GUIDELINES FOR SEMINAR & COLLOQUIUM SPEAKERS
ALL SPEAKERS MUST BE PRE-APPROVED BY THE CHAIR

Seminar Speakers: (7 paid speakers per semester per seminar)

Standard speaker : $ 650.00 In expenses including travel (detailed receipts required).
Long distance visit : $ 900.00 In expenses including travel (detailed receipts required).
(one per semester – per seminar series)

If you have a speaker with minimal expenses (no hotel, etc.), you may petition to upgrade an additional speaker slot to long distance.

One meal with faculty covered at a rate not to exceed 3 faculty and 1 speaker. (Original detailed receipts required. No alcohol.)

Lunches @ $20.00 max. per person (this includes gratuity)

Dinners @ $40.00 max per person (this includes gratuity)

Notes: 1. No honorarium will be paid.
   2. One seminar speaker per week at most.
   3. Spouses are not covered for either faculty or speaker.
   4. Hotel reservations (at the University Marriott) for speakers must be made by Seminar Coordinator, Lynn Popowich.

Rees Lecturers : One per semester (unless otherwise approved by Chair)

Honorarium : $ 500.00
Travel : Reasonable economy rates
Lodging : Covered at the Marriott hotel for up to 3 nights
Reception : Organized by the department
2 meals w/ faculty Using meal pricing as noted above (lecturers other meals are covered provided detailed receipts are submitted)

Outside Colloquium Speakers: One per semester (unless otherwise approved by Chair)

Honorarium : $ 300.00
Travel : $ 900.00
Lodging : Covered at the Marriott for up to 2 nights
Small Reception : Organized by the department
2 meals w/ faculty : Using meal pricing as noted above (lecturers other meals are covered provided detailed receipts are submitted)

Math Faculty or other UD Colloquium speakers:

No faculty meals permitted under this category.

Small reception : Organized by the department