

## Inviting Visiting Speakers

**Compile information before starting the process:**

- Speaker's information and citizenship
- Potential dates of visit.
  - If non-Canadian, ensure there is adequate time to process the necessary paperwork for the guest. It is ideal to have at least 8 weeks advance notice and preferably more time. If less than 8 weeks, the staff will do their best to facilitate the process however they cannot guarantee that all the paperwork will be completed in time for the visitor to travel.
  - Planning for Canadian visitors should ideally be done at least 6 weeks in advance to allow for the necessary arrangements and publicity. When less than 6 weeks, staff will do their best to accommodate the invitation however please be aware that last minute assistance may not be as readily available during our busiest months (September, December, January, and March).
  - Non-Canadian visitors who provide service or conduct research over more than five days in Canada may require a work permit (approximately \$250).
- Who will be paying for the visit?
  - Possible options:           LRC Speaker Series (normally planned a year in advance)
  - SLLLC (limited funding to support special initiatives)
  - Faculty of Arts grants
  - VP Research
  - Community organizations
- What is the purpose of the visit and which groups will benefit most from it? For both on and off campus broad appeal events, 6-8 weeks notice is recommended for contacting the Faculty of Arts Development Office, Alumni Relations, and Communications team regarding publicity and promotion.

**Request approval of visit and confirm the authorized budget amount**

- Director approves visits funded by SLLLC
- LRC Director approves visits funded by the LRC

Note that the amount confirmed for hosting a guest at a meal is the total amount allowed (i.e. it includes the cost of meal and the tip).

**Process:**

Send an email to either the Director or LRC Director with the following information:

- Name of guest and their website (where applicable)
  - Citizenship of the guest
  - Potential dates of visit
  - Proposed event(s) and visitor expectations (one public lecture? In English? Visiting classes? Lunch meetings? Meetings with other faculty or graduate students?...)
  - Potential audience (The Division? SLLLC? Across campus? The Community?)
  - Potential funding sources
  - Any special needs that you are aware of (need for office space, etc.)
- Once the visit is authorized, compile all details into one spreadsheet or document including the information above and confirming what revenue is to be received, from whom, where is it to be deposited, and how expenses will be paid, including distribution if revenue is coming from several sources. Forward document to the Manager (K. Guevara) who will provide support as you manage the financials.

**Confirm dates of visit**

- Check dates with the LRC Director to ensure no conflicts exist with other LRC events
- Check SLLLC's Outlook Events Calendar
- Confirm dates with the speaker and with Francey Pisicoli
- Where applicable, confirm catering needs with Mariana.

**Official letter of invitation**

Information on inviting visitors to campus is available at:

[https://www.ucalgary.ca/hr/inviting-visitors#quickset-field\\_collection\\_quicktabs\\_0](https://www.ucalgary.ca/hr/inviting-visitors#quickset-field_collection_quicktabs_0)

*Process For Canadian citizens and permanent residents:*

Please visit the Risk Management and Insurance webpage:

<https://www.ucalgary.ca/riskmgmt/home/inviting-visitors-campus>) for information on necessary waivers required (depending on nature of visit).

Contact HR Coordinator in the Faculty of Arts (Daniel Chisholm: [Daniel.chisholm@ucalgary.ca](mailto:Daniel.chisholm@ucalgary.ca)) for appropriate Canadian Visitor Invitation letter and General Associate Request form (if required)

Complete the letter and form, obtain signatures and return them to Daniel.

Send the invitation letter to the Canadian visitor.

*Process for International Visitors:*

See [https://www.ucalgary.ca/hr/inviting\\_intl\\_visitors](https://www.ucalgary.ca/hr/inviting_intl_visitors)

Please visit the Risk Management and Insurance webpage:

<https://www.ucalgary.ca/riskmgmt/home/inviting-visitors-campus> for information on necessary waivers required (depending on nature of visit).

Obtain and complete the International Visitor Category Assessment form

<https://www.ucalgary.ca/hr/files/hr/intl-visitor-category-assessment-form.pdf> then submit it to [himmigration@ucalgary.ca](mailto:himmigration@ucalgary.ca), along with a copy of the visitor's passport, to determine appropriate visitor category. Once the category is established, you will receive the appropriate invitation letter and Employer Compliance Fee Payment form (if required).

