



THE UNIVERSITY OF ARIZONA
COLLEGE OF SCIENCE

Theoretical Astrophysics Program

INFORMATION FOR TAP COLLOQUIA SPEAKERS

Thank you for agreeing to speak at the Theoretical Astrophysics Program Colloquium at the University of Arizona. Your colloquium will be held at 3:30 pm at Kuiper Space Sciences in Room 308.

Send your 1) bio, 2) talk title, 3) abstract, and 4) image(s) for the announcement flyer to nicoledivine@arizona.edu at your earliest convenience.

Your host will be in contact with you soon. Kindly provide your host with the names of groups and individuals you would like to meet with during your visit so that meetings can be arranged before your arrival. An online scheduling document will be sent to participants and shared with you in advance of your talk.

Please review the following travel arrangements:

1. Book your flight; reimbursement is for economy class fare only.
2. To facilitate reimbursement, payments should be made personally by you and not your institution.
3. If traveling on a multi-leg itinerary, inform your host or Nicole to determine the TAP reimbursable amount.
4. Use ride-sourcing when traveling to and from the airport. Hotels are within walking distance to the U of A campus.
5. Hotel accommodations will be made in your name at either:
 - a. Adobe Rose Bed & Breakfast, 940 N. Olsen Ave., Tucson, AZ 85719. Phone (520) 318-4644, Web: groseinn.com
 - b. Aloft Tucson University • 1900 E Speedway Blvd • Tucson, AZ 85719 • (520) 908-6800 • alofttucsonuniversity.com
6. Advise your preferred location. Hotel charges will be billed directly to our department.
7. Travel expense receipts for meals, baggage fees, ground transportation, etc., can be mailed, emailed, or turned in directly at Steward Observatory, room N334.
8. Reimbursement for travel expenses is contingent upon completion of the trip. You will be required to complete a W-9 form for US citizens or a W-8 form for non-US citizens which will need copies of your Passport/Visa (J-1, B-1 visa's only). Note: payment processing requires 4-6 weeks.
9. To prevent reimbursement delays, submit all receipts within three weeks after the colloquium date.

A private office will be provided for your convenience at the Steward Observatory. If you need more information, please call Nicole Divine at (520) 621-468, email at nicoledivine@arizona.edu, or visit the office at Steward Observatory, Room N334.

We look forward to your visit!

