**Guidelines for Eminent Speaker/Seminar Notices**

**STEP 1.** Coordinate talks with Committee Chair (Dr. Avik Ghosh) who will then confirm seminar dates(s) with Lloyd and Dan. The Committee Chair will determine whether speaker is Eminent or Seminar speaker, and will determine appropriate expense reimbursement prior to invitation depending on the budget. When department pays all travel expenses, **NO HONORARIUM** will be awarded. **Check with Gloria Walker on budget balance.**

**STEP 2.** Send email to Dan Fetko (dr6r@virginia.edu) to include:

a. Title of talk, brief abstract and brief biographical sketch.

b. The date speaker will be at UVA. Talks should be held on **Fridays** because E316 has been reserved for ECE Speakers from 3:30 – 5:00 p.m. all semester.

c. Indicate whether it's an eminent speaker or seminar speaker. Notice will be typed up and distributed (email sent to ECE and SEAS School).

d. Indicate if speaker or department is handling travel & hotel reservations. (Speaker usually makes travel reservations and the department makes lodging reservations).

**STEP 3.** Dan will also order an engraved Jefferson Cup. The seminar host is responsible for presenting the cup to the speaker. Please try to allow at least two weeks for typing, distributing announcement and getting the Jefferson Cup engraved and picked up.

**STEP 4.** **Expenses:** Contact Dan for details regarding reimbursements.

a. Department normally will pay for lodging, meals and rental car if prior approval is obtained from Department and Committee Chair.

b. Department will reimburse faculty for meal charges related to speakers. All expenses are paid from state funds up to specific dollar limits per person per meal.

Eminent /Seminar Speakers are paid from state funds **(small budget).**

**Guidelines for the meals Charlottesville:**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$8</td>
</tr>
<tr>
<td>Lunch</td>
<td>$12</td>
</tr>
<tr>
<td>Dinner</td>
<td>$21</td>
</tr>
<tr>
<td>Lodging</td>
<td>$93</td>
</tr>
</tbody>
</table>

Limits not covered by state funds will be charged to department local funds.

**State Funds**

- Alcohol – Any expenses for alcohol during a business meal **will NOT** be paid from state funds.
- Spouses – Business meal participants may attend a business meal, but the portion of the expense will **NOT** be paid from state funds.
- Complete the Business Meal Certification form with original receipts and give to Dan for reimbursement.

[http://www.virginia.edu/procurement/forms/BusMealCertification.doc](http://www.virginia.edu/procurement/forms/BusMealCertification.doc)
If you have additional questions, please contact Gloria Walker.