://docs.google.com/forms/d/e/1FAIpQLSeM4MYbyNsTUSStJZn3\\_wXFdDkYk2t\\_0i7IoGfI9I4GCK8gr7Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeM4MYbyNsTUSStJZn3_wXFdDkYk2t_0i7IoGfI9I4GCK8gr7Q/viewform)

**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 book travel (see below).

### **4 weeks prior to the seminar:**

Upload at the same link as above the **abstract** for the talk (should be geared towards a wide audience). Make sure your speaker has arranged their travel. You may also update title of arrival/departure days at this point. However, please inform Krystal Turner of any travel changes **as soon as you become aware of them.**

Please provide your **speaker** with this link

<https://docs.google.com/forms/d/e/1FAIpQLSex14rYbXpFzw9uWledOgpN3vhnC3MDD848Y8XLZbI60--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 local transport, introducing the speaker at the seminar, and making sure some students/postdocs attend lunch with the speaker on Friday.

### **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](mailto: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 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 \$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 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 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 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 ([klturner@vt.edu](mailto:klturner@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 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.

#### 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** (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 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 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](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. (Right after the seminar is typically a good time, since Krystal's office is right next to the lecture hall.)

International speakers need to complete a 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:***

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 for 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 Officer without an itemized companion receipt. Please ensure the vendor supplies this at the time of purchase. This includes breakfasts.
- 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 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:

### **Krystal Turner**

VTLSS Administrator

Fralin Life Sciences Institute

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(540) 231-6933

VT mail code 0346

### **Janet Webster**

Associate Director/VTLSS Coordinator

Fralin Life Sciences Institute

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### **VTLSS committee:**

Clayton Caswell, Biomedical Sciences and Pathobiology, [caswellc@vt.edu](mailto:caswellc@vt.edu)

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