

**School of Biological Sciences
2020 Seminar Program - Speaker Guidelines**

Definitions

Monash Travel Provider - monash@travelctm.com

The Host – the staff member who nominates the Speaker.

The Seminar Committee – Dr Carly Cook - please email sci-biol.seminars@monash.edu

The Speaker – researcher invited to give a School seminar.

Weekly Seminars - Weekly Seminars will be held from 11am-12noon on Thursdays in the Sanson Room on the following dates:
2020

1	05/03/2020	13	30/07/2020
2	12/03/2020	14	06/08/2020
3	19/03/2020	15	13/08/2020
4	26/03/2020	16	20/08/2020
5	02/04/2020	17	27/08/2020
6	09/04/2020	18	03/09/2020
7	23/04/2020	19	10/09/2020
8	30/04/2020	20	17/09/2020
9	07/05/2020	21	24/09/2020
10	14/05/2020	22	08/10/2020
11	21/05/2020	23	15/10/2020
12	28/05/2020	24	22/10/2020

Special Seminars - These are all other seminars held outside the above dates/times. Please send all suggestions or requests for Special Seminars to the Seminar Committee for review and approval prior to invitations being issued or arrangements being made.

Please note the School will not pay any costs for Special Seminar Speakers unless prior approval for the seminar has been obtained from the Head of School.

Responsibility for organising the Speaker's visit is outlined under Speaker Visit Arrangements (next page). Once the Seminar Committee has approved the Speaker, the Host should contact the Speaker to invite them and then make the required bookings for the Speaker.

Speaker Costs

- Monash will cover the following costs for Weekly Seminar Speakers. The Seminar Committee will advise fund/cost centre to use for bookings.
- **Please note the School will not pay any costs for Special Seminar Speakers unless prior approval for the seminar has been obtained from the Head of School.**
- All flights, accommodation and transfers must be booked through the Monash Travel Provider, these costs will be charged directly to the School. Please refer any exceptions to the Seminar Committee for approval prior to proceeding.

International	<ul style="list-style-type: none"> • Flights: Return economy. • Accommodation: 1-3 nights at The Olsen (or equivalent), Accommodation and breakfast. • Transfers: home/airport, airport/hotel, hotel/Monash, Monash/hotel, hotel/airport, airport/home. Alternatively Taxi vouchers for all/some of these can be provided upon request. • Dinner: 1 dinner for Speaker, Host (or nominated delegate) and up to four Monash staff members. • Lunch: Light lunch (sandwiches) provided after the seminar.
Interstate	<ul style="list-style-type: none"> • Flights: Return economy. • Accommodation: 1 night at The Olsen (or equivalent), Accommodation and breakfast. • Transfers: home/airport, airport/hotel, hotel/Monash, Monash/hotel, hotel/airport, airport/home. Alternatively Taxi vouchers for all/some of these can be provided upon request. • Dinner: 1 dinner for Speaker, Host (or nominated delegate) and up to four Monash staff members. • Lunch: Light lunch (sandwiches) provided after the seminar.
Local (non-Monash)	<ul style="list-style-type: none"> • Flights: N/A. • Accommodation: N/A. • Transfers: Two Taxi vouchers or a yellow parking permit can be provided upon request. • Dinner: 1 dinner for Speaker, Host (or nominated delegate) and up to four Monash staff members. • Lunch: Light lunch (sandwiches) provided after the seminar.
Local (Monash staff)	<ul style="list-style-type: none"> • Flights: N/A • Accommodation: N/A • Transfers: N/A • Dinner: N/A • Lunch: Light lunch (sandwiches) provided after the seminar.

Speaker Visit Arrangements

Meetings with Other Staff and Postgraduate Students *(All Speakers – Weekly Seminars AND Special Seminars)*

The Host is responsible for organising meetings for the Speaker with other staff if required. Please give as much notice as possible. The Host should also ensure that 30-60 minutes are made available during the Speaker's schedule for up to four Postgraduate students to meet with the Speaker. The Host should advise the Seminar Committee of the time of this meeting and this information will be included in the daily news with the Seminar Flyer. Students will be asked to contact the Host directly.

Seminar Flyer *(All Speakers – Weekly Seminars AND Special Seminars)*

The Host is responsible for obtaining the following information and providing it to the Seminar Committee sci-biol.seminars@monash.edu so it can be added to the seminar calendar, TV screens and daily news.

Information should be provided as soon as practicable – at least a minimum of one month before seminar date.

- Speaker Name
- Speaker Institute
- Title of Seminar
- Seminar Abstract
- Brief Bio
- Image (headshot)

Seminar Venue

Weekly Seminars – these will be held in the Sanson Room except where advised otherwise.

Special Seminars - **The Host** is responsible for booking a venue for Special Seminars, including setting up / resetting the room if required.

Lunch

Weekly Seminars - A light lunch (sandwiches) will be provided for Seminar attendees. **The Host** is responsible for checking if the Speaker has any dietary requirements. If so, please notify the Seminar Committee at least one week before the seminar.

Special Seminars - **The Host** is responsible for making lunch arrangements for Special Seminars.

Flights, Accommodation and Transfers *(International / Interstate Speakers)*

The Host is responsible for making bookings for international / interstate Speakers.

The Host should contact the Seminar Committee to obtain the cost centre/fund to charge to.

Bookings should be made as soon as practicable – at least a minimum of one month before seminar date.

The Host should obtain Speaker's required flight and accommodation details. This includes:

- Personal details:
 - International speakers should provide a copy of the information on their passport (name, passport number, nationality, date/place issued, expiry)
 - Interstate speaker should provide their full name.
- Speaker's preferred flight details (Date/time, Airline/Flight No, Place of Departure/ Destination)
- Number of night/s accommodation requested (including check in and check out dates)
- Frequent Flyer numbers can be included in bookings if provided.

The Host should then email this information to the Monash Travel Provider, requesting them to book:

- Flights
- Accommodation
- Transfers
 1. Home to airport (Speaker will need to advise pick up address)
 2. Melbourne airport to hotel
 3. Hotel to Monash University
 4. Monash University to Hotel
 5. Hotel to Melbourne airport
 6. Airport to home (Speaker will need to advise drop off address)

The Monash Travel Provider will charge these costs directly to the School.

The Host should send the confirmed bookings to the Speaker, and cc the Seminar Committee.

Taxi Vouchers/Yellow Parking Permit *(Local (non-Monash) Speakers)*

The Host should advise the Seminar Committee if taxi voucher/parking permit is required for Local (non-Monash) speakers.

Dinner *(International / Interstate / Local (non-Monash) Speakers)*

The Host is responsible for organising the dinner.

- Guest List: the Speaker, the Host and up to four Monash staff members.
- The Host should pay with their Monash credit card.
- After the dinner Host to please email a copy of the receipt and guest list to the Seminar Committee – they will advise the Cost Centre and Fund for offcharging via Concur.
- Please submit claims asap via Concur so these can be processed in a timely manner.

Reasonable Dinner Costs: maximum \$100 per head.