

Young Investigator Seminar Series – Fall 2008

Julian Olden (olden@u.washington)

Steven Roberts (sr320@u.washington.edu)

Week prior

1. Contact speaker to obtain details regarding dates of arrival and transportation from SEATAC to UW, lodging (location), phone number, and anything else that will make his/her visit comfortable. You have the option of picking up the speaker from SEATAC (and getting your mileage reimbursed) or arranging a shuttle (<http://www.shuttleexpress.com>).

Week of visit

2. Arrange 30- or 45-minute meetings with graduate students and faculty for Thursday afternoon and all Friday. Ask the speaker if (s)he is interested in meeting specific faculty during their visit See schedule template below. Most speakers will arrive on Wednesday, so Thursday morning is open for touring Seattle, UW, etc ...
3. Arrange Thursday dinner (6:30 pm), Friday breakfast (8:00 am, consider Portage Bay Café) and Friday dinner (typically a smaller event). Casual dining, and keep the numbers manageable.
4. Recruit graduate students to attend the boxed lunch on Friday between 11:30 am and 1 pm. Lunch is provided!
5. Determine the number of box lunches that need to be ordered and complete a Purchase Order request form, also known as the 'Green Sheet', for the box lunch order. You'll find copies of the Green Sheet in the mail room. Complete all the information and obtain a signature from the administrator, Tom Jones.
6. Submit the signed Green Sheet with the box lunch order to Magno Cabanayan in room FSH 116M (mcaban@u.washington.edu) NO LATER than 3:00, Wednesday afternoon (two days before the Friday

lunch), and by Tuesday afternoon is preferred. If the count is uncertain, default to 11 (10 students plus the speaker). We'll order one-half vegetarian (roasted veggies) and one-half meat (smoked turkey) sandwiches each week.

Day of seminar

- 1. Meet the speaker and provide a printed schedule**
- 2. Bring them to their first meeting, and make sure people continue to move him/her between meetings.**
- 3. Introduce the speaker before their presentation.**

Dealing with reimbursements

Usually one person will pay for the meal and get reimbursed by filling out a yellow petty cash form. Keep track of everyone who participated in each meal and include this list with the form. Make sure to include *itemized* receipts (not just the credit card receipt). If you have alcohol expenses on your itemized receipt, be sure to list that on its own line as a separate expense from the food, as this needs to be charged on a different budget. Lastly, remember not to exceed the UW per diem meal rates: Breakfast \$16/per person, Lunch : \$19, Dinner : \$29 (these amounts include the tip)!

Young Investigator Seminar Series – Fall 2008

{INSERT SPEAKER NAME}

Schedule

Thursday, {ENTER DATE}

1:00 – 1:45

1:45 – 2:30

2:30 – 3:15

3:15 – 4:00 **Seminar Prep**

4:00 – 5:00 **Seminar**

5:00 – 6:00 **Reception / Social**

6:00 **Dinner @** _____

Friday, {ENTER DATE}

8:00 – 9:30 Breakfast @ _____ (Portage Bay Café is a favorite)

9:30 – 10:15

10:15 – 11:00

11:00 – 11:30

11:30 – 1:00 Lunch with Graduate Students (Box Lunches Provided, RSVP)

1:00 – 1:45

1:45 – 2:30

2:30 – 3:15

3:15 – 4:00