

## **GUIDELINES FOR HOSTING WCVM VISITING LECTURERS AND PROFESSORS**

### **Preamble**

The WCVM Visiting Lecturer and Visitorship Program, incorporating the DLT Smith, R&V Rausch, MM Kaye and JG Rutherford programs, is an important and valued part of the college's educational, research, and professional environment. The following guidelines, agreed on by the Lecture Coordinating Committee (LCC), are meant to assist nominators in their subsequent hosting of visitors funded under this Program, with the goals of assuring reasonable equity in the treatment of speakers and making each speaker's experience in Saskatoon pleasant and memorable. It is emphasized that these are guidelines, not rules. Exceptions requested in advance, may be considered by the LCC.

### **Scheduling of Speakers**

Normally, speakers should be scheduled to visit during the academic term, bearing in mind that times when student work loads are particularly high, such as immediately before and during examination periods, should be avoided if possible.

It is expected that visit dates for the fall speakers (September – December) be scheduled by **August 15th** and winter speakers (January – April) be scheduled by **December 15th**.

- a) If a final date for a visit has not been confirmed by the deadline, the speaker must be re-nominated to be considered for the following year's program.
- b) If the date of a visit must be changed after it has been set, the LCC chair and secretary must be notified immediately so that rearrangement does not result in conflict with another visit.
- c) If due to circumstances which are unexpected and beyond control, a speaker is forced to cancel a scheduled visit, the visit may be deferred to the following year's program; however, re-nomination is required and the decision rests with the LCC.
- d) In the case of a) or c), the nominator/host should submit a letter of explanation to the LCC.

### **Host Responsibilities**

Primary responsibility for hosting a guest speaker lays with the nominator and his/her academic department. The formal invitation will be made by the nominator to the speaker nominee. If the invitation is accepted, the nominator will assume full responsibility for the speaker's visit and travel plans, keeping in mind the LCC budgetary guidelines.

The nominator, who usually becomes the host unless otherwise indicated, arranges the itinerary, the speaker's presentation(s), and normally introduces the speaker. *Travel arrangements, accommodations, room bookings, notices, travel expense claims, etc. should be made through the LCC secretary, Jackie Bahnmann.*

### Other responsibilities of the host

- Contact lecturer / visitor to confirm the availability of funds supporting the event
- Work with the LCC secretary to plan the travel and logistics, review the budget and track expenses
- Forward date event and title to the LCC secretary by the established deadlines
- Host to email a short speaker bio with invitation to [wcvmseminars@usask.ca](mailto:wcvmseminars@usask.ca), [wcvmclass2024@usask.ca](mailto:wcvmclass2024@usask.ca), [wcvmclass2025@usask.ca](mailto:wcvmclass2025@usask.ca), [wcvmclass2026@usask.ca](mailto:wcvmclass2026@usask.ca), and [wcvmclass2027@usask.ca](mailto:wcvmclass2027@usask.ca) one week prior to seminar
- Promote event to undergraduates by visiting their class rooms in the days leading up to the lecture (yrs 1, 2, 3)
- Send a thank you letter to the speaker / visitor shortly after they return home
- Be accountable for the budget, arrange for overages to be paid by other sources (department funds, professional allowance)

### Expenses

Guidelines for expenses are based on the principle of reasonable equity, and on the concept that the more wisely money is spent, the more benefit to the College.

#### **i. Travel:**

- a) The normal travel cost which will be supported is a return economy airfare. It is recommended, however, that additional savings be sought by utilizing advanced bookings and seat sales.
- b) If a visiting speaker wishes to drive to Saskatoon, travel reimbursement will be at the University fixed rate for automobile travel or the equivalent of a return economy airfare (whichever is the lesser of the two).

