

Brigham Young University - College of Life Sciences

Sponsored Seminar Speaker Procedures

Contact:

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- Annually, the College of Life Sciences sponsors 6 seminar speakers to come and present at a College seminar. One of these 6 is an honored alumnus and is hosted by the College and the Alumni Relations Department. The responsibility for hosting the remaining 5 seminars is rotated between the 7 Departments and the Bean Museum.
- When the Department hosts the College seminar, it is each Department's responsibility to identify the speaker and pay for all associated expenses, ranging from travel, lodging, hosting, honorarium, etc. If an honorarium is provided, there is not a required amount. Most departments pay \$500. If it is needed, the College will then reimburse the Department for the incurred expenses up to \$2,000 for each seminar. It is preferred that all expenses be coded to the contracted services account 6200, which is a subaccount of the supplies budget.
- In addition to hosting the College Seminar, each Department may choose to host other seminar speakers. The expenses for these seminars are to be paid for by each Department's appropriated/allocated funding and approved by the Department Chair. It is preferred that all expenses be coded to the contracted services account 6200.