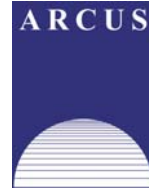


Arctic Visiting Speakers Series Program Information



Introduction

The Arctic Visiting Speakers Series sponsors distinguished arctic researchers and experts on the Arctic to visit academic institutions and community organizations for seminars, lectures, and discussions.

This program provides support for organizations to engage in and foster arctic science education on the local level. The program is intended to:

- Increase communication and collaboration among the dispersed arctic research community,
- Nurture better understanding and communication among arctic researchers and arctic community residents, and
- Improve the general public's understanding of the importance of arctic research.

For more information, contact Julie Griswold at avs@arcus.org or at 907-474-1600. The Arctic Visiting Speakers Series program information can be downloaded as a PDF file from the web site at http://www.arcus.org/arctic_speaker/index.html.

ARCUS would like to thank the National Science Foundation Office of Polar Programs for making these educational endeavors possible.

To Host a Visiting Speaker

Individuals, organizations, or an academic institution can host an individual by sending in a host application. Complete the [host application](#) by downloading the form from the web page or completing it online.

ARCUS will notify you when the application has been approved. Upon approval, you will also be informed of the next steps in the application process. You may not be eligible for reimbursement for any financial obligations until you have authorization and final approval from ARCUS.

There are several items to consider when filling out an application:

- Host applications are accepted on an on-going basis, depending on funding availability. **Applications need to be submitted at least 1 month prior to expected event.**
- Visits can be scheduled at any time of year at the convenience of the speaker and the host organization.
- Organizations and communities interested in hosting a speaker can use the [Speakers Bureau](#) to find appropriate speakers or invite the speaker of their choice.
- Preference is given to individuals and organizations to host speakers that reach a broad audience and the general public. Applications for speakers to present at a conference are discouraged unless they include public outreach beyond the conference (e.g. interviews, school presentations, public lectures).

- Speakers are encouraged to visit a host organization or community for several days, allowing ample time for interactions with faculty, students, local media, and/or community members.
- Joint applications are given preference in order to maximize the benefits of a visit (e.g. a school and a university may jointly apply to host a speaker).
- Priority is given to organizations and communities that rarely have the opportunity to host a speaker.
- Applications for both domestic and international visits will be considered. Applications for international visits should involve participation of more than one host organization and must include either a US-based speaker or a US-based organization.
- Each speaker will receive an honorarium of \$200. A maximum of \$1,500 will be provided for the travel related expenses of a speaker on a domestic visit. A maximum of \$2,100 will be provided for the travel related expenses of a speaker on an international visit.
- Host organizations are responsible for organizing all travel and lodging arrangements for the speaker unless otherwise pre-arranged through ARCUS. Hosts will be reimbursed up to the maximum allowed following the visit.

Selecting a Speaker

Organizations and communities interested in hosting a speaker can use the [Speakers Bureau](#) to find appropriate speakers or invite the speaker of their choice.

Program Expectations and Deliverables

As a condition for participating in the Arctic Visiting Speakers Series, the host, the speaker, and ARCUS are expected to sign an agreement prior to the visit. The agreement outlines the reimbursement procedures, schedule of events, and deliverables.

The deliverables are:

- Host agrees to acknowledge the National Science Foundation Office of Polar Programs and ARCUS in all promotional materials.
- Host agrees to make every effort to video tape the main lecture and send ARCUS a copy.
- Host agrees to send copies of photographs, fliers, or any other promotional materials to ARCUS.
- Host agrees to collect data on the number of attendees and audiences for each presentation.
- Speaker agrees to fill out a [Speaker Profile](#) for the Speakers Bureau. The form is available on the website for downloading or can be filled out online.
- Host and Speaker agree to complete a [Tour Evaluation](#) following the visit. ARCUS in turn uses the information from the evaluation and furnishes it to the National Science Foundation. Evaluation forms are available on the website for downloading or can be filled out online.

When your application is approved:

Here is a quick summary of how the process works once ARCUS has notified you that

your application has been approved.

