BME Graduate Seminar faculty hosts are expected to:

1) Assist Rachel in obtaining the necessary information (seminar title/abstract, biosketch, flight itinerary) from the speaker in a timely fashion.

   **Policies related to this expectation**
   - Speakers are asked to purchase their plane tickets at least three weeks in advance, to avoid increased airfare. This has become a problem recently, with some speakers’ airfare costing an extra $200-$300 because tickets were purchased late. **If a speaker fails to purchase her/his tickets as requested, and this results in increased airfare, the faculty host’s funds will be used to cover the difference in cost.**

2) At least two weeks in advance of the visit, provide Rachel (bmengp@umn.edu) with a list of at least 8-10 faculty members who should be included on the speaker’s meeting schedule for breakfast, lunch, and one-on-one appointments. Indicate the priority level (high, medium, low) for each listed individual.

   **Policies related to this expectation**
   - Speakers who are being reimbursed by the department should have schedules that are populated mainly by BME Department faculty (at least ~75%).
   - Seminar funds will not be used to pay for speaker lunches with the host’s students/non-faculty lab members. Hosts must use their own funds to cover non-faculty lunches.

3) Take the speaker out to dinner either Sunday or Monday evening, as the speaker’s travel arrangements allow. (Hosts may also choose to pick up the speaker from the airport when s/he arrives, but this is optional.) Contact Rachel with the dinner reservation information by the preceding Thursday.

   **Policies related to this expectation**
   - Restaurants should be chosen so that the total cost per person (excluding alcohol, including tip) is in the $25-$35 range. The dinner party should not exceed 4 individuals total, and only BME Department faculty members should be invited. Additional attendees’ meals will not be reimbursed by department seminar funds.
   - There is a maximum 20% tipping policy. Any tip amount above 20% will not be reimbursed.
   - Alcohol is reimbursed at a maximum of $10 per person. Any balance must be covered by the host. **Note that most UMN accounts, including non-sponsored, do not allow reimbursement for alcohol.**
   - If the speaker’s travel itinerary requires a two-night stay, arranging a second dinner with 1 BME Department faculty member is optional.

4) Let Rachel know if the seminar announcement should be sent to any other departments. By default, announcements are sent out to BME grad students, BME grad faculty, BME lab staff, and any other individuals who ask to be added to the list.

5) Introduce the speaker at the start of the seminar. After the introduction, start sending the seminar sign-in sheet around the room.

6) Facilitate the Q&A session at the end of the talk (choose students first), and ensure that the seminar is adjourned by 4:35 pm. After the seminar, make sure the sign-in sheet and department laser pointer (if provided) are returned to Rachel’s mailbox in the BME office.