

IGB Seminar Speaker Checklist

Letter

- Send letter, using template, to speaker on IGB letterhead confirming seminar details, include honorarium and foreign travel information
- Confirm Vendor Information Form is completed (if necessary)

Poster

- Request title of seminar, and high-resolution (300dpi) headshot
 - If normal seminar, use poster template to create poster and share with Mary Callaway (mabrown5@illinois.edu) to post on website 6 weeks in advance
 - If special seminar (Pioneers, Fox Family, Gottlieb Lecture, etc.) the Communications group will design, print, and distribute. Please have title and headshot available 6 weeks in advance, posters are distributed 4 weeks in advance
 - If unsure who should create the poster, contact Nicholas Vasi (nvasi@illinois.edu)

Arrival

- Schedule flight or vehicle travel for speaker
- Reserve hotel room and confirm for speaker
- Schedule meetings as requested with IGB Faculty and staff
- Create itinerary for speaker
 - If possible keep in one location to minimize speaker travel, especially if unfamiliar with campus
 - Bring appointments to the speaker
 - Theme conference rooms or other central areas are ideal, unless speaker has specific request
 - Keep schedule on track – be aware of time, help make transitions between appointments, and notify participants when end of meeting has been reached

Meals (per day if multiple day visit)

Breakfast

- Confirm transportation from hotel to breakfast
- Confirm schedule of faculty/staff members for breakfast
- Confirm reservations for breakfast location
- Confirm transportation from breakfast to IGB

Lunch

- Confirm transportation from IGB to lunch
- Confirm schedule of faculty/staff members for lunch
- Invite all IGB Fellows to lunch
 - Fellows are invited to lunch for all seminar speakers unless otherwise specified

- A list of the current Fellows can be found at <https://www.igb.illinois.edu/involve/become-a-fellow>
- Confirm reservations for lunch location
- Confirm transportation from lunch to IGB

Dinner

- Confirm transportation from IGB/hotel to dinner
- Confirm schedule of faculty/staff members for dinner
- Confirm reservations for dinner location
- Confirm travel from dinner to hotel

Departure

- Schedule transportation from IGB to Hotel or Airport
- Confirm departure details