Internal Event/Guest Visitors Logistics and Support

Email Marcia (marciams@uoregon.edu) 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/Guest Visitors – Task list details area of shared responsibility. Faculty responsibilities are bolded/italic; Marcia are 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 (number guests, catering needs, budget)**
• Order catering
• Provides logistical coordination during event (setup/cleanup)

Airline booking and processes reimbursements
• **Faculty ID dates of travel needed and times**
• Provides booking coordination for visitor/travel/hosting faculty
• Process paperwork and submits to Business office

Hotel booking and processes reimbursements
• **Faculty ID dates**
• Provides booking and coordination/logistical info to visitors/hotel/hosting faculty
• Process paperwork and submits to Business office

Parking accommodations and processes payment
• **Faculty ID dates and any exceptions for guest**
• Provides logistical communication to visitor/faculty on location

Personal Service Contract (PSC)
• **Faculty ID honorarium and any additional expenses to include**
• Books hotel (using the Hyatt [Oakway Ctr], Phoenix, or Excelsior Inn as primary)
• Processes PSC
• Coordinate paperwork/info with visitor (includes W9)
• Coordinate paperwork in Concur
• Books airfare using travel agent if needed
• Process and coordinate paperwork through appropriate business channels
• Confirm with UO Business when services provided for payment
• Process Travel & Entertainment (TE) form 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 (for speakers, include date, time, location, class and title, building and room number, instructor, and topic of talk)**
• **Coordinate taxi or pickup from Airport to School, School to Airport. Oregon Taxi is easiest. Call 541.434.8294. They will direct bill us. You will need guest name/cell, pick-up location for your guest**
• **Responsible for lunch/dinner reservations**
• **Coordinate class visits**
• **Host guest during visit**
• **Create any marketing/PR slides:**
  • see [https://sojc-dam.uoregon.edu/pages/home.php?login=true](https://sojc-dam.uoregon.edu/pages/home.php?login=true)
• **Contact Andrea for any Social Media promotion**
• **Contact Lauren Wilcox if you are bringing an SOJC alumnus/a to campus**

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