

Internal Event/Guest Visitors Logistics and Support

Email Marcia (marciam@uoregon.edu) the following information:

- ✓ Name of guest visitor
- ✓ Email address and cell phone number
- ✓ Index to be used for expenses
- ✓ Dates of travel and visit
- ✓ Itinerary draft of visit
- ✓ Purpose of visit (detailed justification for approval)

SUPPORT LOGISTICS PROVIDED for Internal Events/Guests Visitors – Task list details area of shared responsibility. **Faculty responsibilities are bolded/italic; Marcia's are non-bolded.**

Room Reservations

- **Faculty identifies needs, time, head count**
- Reserve space
- Provides logistical coordination if needed
- Monitors and supports University rules
- Process Room billing if needed

Catering

- **Faculty identifies needs (number guests, catering needs, budget)**
- Order catering
- Provides logistical coordination during event (setup/cleanup)

Airline booking and processes reimbursements

- **Faculty identifies dates of travel needed and times**
- Provides booking coordination for visitor/travel/hosting faculty
- Process paperwork and submits to Business office

Hotel booking and processes reimbursements

- **Faculty identifies dates**
- Coordinates taxi or pickup from Airport to School, School to Airport. Oregon Taxi is easiest. Call 541.434.8294. They will direct bill us. You will need guest name/cell, pick-up location for your guest
- Provides booking and coordination/logistical info to visitors/hotel/hosting faculty
- Process paperwork and submits to Business office

Parking accommodations and processes payment

- **Faculty identifies dates and any exceptions for guest**
- Provides logistical communication to visitor/faculty on location

Personal Service Contract (PSC)

- **Faculty identifies honorarium and any additional expenses to include**
- Books hotel (using the Hyatt [Oakway Ctr] or Excelsior Inn as primary; Gordon Hotel with A.D. approval)
- Processes PSC
- Coordinate paperwork/info with visitor (includes Substitute W9 and contract)
- Coordinate paperwork in Concur
- Books airfare using travel agent if needed
- Process and coordinate paperwork through appropriate business channels
- Confirm with UO Business when services provided for payment
- Process Travel & Entertainment (TE) form and billing paperwork, when needed

Additional Faculty Responsibilities

- **Create budget estimate and obtain approval from appropriate budget and index owners for any expenses prior to visit or spending**
- **Create itinerary (for speakers, include date, time, location, class and title, building and room number, instructor, and topic of talk)**
- **Responsible for lunch/dinner reservations**
- **Coordinate class visits**
- **Host guest during visit**
- **Create any marketing/PR slides:**
 - see <https://sojc-dam.uoregon.edu/pages/home.php?login=true>
- **Contact Andra for any Social Media promotion**
- **Contact Jessika Kaiser if you are bringing an SOJC alumnus/a to campus**