

# **Seminar Hosting Guidelines**

## **\*Revised for Graduate Student Speaker\***

### **1. INVITATION**

**A)** The graduate student that nominates a speaker will act as host during their visit, or arrange for alternate hosting arrangements.

**B)** Speakers are expected to arrange and pay for their own travel and they will be reimbursed after they have visited. To prevent last-minute bookings reimbursement for airfare is capped at the cost of flights booked 20 days in advance.

If scholars visiting UWO for other purposes (e.g. research, consultation, thesis examination) are willing and invited to give a seminar within the regular departmental series,

emphasizing the informal nature of the meeting. This is intended to be an opportunity for students to discuss their research with the speaker, and talk about career trajectories in a casual environment.

**A maximum of \$150 will be reimbursed for dinner (food and drink) with the speaker.** The host is free to make whatever arrangements desired, but we would encourage situations that maximize interaction with students. This could include a large table at the [Wave](#) with snacks and beverages immediately following the talk, a gathering at the host's