

NTP Guest Speaker Invitation and Hosting Guidelines

Please review the following information regarding policies and procedures for hosting a guest speaker with the Neuroscience Training Program.

Please contact the NTP office at 608-262-4932 or ntp@mailplus.wisc.edu with questions.

Typical Process for Inviting Speaker:

1. Contact the NTP office to ask for available dates to host guest speakers.
2. Using information provided by the NTP office, invite your speaker and cc' the NTP office on your e-mail confirming the date to confirm with the speaker that the NTP will be helping organize their visit.
 - a. NTP will book a room for their talk once the talk date is confirmed
3. The NTP will follow up with them to book their flights using Fox World Travel, book lodging and ask for a title, 2-3 sentence description for their talk and their CV. NTP will share this information with you and will begin advertising the talk.
4. Once the date is booked, you can begin inviting people to meet with the speaker. A sample visit itinerary is attached for reference. You can adjust the schedule to accommodate more or less meetings and adjust as needed to consider travel time.
 - a. All speakers will have a lunch with graduate students the day of their talk.
5. Depending on the speaker's schedule you may have one or two faculty dinners as part of their visit. The NTP office will provide you with the meal allowance and additional information about what the NTP can cover for the meals.
 - a. You are in charge of finding a restaurant, making reservations and organizing faculty members to attend dinner with you.
6. Update the NTP office with an updated itinerary and they will let you know if they can help escort the speaker throughout the day. Unless you are told otherwise, the NTP will organize the student lunch and will be at the seminar location prior to the start of seminar to help make sure the speaker gets set up.
7. The itinerary should be sent to the NTP no later than 1 week prior to the speaker's visit so we can provide the speaker with the itinerary to help them prepare for meetings, etc. The NTP will also use this time to communicate reimbursement allowances, etc. to the speaker.
8. NTP will take care of reimbursement and honorarium paperwork with the speaker.

Speaker Name

Institution

December 7-9, 2016**Wednesday, December 7th**

11:32 a.m. Arrive in Madison

Accommodations: Wisconsin Union Hotel
1308 W. Dayton St.
Madison, WI 53715

Confirmation number:

Thursday, December 8th

8:00-8:45 a.m. Breakfast meeting with faculty member

9:00-9:45 a.m. Meeting with faculty member
Meeting location10:00-10:45 a.m. Meeting with faculty member
Meeting location11:00-11:45 a.m. Meeting with faculty member
Meeting location12:00-1:15 p.m. Lunch with NTP Graduate Students
3001B WIMR II1:30-2:15 p.m. Meeting with faculty member
Meeting location2:30-3:15 p.m. Meeting with faculty member
Meeting location

3:30-4:00 p.m. Break/Lecture Preparation Time

4:00 p.m. Lecture
John D. Wiley Conference Center, Waisman Center

Dinner with faculty members following the talk

Friday, December 9th

9:20 a.m. Flight departs Madison. Please take a cab to the airport.

Itinerary Prepared by:
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