

## Information for hosts of Cramer Seminar speakers

Thank you for inviting a guest for the Cramer Seminar Series.

Your responsibilities as host include the following.

1. Work with the organizer of the Cramer Seminar Series and Ann Lavanway to secure a suitable date on the seminar calendar at:  
<http://www.dartmouth.edu/~biology/seminar%20scheduling/index.html>
2. For the online schedule, provide the following to Ann Lavanway at least 1-2 months prior to the seminar (with copy to the faculty czar of the seminars):
  - The guests name and institutional address;
  - Seminar title;
  - A url to your speaker's web site.
3. Help the guest arrange travel well ahead of the visit. If flying, work with Mary Poulson to put the guest in contact with the Dartmouth travel office (and Dartmouth can pay for the ticket directly). If driving, Mary can help arrange for mileage reimbursement to the speaker after the visit. It is your responsibility to make sure that the guest easily finds his way to Hanover and back home, and is well taken care of while here.
4. As soon as the travel dates are confirmed, ask Mary Poulson to help you arrange lodging for the guest. Generally guests stay for 2 or 3 nights (e.g., arrive Wed night or Thur and depart Saturday), but this is flexible. Lodging is generally at the Hanover Inn or Marriott Courtyard.
5. Prior to the visit, arrange a suitable schedule for the guest while at Dartmouth. It is customary for the host to advertise the visit with an advance email to the extended Biology department, and invite people to request opportunities to meet with the speaker. Leslie Barrow can provide you with an appropriate mailing list. Please make special efforts to arrange for quality interactions with Biology graduate students (not least because funding for the seminars is dedicated to graduate student education). Meals with the seminar speaker can be reimbursed by the department (assuming reasonable costs). Mary Poulson can help with the reimbursement provided that whoever pays for the meal provides itemized receipts and a list of who was at the meal. The host should be sure that someone (other than the guest) is ready to pay for meals. Frequently, hosts arrange to have pizza delivered to the lounge for a lunch time get together with interested grad students. In that case, the host will want to make sure that a suitable match of people and pizzas shows up. The Bio office can order pizzas if you ask them ahead of time.
6. On the day of the seminar, the Bio office will arrange to put out coffee and cookies at 3:30 before the seminar. It is your responsibility to get people out of the lounge and into the seminar room (usually Gilman 101) on time. The host should also ensure ahead of time that the AV equipment works, introduce the guest to start the seminar, adjust the lights and shades as needed (taking special care to spare the guest from trying to figure out our inscrutable light switches in front of the audience), and close the questions when appropriate to end the seminar. Please make sure that the speaker has a laser pointer, water, or anything else that they desire for the seminar.
7. The Biology Department will provide a modest honorarium for the guest (and reimburse any travels expenses). At some point while your guest is here, have him/her sign a form with Mary Poulson so that Dartmouth can send a check shortly after the visit.

Just ask if you have any questions. Thanks for your contributions to the Cramer Seminar Series.