

# PROCEDURE AND COST GUIDELINES FOR UNIVERSITY AND MESSENGER LECTURES

## DATE

Please consult with Anne Becker in the Registrar's Office, ext. 5-9090, to reserve a lecture room. Please let us know as soon as the final date is established, 255-4843. Please send copies of all correspondence to University Lectures Committee, c/o Karen Lucas, 315 Day Hall.

## POSTER ORDER FORM AND PUBLICITY

Please fill out the "Information for Posters and Publicity" and forward to ULC in 315 Day Hall. **PLEASE RETURN THIS FORM AS SOON AS POSSIBLE BUT NO LATER THAN EIGHT WEEKS PRIOR TO THE DATE OF THE LECTURE.** Posters will be ordered and posted around campus by the Dean of Faculty Office. Announcement of the lecture(s) will also be sent to the *Cornell Chronicle*, *Cornell Daily Sun*, and mailed to Deans, Directors and Department Chairs.

## HONORARIUM

**University Lecture - \$2500**

**Messenger - 3-lecture series, \$7500; 6-lecture series, \$15,000**

Honorarium checks will be issued from the Dean of Faculty's Office. The lecturer's personal address and social security number are required for tax purposes. Unless other arrangements are made, the check will be mailed to the lecturer soon after the lecture.

Lecturers who are not U.S. citizens are required to complete Foreign National Tax Forms.

The following URL provides information and forms:

**<https://www.dfa.cornell.edu/tax/foreignnationals>**

## LODGING

A speaker is sometimes housed on campus, at a local motel or may stay at your own home or with a friend. A maximum of two nights lodging is allowed for a University Lecturer; lodging for Messenger Lecturers is fully covered. Personal charges are not covered. The accommodation expenses for a spouse or partner of a Messenger Lecturer will be covered.

## TRAVEL

**University Lecturers** - Reimbursement at economy class.

**Messenger Lecturers** - Reimbursement at economy class for lecturer and his/her spouse or partner.

If the lecturer is driving to Ithaca, mileage will be reimbursed at the current University rate.

Original receipts need to be submitted to the Dean of Faculty Office.

## ENTERTAINMENT

**University Lecture:** Reception \$500; Dinner \$500

**Messenger Lecture:**

- 3-lecture series: Reception \$500; Dinner \$750
- 6 lecture series: Reception \$500; Dinners (2) for a total of \$1500
- \$300 Statler card allowance for Lecturer to entertain students

**In order to encourage interaction between students and lecturers (independent of faculty interaction), an optional \$250 may be applied for by an appropriate student group for a reception for either the University or Messenger Lecturers.**

The budget for each University Lecture and Messenger Series includes funds to assist the host department in arranging a reception and dinner for the speaker. This affords the speaker and faculty the opportunity to meet informally and to establish personal contacts. Experience has shown that ideas about adequate entertainment vary greatly among departments and that the Lectures Committee should not endeavor to force its views on the hosts. For this reason, departments should charge costs of such speaker entertainment to their own department accounts. The Lectures Committee, upon presentation of the appropriate documentation of actual costs, will then reimburse the host departments up to the maximum stipulated amounts.

It is customary to ask the chair of the Lectures Committee to delegate one of the members to represent the Committee at a reception or dinner that may be arranged.

**IMPORTANT: THE HOST OF THE EVENT IS RESPONSIBLE FOR THE PLANNING AND LOGISTICS OF THIS EVENT. THIS INCLUDES TRAVEL ARRANGEMENTS, HOTEL RESERVATIONS, LECTURE ROOM RESERVATIONS, RECEPTIONS, ANY AND ALL LOGISTICS OF THE EVENT.**

## **JOINT SPONSORSHIP**

The ULC will contribute to conferences and colloquia. Each funding request will be considered on an individual basis. Posters are usually prepared by the other party; if the ULC picks up the expense of posters, that amount is deducted from the total contribution.

## **CONTACT INFORMATION**

Karen Lucas (kl24@cornell.edu)  
University Lectures Committee Coordinator  
255-4843  
315 Day Hall