

Guidelines for Inviting Guest Speakers

- Before promising an honorarium can be paid, please check with departmental staff
 - Certain visas or citizenship status can affect our ability to make payments based on federal laws
- You or the invited guest can fill out a survey which will help us determine if we can and how we will pay the honorarium
- Executing these events are extremely time consuming.
- Most approvals and payments take a long time at UT – plan ahead!
- Plan to meet with department staff members to go over details for your event

FIGSO Role

- Find, invite, and coordinate all details with speaker
- Fundraise for your event by soliciting co-sponsorships from COLA departments via email
 - Ask other FIGSO members for example messages
- Create promotional flyer, email announcement for department listserv, event reminder email, and social media posts
- Coordinate optional events related to your speaker including seated dinner, lunch with graduate students, office hours, or coffee with grad students, etc.
- Procure items needed for speaker event, reception
 - Food and sparkling water
 - Technology needs
- Prepare itinerary for speaker
- Ask other FIGSO members for assistance on the day of the event to help move items to your event location
 - You can ask to borrow the department wagon to move items between buildings

Department Staff Roles

- Work with the Grad Coordinator to:
 - coordinate with the department's schedule to choose potential dates for the talk
 - find a space for the talk and reception
 - book a space in RLP, a general purpose classroom (GPC), or the lounge
 - RLP has its own LAITS staff to help with tech needs
 - find a space for office hours or other grad student-related events with speaker
 - get advice about how to structure your event
 - get examples of promotional materials from past events
 - learn about the tax-exempt form for store purchases
- Work with the Administrative Associate to:
 - set up your speaker as a vendor so we can pay the honorarium
 - book travel arrangements to minimize out-of-pocket costs for the guest

- we can purchase flights for the speaker
 - we can book and pay for a hotel room at AT&T conference center
- coordinate printing of promotional materials with student workers
- coordinate promotion of event department website, department listservs, and social media
- get reimbursed for your out-of-pocket expenses
- Work with the Department Manager to:
 - prepare a budget for your event
 - coordinate fundraising for your event
 - coordinate transfers between departments
 - set up a google doc to track co-sponsorships and funds being spent

Budget Notes:

All of these options depend on fundraising

- **Department will provide small plates, napkins, cutlery, and bottled water**
- **If ordering from Central Market, the department can order and pay for you**
 - Delivery is \$20 or you can pick up (North or South Lamar locations)
- Reception costs not to exceed - \$150
 - HEB has great options
- Lunch costs not to exceed – \$150
 - Ex. Sandwich trays from Central Market
- Seated Dinners
 - Attendees limited to 4 total – 3 from UT + the invited guest
 - One of the 3 UT attendees should be a faculty member
 - Alcohol may be purchased at dinner, but it may not be more than 50% of the total bill
 - 20% tip is the maximum allowed to be reimbursed
 - Taxes are reimbursable for seated dinners

Reimbursements:

- Some items will need to be purchased out of pocket
- Itemized receipts are required for reimbursement
 - Provide the number of attendees and names of guests (if event has 10 attendees or less)
- Items purchased at HEB, Target, or Central Market should be tax exempt with a State of Texas sales tax exempt form presented at the register – we are unable to reimburse sales tax
- Reimbursements are processed at the conclusion of the event