Complete letter and Employer Compliance Fee Payment form (see Mariana Raffo for credit card information), obtain signatures and issue letter to guest with copies to [himmigration@ucalgary.ca](mailto:himmigration@ucalgary.ca), [daniel.chisholm@ucalgary.ca](mailto:daniel.chisholm@ucalgary.ca) and [kguevara@ucalgary.ca](mailto:kguevara@ucalgary.ca)

## LOGISTICS

### Room booking

- What size of room and setup do you require?
- SLLLC room options: CHC 309, CHD 419, 420, 428 or CHE212.

***Process:***

For events in French using SLLLC rooms, email [michlee@ucalgary.ca](mailto:michlee@ucalgary.ca); for all other programs email [slllc@ucalgary.ca](mailto:slllc@ucalgary.ca) and indicate:

- Event name, date, time and SLLLC room you would like to book and whether or not you require equipment

Other venues:

- For general booking information: [ucalgary.ca/riskmgmt/events/booking-information](http://ucalgary.ca/riskmgmt/events/booking-information)
- MacEwan Events and Conference Centre - [macewancentre.com](http://macewancentre.com)
- UCalgary Conference and Event Management - [ucalgary.ca/cem](http://ucalgary.ca/cem)
  - o Note: the Legacy Suite and the Senate Room may be booked for free, subject to certain requirements:
    - [https://www.ucalgary.ca/cem/our\\_spaces/legacy\\_suite](https://www.ucalgary.ca/cem/our_spaces/legacy_suite)
    - [https://www.ucalgary.ca/cem/our\\_spaces/senate\\_room](https://www.ucalgary.ca/cem/our_spaces/senate_room)

**Equipment**

Submit a request to IT (<https://ucalgary.service-now.com/it>) to book necessary audio/visual equipment (projector, microphone, etc.), or ask for assistance to do so.

Please note that costs are incurred when equipment is reserved for events that are not held in conjunction with a class. Extra charges apply for same day bookings and will be charged back to the person who made the reservation.

**Film screenings**

If your event involves the screening of a film or some other visual or audio performance, please ensure permission is obtained from all of the appropriate bodies (i.e. copyright permission, public performance rights), and that any required equipment and space is coordinated and booked through the correct channels (see above).

**Speaker travel arrangements and payment**

Contact the School Manager ([kguevara@ucalgary.ca](mailto:kguevara@ucalgary.ca)) to confirm which staff person will assist with travel arrangements (this can change depending on the season of the year). For speakers in French, please contact Micheline Lee Chick Ban.

Personal information from the guest will be required to complete a travel profile, to book flights and determine which day(s) the speaker will need hotel accommodations at Hotel Alma. Provide the staff person with contact information for the guest. This person will then:

- Contact Maritime Travel (Bill Doupe) to book flights as per speaker's preferences
- Book accommodations at Hotel Alma, using an interdepartmental billing form
- Send all confirmation regarding travel (i.e. ticket numbers, flight info and hotel confirmation) to the speaker

Should speakers wish to make their own flight and/or accommodation bookings, please ensure that they are aware of the University's policies for reimbursement: see pp.8-16 of <https://www.ucalgary.ca/finance/files/finance/travelexpensereimbursementhandbook.pdf>

Remind the speaker of the talk one week prior and confirm whether airport pickup can be arranged or if cab service to the Hotel Alma is needed. If the speaker is to be reimbursed for any expenses, ensure that they know they are required to submit receipts for everything along with boarding passes for all flights. For meal costs they must provide both proof of payment and an itemized receipt. The purchase of alcoholic beverages will not be reimbursed.

Speaker hosts should confirm the guest's needs well in advance of their presentation, including any special equipment, printing required, and arrangements for office space during the visit. Advance notice is important to ensure the arrangements can be facilitated by the admin staff.

### **Honoraria Payment Process**

For non-employee Canadian residents:

- Provide the Manager ([kguevara@ucalgary.ca](mailto:kguevara@ucalgary.ca)) with the speaker's full name, address, email, and telephone number.
- If the guest is receiving honoraria in a calendar year that exceeds \$500, we will require the guest's social insurance number.

For non-employee non-Canadian residents:

- Provide the Manager ([kguevara@ucalgary.ca](mailto:kguevara@ucalgary.ca)) with the speaker's full name, address, email, and telephone number.
- For guests other than US citizens, provide Wire Payment Request Form
- Ensure the speaker is aware that a 15% withhold tax is incurred on payments to non-residents.

