

8-26-09

This document contains information regarding hosting speakers for the Faculty of Neuroscience seminar series for **Fall 2009**.

1. Individual faculty or students are responsible for inviting speakers to come give talks. Once there is a confirmed date and they are on the seminar schedule (this is done through Barry Setlow, bsetlow@tamu.edu), Kathy Cangelose in the Psych department (kcangelose@tamu.edu) will contact the speaker regarding arrangements to travel to A&M (including plane arrangements). Kathy will also make hotel reservations for the speaker. Note that there is additional paperwork for international speakers to fill out – please consult Kathy well ahead of time regarding details.
2. Transportation: The faculty member or student who has invited the speaker is responsible for all transportation in town and scheduling meetings for the speaker with other faculty members. This means transportation to and from the airport, campus, meals off campus, etc., as well as transportation when they are on campus.
3. Hotel: Speakers will be put up in one of the hotels on University Drive unless otherwise specified. Please double-check to see exactly where your guest is staying, as some hotels have very similar names.
4. The talk: The talks this year will be held in the Reynolds Medical Building on West Campus, at 4pm on Thursdays. In the Fall 2009 semester, most talks will be held in Lecture Hall I (this is NOT the room in which talks were held in years past). In the Spring 2010 semester, most talks will be held in room 160. Please consult the schedule on a weekly basis, however, as some talks had to be moved to other rooms in the building. Plan on having the speaker there ½ hour early, so they can take a break, set up their talk, and work out any technical difficulties with the projection system.
5. Meals: On the day of the talk (Thursday), the person inviting the speaker (the host) has usually made arrangements for breakfast (the new Blue Baker on University Dr. is convenient and fast). In the past, lunches have usually been with graduate students and postdocs from 12-1 pm on Thursday. Because the seminars will be on West Campus (thus having it make sense for the speakers to go to that side of campus in the afternoon), lunches for the speakers with students will be held on Main Campus unless otherwise specified (room 335 Psychology is reserved from 12-1 every Thursday). Students wishing to have lunch with the speaker should contact Kathy (email address above) by Wednesday afternoon so that she can get a head count for the lunch delivery order (this will be limited to 8 students – 1st come 1st serve). The person inviting the speaker should make dinner arrangements and reservations. For our convenience, we have set up direct billing with several restaurants in town (meaning no one has to put the bill on their credit card). These restaurants are: Christopher's and Café Eccell. If you wish to go to Christopher's, let them know that you are with "Psychology Faculty" – the account number is 357. If you wish to go to Café Eccell, let them know you are with the Dept. of Psychology – if they need an account reference number, give them #241608. Obviously, you can use any other restaurant in town, but they will not have direct billing and you will have to pay out-of-pocket and get reimbursed. Dinner should be limited to no more than 5 people (e.g. - 4 faculty + the speaker). Regarding alcohol at dinner, it needs to be

put on a separate receipt, whether the meal is direct-billed or paid for out-of-pocket by the host. Most restaurants know to do this, but it helps to remind the waiter before ordering. Right now, we do not have funds to reimburse alcohol expenses, so keep in mind that you will have to pay for alcohol out of your own pocket. Also, don't forget to make sure that no tax is charged for the meal (A&M is a tax-exempt institution).

6. Other Expenses: Receipts for any expenses not covered above (e.g. – breakfast outside the hotel, speaker's airport parking) should be given or mailed to Kathy. Her mailing address is: Kathy Cangelose, Department of Psychology, Texas A&M University, 4235 TAMU, College Station, TX 77843-4235.
7. Honorarium: the honorarium is \$300 (this is for out-of-town speakers invited solely through the Faculty of Neuroscience - it may be different for speakers co-sponsored with another group or department).