The purpose of this memo is to provide clarity on duties and responsibilities to ensure that graduate seminars run smoothly. Outlined below is the procedure for hosting Graduate-Seminar speakers, who must be highly renowned researchers in academia or industry.

**Main Faculty Host Responsibilities**

- Check the available seminar dates with the Seminar Leads (Prof. Vivek Sharma and Prof. Brian Chaplin)
- Coordinate with the seminar speaker to confirm their visit date.
- Provide the following information to Tiesha Burnett (twalke20@uic.edu):
  - Seminar speaker’s contact information, arrival date and other relevant travel information two weeks in advance
  - Identify faculty members (internal and external) who should meet with seminar speaker;
    Identify up to two faculty for lunch meeting. Send the lists to Tiesha
- Provide the following information to Jan Sagun (jsagun2@uic.edu) and Karen Milla (kmilla@uic.edu)
  - Title, Abstract and Picture for flyer announcements
- Obtain receipts for lunch and/or dinner and submit to Tiesha.

**Step 1 - Tiesha**

- Make travel arrangements for seminar speaker (Air and Hotel)
- Follow-up on abstract and picture for flyer announcements
- Arrange meetings with the identified faculty members and create the “seminar day” schedule
- Provide seminar speaker and faculty with “seminar day” schedule 3 days prior to visit
- Provide “Tax Exemption Letter” to the host faculty member.

**Step 2 - Jan**

- Upload seminar speaker’s abstract to the monitors and send email to the COE listserv at least 7 days prior to visit
- Update the department website with a placeholder for the speaker
- Provide transportation to and from the campus
- Get supplies needed for the seminar
- Provide technical support and ensure that MAC/PC adapters are available

**Step 3 - Karen**

- Notify all graduate students about upcoming seminars at least 2 days prior to visit
- Reserve parking for the speaker (if needed)

**LIMITS:** $25, $40 and $60 per person for breakfast, lunch and dinner including tip (with at least one outside speaker/guest). $25 and $40 per person for lunch and dinner including tip (with UIC speaker/guest). No reimbursement for alcohol.