PROCEDURE AND COST GUIDELINES FOR UNIVERSITY AND MESSENGER LECTURES

DATE

To reserve a lecture room, use 25Live. As soon as the final lecture date is established, communicate the date to Jill Short at 255-4843 or jms31@cornell.edu. Please send copies of all correspondence to University Lectures Committee (ULC), c/o Jill Short, via email.

POSTER ORDER FORM AND PUBLICITY

To allow for development of an advertising poster, complete the “Information for Posters and Publicity” and forward to Jill Short via email. 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 Sun, and mailed to Deans, Directors and Department Chairs. The host should add the lecture to the Cornell events calendar.

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; completion of a W-9 form is necessary. 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 Visitors Honoraria/Expense Reimbursement Attestation Form and the W-8BEN form.

 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.
Receipts need to be submitted to the Dean of Faculty Office including a comprehensive summary of all expenses.

**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; there is flexibility in amounts reimbursed to the department as determined by the ULC.

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, RECEIPTIONS, 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 typically prepared by the other party.

**CONTACT INFORMATION**

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University Lectures Committee Coordinator
255-4843; 315 Day Hall