Seminar Procedures

Chair/Host Responsibilities

- Contact the seminar speaker to convey that DNS will cover an economy class air ticket, ground transportation, hotel and meals as well as an honorarium of $500.
- Inform the speaker that they may arrange their own travel through AAA at our expense (contact the help desk at dnhelpdesk@cornell.edu for wording to provide your speaker guidance with purchasing a ticket through AAA in order to avoid out-of-pocket expense for travel). If they choose to use an agency or website other than AAA for their flights, they can be reimbursed after the seminar (this information can be found in “speaker seminar procedures”).
  - Provide the speaker with the “speaker seminar procedures”.
- Request a seminar title, a brief abstract of the talk, and a brief CV. (Jean will follow up with reminders, as necessary)
- Provide the seminar title and the speaker’s bio information to the DNS Help Desk for advertising.
- Arrange itinerary for seminar speaker (meetings with students and/or faculty, class room participation, social events, etc.). You may email the help desk to ask for OAS assistance with this. Generally the host emails faculty and students to let them know when the speaker will be coming, times that are available for meeting with the speaker, and OAS fills in the itinerary with names and locations.
- Introduce the speaker at the seminar and moderate the discussion.

OAS Responsibilities

- Post the seminar title on the DNS web site, CU View monitor in Savage lobby, Facebook, Twitter and forward to a select group as instructed by faculty via campus mail or email.
- Create and post seminar fliers.
- Advertise the seminar via established list-serves.
- Make hotel and dining reservations and arrange for payment (includes ordering lunches for meetings with students).
- Arrange for hotel shuttle from the airport and to the airport.
- Provide a parking permit if speaker is traveling locally (and will not be staying overnight at the hotel, which provides parking).
- Assist chair/host with arranging itinerary for seminar speaker.
Seminar Speaker Responsibilities

➢ Travel: you are responsible for making your own travel arrangements; however, AAA is available for you to use to make travel arrangements at our expense. You can contact them by calling the Ithaca office at (607) 257-3557 or by emailing any of the three agents there directly:

- April Brisbois: abrisbois@nyaaa.com
- Melissa Honan: mhonan@nyaaa.com
- Theresa Saltsman: tsaltsman@nyaaa.com

You can tell them the date you’d like to depart, arrive, destination etc. and they will provide you with options from which to choose.

Upon booking, please email the DNS Help Desk at DNSHelpDesk@cornell.edu to let us know that you are an invited speaker (please provide the date of your seminar) and we will arrange payment to AAA and make a hotel reservation for you.

If you use a travel service other than AAA and will need reimbursement, you will need to provide us with reimbursement/payment information and documentation (we need original receipts). If an honorarium is to be paid we will need your social security number and home address/phone. You can contact the DNS Help Desk to start the process.

➢ You will need to provide your host with your seminar title, a brief abstract of the talk and a brief CV or short bio.