



## UNIVERSITY OF GEORGIA

### College of Environment + Design Lecture Series Policy

#### **CED Lecture Types and Funding**

Each academic year, the CED Lecture Committee schedules and organizes up to four external lectures as described below. Check with the business office to verify funding amounts.

#### **Ferguson Lectures**

This lecture fund typically is split into two lectures, one occurring in the fall semester and one occurring in during the spring semester. All expenses including faculty host, reception, rentals, and speaker meal should be included in this budget. Alcohol is not permitted to be purchased from these funds. Posters and event advertising should credit the generosity of this endowment. Check with the business office to verify funding amount.

#### **HGOR Lecture**

This lecture is typically held during either the fall or spring semester. All expenses including faculty host, reception, rentals, and speaker meal should be included in this budget. Alcohol is not permitted to be purchased from these funds. Posters and event advertising should credit the generosity of this endowment. Check with the business office to verify funding amount.

#### **Speaker Fees and Travel Expenses**

When you negotiate with a speaker coming to the CED there are three options that you can offer. The speaker can choose his/her preference or the Lecture Committee can make this choice.

#### **OPTION ONE – Flat Fee**

The speaker receives a fixed honorarium and the speaker will make his/her own travel and lodging arrangements. Example: (Using \$1,500 as the total amount of compensation) CED pays a speaker a flat fee of \$1,500.00 and all expenses are paid by the speaker.

#### **OPTION TWO – Hybrid CED Payment & Reimbursement**

The speaker receives a portion of the total honoraria amount as a fee for service. The CED pays directly for lodging. The speaker receives an allowance up to a specified amount for other travel related expenses. (Note: The CED can pay for lodging directly at any of the following hotels: UGA Georgia Center, Holiday Inn, Hilton Garden Inn and Hotel Indigo.) Example: (Using \$1,500 as the total amount of compensation) The speaker is paid an honorarium of \$1000.00, CED pays for lodging directly (valued at \$200.00) and a travel allowance is provided (valued at \$300.00). The speaker must provide receipts for all travel expenses and to be reimbursed, all expenses must adhere to UGA travel policies.

#### **OPTION THREE – Reimbursement**

The speaker receives a portion of the total amount as a fee for service and has an allowance for maximum reimbursable expenses. Example: (Using \$1,500 as the total amount of compensation). The speaker is paid a fee of \$1,000.00 and is allocated up to \$500.00 for

expenses. The speaker must provide receipts for all travel expenses and to be reimbursed, all expenses must adhere to UGA travel policies.

### **Other expenses associated with CED Lectures**

In addition to the honorarium, lodging and other travel related expenses paid to the speaker the following expenses should be considered when budgeting.

**Lecture Room Reservations.** Use of the Jackson Street Building is free. However, if the lecture is held in other places on campus, the venue may charge us a fee.

**Video Recording of Lecture.** Upon request the Center for Teaching and Learning can record lectures for a fee.

**Reception.** If a reception is desired, the cost of a catered reception and non-alcoholic beverages should be included in the lecture budget.

**Meal following the Lecture.** The faculty host plus the lecturer's meal will be covered as part of the overall budget. Other faculty who may attend the meal should pay for their own meal. The amount may not exceed \$75.00 for both speaker and host.

**Printing and Lecture advertising.** CED in-house printing will not be charged back to the budget. Printing at outside vendors including UGA Central Duplication, Bel-Jean, Kinkos, etc. should be incorporated into the lecture budget.

### **Faculty Host Responsibilities**

A faculty host must be appointed for each lecture. The responsibilities of the faculty host include:

1. Contact the speaker and negotiate the payment/reimbursement type (option 1-3 above) and amount.
2. Check with the Dean's office to confirm the availability of the Dean and avoid other CED calendar conflicts.
3. Make the room reservation for the hotel (if applicable)
4. Make the room reservation for the lecture.
5. Make the reception details (from ordering to cleanup) if applicable.
6. Prepare lecture announcement email for the listserv.
7. Invite special guests if applicable.
8. Serve as the dinner "host" following the lecture.
9. Provide the speaker contact information, dates, and payment details to the business office.
10. Create a speaker invitation letter and send it to the speaker. (Sample Draft is provided)

### **Special Note about paying individuals who are not US citizens or resident aliens.**

If you know that a proposed lecturer is not a US Citizen or resident alien please contact the business office in advance of asking this individual to speak. There are additional complexities and expenses associated with paying this type of speaker.

### **Sample Letter**

This letter will be prepared by faculty host and approved by the business office prior to sending it to the lecturer. The content of the letter is based on the information outlined in the "Faculty Host Responsibilities" listed above.

**SAMPLE LETTER TO REQUEST A LECTURER FOR CED (on our stationary; can be made a little more personable depending on who the lecturer is.)**

Dear **LECTURER**,

On behalf of the College of Environment and Design here at the University of Georgia, I would like to invite you to deliver one of our four annual lectures in the coming academic year. These lectures are an important part of our mission to inspire students and engage the community, and have become high points for the semesters. Lectures typically last 45 minutes, with 15 minutes left for questions and comments; appropriate technological support will be given.

We would like you to speak to the following issue in environmental design:

**Sample: Urban Ecology and Social Justice Issues in the American South**

Our audience typically includes undergraduates and graduate students, as well as faculty and staff. We also encourage people from throughout the UGA campus and the Athens community to attend.

**(Note here if there is a request to visit CED studios.)**

Below is some logistical information to help you make your decision. We would be honored to have you and look forward to your response.

Sincerely,  
Dean Sonia Hirt

The date we propose for your lecture is \_\_\_\_\_.

Lecture honorarium: \_\_\_\_\_ **amount** \_\_\_\_\_

Travel and hotel expenses: To be paid by our college.

Dinner with your CED host, **PERSON'S NAME**: To be paid by our college.