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

Sept 12, 2018