

## **Regent's Lectureships Program 2016-17** *Checklist for host units coordinating the visit*

Please begin preparing arrangements as soon as your Lecturer accepts the appointment.

The following bulleted items are minimum expectations of the Regents' Lectureships Program on the Berkeley campus.

- Arrange for a minimum of one free Regents' Lecture, open to the general community. The Regents' Lecture should be organized only within the teaching parameters of either the Fall or Spring Semester, especially taking into consideration the scheduling of students' exam periods. Please send me the date of the Regents' Lecture as soon as you know it.
- Utilize the working schedule of your Lecturer during the period of stay at Berkeley in the most mutually beneficial manner for the University and your Lecturer.
- Advertise to your department, through your regular channels, your Lecturer's meetings and events.
- The Regents' Lectureships Program will provide a payment to your Lecturer in the form of an honorarium and one round-trip coach airfare with a not-to-exceed ceiling. The Regents' Lectureships Program also provides \$1,000 to the department to assist with costs associated with the public lecture (room rental, ETS, etc.). All other expenses are the responsibility of the Lecturer and the host unit. Any additional arrangements are to be made on an individual case-by-case basis.

### **Travel Expense**

The Regents' Lectureships Program covers direct reimbursement for pre-approved travel expenses (round-trip coach airfare within the pre-approved not-to-exceed limit, or mileage reimbursement at 55¢ per mile, if your Lecturer travels by automobile rather than by air). ***Please advise your Lecturer to purchase the coach airfare ticket as early as possible in order to obtain a ticket price within the not-to-exceed range established by the best rate, especially for foreign travel.*** Reimbursement to the host unit is for actual airfare (up to the not-to-exceed amount), and only with a receipt with proof of payment by your Lecturer.

### **Information re Fund Transfer**

The Regents' Lectureships Program provides funds to the department for the honorarium, agreed-upon airfare, and \$1,000.00 for departmental expenses. If you wish to receive these funds during your Lecturer's visit, please send Yasya Goretsky (yasyavg@berkeley.edu) the receipt for airfare, with proof of payment by the Lecturer or host unit, along with the departmental organization code and Flex Field (if used), at the beginning of the campus visit. The fund source is 19900, program 40. At the conclusion of the visit, please provide me with a detailed list of expenditures to put into the Lecturer's file for audit purposes.

## **Payments to Non-Resident Aliens**

For information on payments to non-resident alien individuals, please refer to the Payroll Office web site, <http://controller.berkeley.edu/glacier-tax-compliance-system>.

## **Visa (work permit for non-resident aliens)**

Regents' Lecturers who are non-resident aliens will need a type J visa. Please advise your Lecturer of this requirement as soon as the invitation to Berkeley has been accepted. If you have any questions about visa requirements, please contact Sook Hollingshead, International Scholar Advisor, Berkeley International Office ([sook@berkeley.edu](mailto:sook@berkeley.edu)).

## **Health care insurance coverage (for non-resident aliens)**

Please be sure to check that your Lecturer has health care insurance prior to arrival in the United States. For additional assistance, please call the appropriate office on campus dealing with non-resident aliens who are teaching on a short-term visit.

## **Arrangements for the Regents' Lecture**

In accordance with Regental regulations, the Chancellor's Office requests a minimum of one Regents' Lecture, open and free to the general community. You may reserve a room through the Registrar's Office (<http://registrar.berkeley.edu/Scheduling/SpecialEvents.html>), or by contacting the departments on this list: <http://events.berkeley.edu/?view=facilities>. The Regents' Lecture should be organized only within the teaching parameters of either the Fall or Spring Semester, especially taking into consideration the scheduling of students' exam periods. It is the responsibility of the host unit to arrange for the room. Please be mindful of disability-related accommodations when considering the room or hall.

It is also the responsibility of the host unit to arrange for filming of the Lecture through Educational Technology Services (ETS), <https://www.ets.berkeley.edu>.

## **Advertising**

Please announce your Lecturer's visit to the campus and advertise the Regents' Lecture, for instance, on your departmental web page, with a poster or flyer, an announcement in the *Berkeleyan*, and notification to the campus web site News Center. Please send a copy of your flyer or poster to the Office of the Vice Provost for the Faculty and to the Public Affairs Office (to the attention of Cathy Cockrell, Principle Editor, 2200 Bancroft Way, MC 4204).

The advertising for the Lecture should indicate the following:

- Name of Regents' Lecturer
- Name of host unit
- The words "Regents' Lecture" and indication that the Regents' Lecture is open and free to the general public
- Date, time and place of the Regents' Lecture and its title
- Mention that disability-related accommodations are available at the location where the Regents' Lecture is being held

### **Housing arrangements**

The Regents' Lectureship Program will provide lodging for the Lecturer at one of the two Faculty Clubs on campus or other hotels near the campus.

### **Office space arrangements**

This is the responsibility of the host unit.

### **Computer needs**

It might be worthwhile to check your Lecturer's specific computer needs in advance of the visit itself. This may ease the way for your Lecturer prior to her/his arrival at Berkeley and will be helpful to the host unit as well.

### **Library, Parking Privileges**

Should your Lecturer wish to avail herself/himself of University of California, Berkeley's General Library System, a letter from the Dean or Chair of the host unit *should* suffice. Parking on campus for your Lecturer is by day permit available through the Parking & Transportation Office.

### **Reporting to the Program Manager**

Please let me know as soon as possible the dates your Lecturer will be on campus. Please also send me the Lecture's short bio, and details regarding the public lecture including date, time, place, title, etc.

If you have any questions, especially while your Lecturer is on campus, please do not hesitate to contact the administrative program manager, Yasya Goretsky, at 642-7742 or [yasyavg@berkeley.edu](mailto:yasyavg@berkeley.edu).