1. Application approved by ARCUS. ARCUS notifies Host and/or Speaker of approval.
2. ARCUS sends Host and Speaker information about program and next steps in process.
3. Host contacts Speaker and begins making arrangements for visits but does not commit financially to any travel arrangements. The Host organization, in collaboration with the visiting speaker and ARCUS, is responsible for organizing all travel and lodging arrangements.
4. Host/Speaker sends ARCUS notice of estimated travel dates as well as estimated costs of all travel and lodging.
5. ARCUS reviews travel details and gives authorization to Host/Speaker to purchase tickets, etc.
6. ARCUS writes up an agreement between all three parties (ARCUS, Host, Speaker) that outlines all the details of visit.
7. Agreement is signed by ARCUS and sent to the Host and Speaker for signatures.
8. Speaker conducts visit.
9. Host sends an invoice to ARCUS for reimbursement.
Note: If other arrangements have been made with ARCUS, the reimbursement procedures may be different.
10. Invoices and travel documents are submitted to ARCUS business office for processing.
11. Host and Speaker send in evaluations and deliverables outlined in agreement.

Arranging for Travel

Once a speaker and dates have been confirmed, the host organization, in collaboration with the visiting speaker and ARCUS, is responsible for organizing all travel and lodging arrangements. If this is not workable, please contact ARCUS about making other arrangements.

The Host provides ARCUS with an itinerary and estimated cost of the trip. ARCUS will then review the information and authorize purchases. Remember:

- Each speaker will receive an honorarium of \$200.
- A maximum of \$1,500 will be provided for the travel related expenses of a speaker on a domestic visit.
- A maximum of \$2,100 will be provided for the travel related expenses of a speaker on an International visit.

Local Arrangements

The Host, in consultation with the Speaker, needs to develop a schedule for the visit and notify ARCUS of the schedule. This information will become part of the 3-party agreement.

The Host is also responsible for in-house matters such as scheduling a lecture room, meeting the lecturer on arrival, and publicizing the event. If asked, ARCUS will announce the scheduled speakers via its listserve, ArcticInfo, and on the ARCUS web site.

Reimbursement Procedures

For Hosts:

Host organizations paying any or all of the expenses connected with the visit need to submit a detailed invoice on organization letterhead to ARCUS. Please include any originals or copies of receipts for the visit. The ARCUS Business Office will then process the invoice and reimbursement will be provided approximately two weeks after receipt of the invoice and all deliverables have been received.

For Speakers:

If a Speaker pays any or all of the expenses connected with the visit – the Speaker will need to submit their original receipts (see below) and a signed travel voucher to the ARCUS office for reimbursement. Travel Vouchers need to be turned in within 30 days of completion of travel (in accordance with ARCUS Policy 4.2.2).

The following information and materials must be submitted with your Travel Voucher for reimbursement:

1. Original airline ticket stub and boarding passes, even if the ticket was paid for directly by ARCUS. If you are using ticketless travel we require boarding passes and confirmation of purchase, which must include the cost of the ticket. (NOTE: Travel on foreign- [non-U.S.] flag air carriers will not be reimbursed unless the purchase of the ticket was PREAUTHORIZED by ARCUS.)
2. Original hotel or housing receipt. If the hotel is paid directly by ARCUS, no receipt is required from the traveler.
3. Original receipts for any ground transportation (NOTE: Rental cars will not be reimbursed unless PREAUTHORIZED by ARCUS). Private auto mileage reimbursement will not exceed the amount of a comparable airfare. Itemize and describe private auto usage in the "Explanation of personal or unreceipted expenses" section of the travel voucher.
4. Original receipts for any preauthorized ARCUS business-related expense (i.e. copying charges, faxes, etc.).
5. Copy of your itinerary. Travel will be reimbursed for point of departure to point of destination. If you should schedule a layover that is not on your regular route, we require documentation that clarifies the charges for the ARCUS travel portion.
6. All reimbursement requests must be submitted within 30 days of completion of travel.
7. NOTE: If ARCUS paid directly for your airfare and lodging and you do not have any receipts besides boarding passes, a signed, original travel voucher form **MUST STILL BE SUBMITTED** to ARCUS for our auditing purposes.

Per Diem

ARCUS does not reimburse specific meal costs, but rather pays per diem. The specific per diem for the city to which you are traveling is determined by the current IRS per diem rates, and is indicated on your Travel Authorization. If meals are provided to participants as part of the meeting, a pro-rated portion of the per diem is subtracted. One half-day of per diem will be paid per day of travel while you are in transit to and from the meeting.

NOTE: The Arctic Visiting Speakers Series funds DO NOT cover the expense of group

dinners, cocktails, coffee breaks, conference registration fees, etc. held in conjunction with the speaker's visit.

Contact Information

All inquiries regarding the Arctic Visiting Speakers Series should be directed to:

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