

Internal Event/Guest Visitors Logistics and Support

Email Sue or Melody the following information:

- ✓ Name of guest visitor
- ✓ Email address
- ✓ Index to be used for expenses
- ✓ Dates of travel and visit
- ✓ Itinerary draft of visit
- ✓ Purpose of visit (detailed justification for approval)

SUPPORT LOGISTICS PROVIDED for Internal Events/Guests Visitors – Task list details area of shared responsibility. Faculty responsibilities are bolded/italic. Sue and Melody non-bolded.

Room Reservations

- **Faculty ID needs, time, head count**
- Reserve space
- Provides logistical coordination if needed
- Monitors and supports University rules
- Process Room billing if needed

Catering

- **Faculty ID needs**
- Order catering
- Provides logistical coordination during event (setup/cleanup)

Airline booking and processes reimbursements

- **Faculty ID dates of travel**
- Provides booking coordination for visitor/travel/hosting faculty

Hotel booking and processes reimbursements

- **Faculty ID dates**
- Provides booking and coor/logistical info to visitors/hotel/hosting faculty

Parking accommodations and processes payment

- **Faculty ID dates and any exceptions for guest**
- Provides logistical communication to visitor/faculty on location

Personal Srv. Contract (PSC)

- **Faculty ID honorarium and any additional expenses to include**
- Books hotel (using Phoenix or Excelsior Inn as primary)
- Processes PSC
- Coordinate paperwork/info with visitor
- Coordinate paperwork in Concur
- Books airfare using travel agent
- Process and coordinate paperwork through appropriate business channels
- Confirm with UO Business when services provided for payment
- Process TE and billing paperwork when needed

Faculty Responsible

- **Create budget estimate and obtain approval from appropriate budget and index owners for any expenses prior to visit or spending**
- **Create itinerary**
- **Coordinate taxi or pickup from Airport to School, School to Airport**
- **Responsible for lunch/dinner reservations**
- **Coordinate class visits**
- **Provide internet access – see <https://it.uoregon.edu/guest-wireless-sponsorship>**
- **Host guest during visit**
- **Create any marketing/PR slides:**
 - see <https://sojc-dam.uoregon.edu/pages/home.php?login=true>
- **Contact Emma for any Social Media promotion**
- **Contact Lauren Wilcox if you are bringing an SOJC alumnus/a to campus**