

**TO:** Hosts for Cornell University Biophysics Colloquium Speakers  
**FROM:** Mark Williams, 229 Clark Hall, drbio@cornell.edu, 255-3773  
**DATE:** Spring and Fall, 2008  
**SUBJECT:** Responsibilities for the Biophysics Colloquium Series

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1. **Travel**
  - Travel arrangements to Ithaca are made by the Speaker.
  - Host picks up/drops off Speaker at airport or arranges transportation.
  - I (Mark Williams) send travel reimbursement form to Speaker as an email attachment. At the same time, I request a Title from the Speaker.
2. **Lodging**
  - I make Statler reservations and send confirmation number to Speaker (for Tues. before lecture and Wed. of lecture).
  - If a reservation is neither used nor cancelled, we must pay for it out of the biophysics seminar funds, so please notify me of any changes.
  - I can make alternate lodging arrangements if necessary.
3. **Speaker Schedule**
  - Host schedules Speaker's itinerary of meetings with local scientists and also introduces Speaker to the audience before the seminar.
4. **A/V**
  - Host tells me before lecture of visual aid requirements needed by the Speaker (LCD Projector, VCR, Slide or Overhead Projector).
5. **Lunch**
  - On Wednesday, the Host's research group usually arranges a "Meet the Speaker Luncheon" for interested grad and postdoc students of their lab. Two options (but not requirements) are:
    - a. The Host may arrange a small luncheon at the Statler. The Host should get my Statler card for paying for the Biophysics Seminar lunch.
  - or
  - b. The Host may arrange a pizza lunch for students interested in meeting with the Speaker (normally ~10 people or so). The Host returns the original receipt with a list of those who attended to me for reimbursement.
6. **Dinner**
  - The Host arranges to take the Speaker to dinner on Tuesday and/or Wednesday night with 4 or 5 scientists. The Host returns original receipt and a list of those who attended to me.
  - **Restaurant Payment:** Ask the restaurant to bill me directly. Tell restaurant that the meal is tax exempt before they prepare the bill.
  - Tell the restaurant to send the invoice to:  
Mark Williams, A&EP/Biophysics Seminar  
229 Clark Hall, Ithaca, NY 14853-2501.
  - Please ask restaurant to write the invoice with the following categories: Food, Alcohol and Gratuity.
  - We cannot reimburse for state taxes.

*Thank you. If you have any questions, please email me at drbio@cornell.edu or call 255-3773.*