Guidelines for Hosting TAP Colloquium Speakers

Before Speakers Visit:

Please complete the following 1-2 weeks prior to colloquium:

- Contact speaker and let them know that you will be their official host; ask about any information they may need.
- One week in advance, send an email invitation to meet with speaker to relevant email lists (i.e. TAP, all LPL, all Steward NOAO seminars). If unable to access these lists, send your email to: Edith Camacho (edith@lpl.arizona.edu) and she will ensure it is sent to these lists.
- Arrange the speaker’s schedule accordingly with any meeting requests received & send an email with the instructions prior to their arrival date.
- Arrange a visitor office for speaker with the appropriate department administrator.

During Speakers Visit:

- Introduce speaker at start of colloquium.
- Meals should be limited to 6 guests, including the speaker.
- The State of Arizona prohibits reimbursement for alcoholic beverages. If alcohol is purchased, make sure that it is billed separately.
- All Receipts MUST be itemized. At time of purchase please verify receipt is itemized, if it is not ask merchant for an itemized copy before leaving location. *note: gratuity amount cannot exceed 20%*
- Please include with receipt a list of all attending guests.
- At some point during the day take speaker to Edith’s office for completion of reimbursement paperwork.
  Office location: Kuiper Bldg. Rm. 534, (520) 621.4676, edith@lpl.arizona.edu.

http://tap.arizona.edu/