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
   o 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
   o 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
   o 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
   o If possible keep in one location to minimize speaker travel, especially if unfamiliar with campus
   o Bring appointments to the speaker
   o Theme conference rooms or other central areas are ideal, unless speaker has specific request
   o 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
   o 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