Please be aware that payments to non-Canadian residents take several weeks to process.

#### **Publicity**

Communicate with the speaker to get details of their talk (photo, bio, abstract, audio-visual requirements). Send information to the event coordinator (Francey Pisicoli) **one month in advance**, who will work with you to create a poster and assist with promotion of the talk/event, and will send an e-mail to members of the School and any relevant contact lists to inform them of the talk/event at least 2- 3 weeks prior (assuming the necessary advance notice has been provided). Remember that **broad appeal events should be planned a minimum of 6-8 weeks in advance** to ensure the Faculty of Arts Development office, Alumni Relations, and Communications team can be included in publicity and promotion.

The talk/event will be added to the SLLLC website, the shared SLLLC events calendar on Outlook, SLLLC's weekly event email, the ArtsEngage newsletter, and if appropriate the UToday event calendar. Social media will be used to promote the talk/event.

#### **Catering and Meals**

If refreshments and/or meal catering were approved, Mariana Raffo can provide information on options. Please provide her with at least two weeks advance notice. For most catering options, the order must be finalized no less than one week in advance of the event. Once you have finalized your request, Mariana will submit the order. Off campus catering is possible within School space but not on the rest of campus; Mariana can clarify those options once your room is booked.

Staff assistance (setting up tea/coffee etc.) can only be guaranteed for School-wide sponsored events (School receptions, holiday meals, etc.). Please give Mariana Raffo at least two weeks of notice that you request this assistance.

**Please note:** alcohol may only be served in cases where the Dean has given his approval. This regulation applies both for large gatherings and for meals where guests are hosted. The University's alcohol policy is under review

(Jan/19) so in its absence, the expense reimbursement guidelines apply (\$15 per person):  
<https://www.ucalgary.ca/finance/files/finance/travelexpensereimbursementhandbook.pdf>

#### **Process to obtain written authorization from the Dean:**

- Email Dean Sigurdson, with copy to Kate Rollestone, and include details of the event including: location, who is attending, number of attendees, arrangements to serve (see I below), cost (see II below):
  - I. Alcohol must be served on campus by Aramark or MacEwan and off campus by a catering firm
    - Link to Aramark (bar service has a minimum charge of \$300 for the first three hours of service):  
<https://ucalgary.catertrax.com/menunavigation.asp?categorygroup=5&affid=1#a:1|c:5|l:116>
    - Link to MacEwan (see Wine & Bar Service, page 23 - minimum \$400):  
[http://www.macewancentre.com/files/2017-2018\\_Off\\_Campus\\_Menu.pdf#view=FitV](http://www.macewancentre.com/files/2017-2018_Off_Campus_Menu.pdf#view=FitV)
  - II Cost of alcohol limited to \$15 per person
- Include authorization email documentation when claiming reimbursement.

#### **Day(s) of Visit**

Remember that any activities with budget implications must have been approved by either the SLLLC or LRC Director in advance of the visit.

Arrange for someone to accompany visitors while on campus. If they are not accompanied the whole time, as per the Visitor Health and Safety Standard

<https://www.ucalgary.ca/safety/system/files/visitorhealthandsafetystandard.pdf>), they must be informed of:

- Hazards that are related to University activities or facilities that they may enter
- Emergency instructions for their building  
<https://www.ucalgary.ca/emergencyplan/system/files/emergencyinstructions-main-campus-foothills-2018.pdf> )and the location of primary and evacuation routes and the building assembly point (<https://www.ucalgary.ca/emergencyplan/building-evacuation/assembly-points>).
- The names and locations of first aiders (Mariana Raffo in CHD310, Jin Meng in CHD307, and Micheline Lee Chick Ban in CHC302) and location of first aid kits (CHD312, CHC205B, and CHD429).
- Procedure for reporting any accident, injury, hazard, unsafe condition or safety concern (<https://www.ucalgary.ca/safety/oars>).

Introduce the visitor at the event, acknowledging traditional territories and all offices and groups that supported the event with funding, in-kind, and personal efforts.

#### **Expense Reimbursement and Payments**

If the speaker will be reimbursed for expenses and/or receive an honorarium, ensure all paperwork and receipts are provided to the Manager of Administrative Services in the School (K. Guevara). The purchase of alcoholic beverages will not be reimbursed (except as indicated under “Catering and Meals”).