#### **ii. Accommodation:**

- a) Visiting speakers are housed at the Holiday Inn Express & Suites and Staybridge Suites unless the host requests an alternate choice of accommodation. An alternate choice of accommodation should be cleared in advance with the LCC secretary who can also assist you in arranging bookings. The University of Saskatchewan residence is also available for speakers who wish to stay on campus.
- b) In-hotel expenses: the visiting speaker will have to pay in-hotel expenses on check-out and submit receipts to Jackie for reimbursement; however, movies, long distance calls, or other extras will not be reimbursed.
- c) A nominator/host may billet a visiting speaker at his/her home, but there are specific University regulations regarding such billeting. *If you wish to consider this option, please see the LCC secretary for details beforehand, as the regulations are limiting.*

#### **iii. Honorarium:**

- a) The honorarium should be quoted in Canadian dollars, not U.S. dollars or other currency. Honoraria are allocated based on the workload, mainly in terms of the seminar or lecture expectations indicated on the nomination form. This should be agreed upon in advance with the

LCC [see d below].

- b) The tax law limitations on honoraria vary according to the country of origin of the speaker. Also, if a speaker's visit is not cleared with immigration via the appropriate forms, tax laws will have an impact on the receipt of honoraria. In preparing for a speaker's visit, the host must discuss these matters with the LCC secretary who has the relevant information, and appropriate customs and immigration forms.
- c) By tax law definition, honoraria include both cash payments and gifts.
- d) For Short Term Visitors and Lecturers, the LCC recommends \$300 per working day to a maximum of \$900 per visit. Therefore, for a 2-3 day visit, \$600-\$900 would be appropriate. For Long Term Visitorships, a larger honorarium can be requested, but must be justified based on the number and types of events planned. The LCC reserves the right to disapprove visits, if the level of honorarium is deemed inappropriate.

**iv. Entertainment:**

- a) Entertainment should provide the opportunity for a variety of interested faculty and graduate students to meet with the visitor. Inclusion of junior faculty and graduate students is strongly encouraged. The usual entertainment expenses allowable under this program are as follows:

- 1) One (not 3 or 4) major restaurant dinner for 4-6 people. Allow \$69.00/person.
- 2) Daily luncheons for 3-4 people. Allow \$54.00/person.

**Note:** Be sure to ask the cashier for the itemized entertainment receipt.

**Note:** The University of Saskatchewan will not cover dinner expenses for guests and spouses not directly associated with the program of the visiting speaker. If a special circumstance arises, approval should be requested prior to the function.

**A host should make clear at the time of invitation that the expenses for guests and spouses cannot be covered from Lecture Funds, and make appropriate personal agreements.**

- b) Home entertainment - hosting parties or meals for a visiting speaker at home is an option but allowable expenses are controlled by University regulations; *see the LCC secretary for guidelines.* (Note: detailed receipts will be necessary.)
- c) Entertainment is the area where considerable variation has existed in the past, and the LCC strongly believes that greater equity in entertainment costs is necessary. Therefore, if a department or hosting group indulges in entertainment significantly above the guidelines, the expenses will be deemed excessive by the LCC and thus become the financial responsibility of the host, department or group. Excessive liquor bills and very expensive meals, and budget overruns are not acceptable.

## **Canadian Customs and Immigration**

Customs and immigration regulations apply to any out-of-country speaker, and some require the preparation and filing of certain forms before the visitor comes. As soon as exact dates of a speaker's visit are known, contact the LCC secretary for assistance with these forms.

Note - if any changes to the speaker's visit plans (dates, honoraria, travel expenses) are subsequently made, these forms will have to be redone. For most speakers, the original letter of invitation and acceptance is all that is needed for customs and immigration.

***Important Note*** - When an out-of-country visitor passes through Canadian immigration, it is essential that he/she identify himself/herself as a **VISITING SPEAKER**, **not** as a **visiting lecturer**.

*Immigration law requires a \$125 employment authorization fee be paid by a visiting lecturer.*

### **Summary:**

***The above guidelines are meant to be helpful and to provide equity in the way visiting speakers are hosted. If you have any questions about the guidelines or any related matter, please contact the chair of the LCC, Dr. Chris Clark (7409) or the LCC secretary, Jackie Bahnmann (7108).***

Revised – February 6, 2023