

PROCEDURE AND COST GUIDELINES FOR UNIVERSITY AND MESSENGER LECTURES

IMPORTANT: The host of the event is responsible for the planning and logistics of the University and Messenger Lectures. This includes travel arrangements, hotel reservations, lecture room reservations, receptions and any other events.

DATE

As soon as the final lecture date is established, communicate the date to Jill Short at 255-4843 or jms31@cornell.edu. She will make sure there are no other University or Messenger Lectures on the dates proposed. After confirming the date, assistance scheduling event space is available at <https://scheduling.cornell.edu/> which includes a link to [25Live](#) to schedule a space to hold the lecture(s).

POSTER ORDER FORM AND PUBLICITY

To allow for development of an advertising poster, complete the "Information for Posters and Publicity" fillable pdf included with the approval letter and forward to Jill Short via [email](#). Having this form as soon as possible but **no later than six weeks prior to the date of the lecture** will ensure sufficient time for the postering process. Posters will be ordered and posted in academic buildings across campus by the Dean of Faculty Office. The poster will be used to advertise in the *Cornell Sun* and emailed to Deans, Directors and Department Chairs. The host should add the lecture to the Cornell events calendar and consider advertising on the digital displays across campus through the [CU-View](#).

HONORARIUM

University Lecture - \$5000

Messenger - 3-lecture series, \$10,000; 6-lecture series, \$20,000

The Dean of Faculty's Office will initiate the request for the honorarium payment. The host will need to provide mailing and email addresses for the lecturer for the payment process which will include completing an online W-9, or W-8BEN for lecturers who are not U.S. citizens. An invitation from PaymentWorks to complete registration for Cornell's accounts payable system (KFS) will be sent to the lecturer approximately 2 weeks after their lecture; they should check their junk or spam folder as it sometimes is received to those folders instead of the email inbox.

Lecturers who are not U.S. citizens are required to complete [Foreign Visitors Honoraria/Expense Reimbursement Attestation](#) Form.

TRAVEL ACCOMMODATIONS

Housing options for lecturers include on campus, at a local hotel or may stay at your own home or with a friend. A maximum of two nights lodging is allowed for a University Lecturer; lodging for Messenger Lecturers is fully covered. Personal charges are not covered. The accommodation expenses for a spouse/partner of a Messenger Lecturer will be covered. The Dean's memo of approval to pay for spouse/partner expenses to use when submitting expenses to Cornell accounting will be sent to the host/support person.

University Lecturers – airline reimbursement is at the economy rate

Messenger Lecturers – airline reimbursement is at the economy rate for lecturer and his/her spouse or partner unless a special request for other reimbursement is made in advance and approved by the University Lectures Committee (ULC) and the Dean of Faculty. If the lecturer is driving to Ithaca, mileage will be reimbursed at the current University rate.

Meal reimbursement outside of hosted dinners and receptions will be reimbursed according to the non-employee travel guidelines on page 15 of [Policy 3.2 Travel Expenses](#).

ENTERTAINMENT

University Lecture: Reception up to \$1000; Dinner up to \$1000

Messenger Lecture:

- 3-lecture series: Reception up to \$2000; Dinner up to \$2000
- 6 lecture series: Reception up to \$3000; Dinners up to \$3000
- \$300 Statler card allowance for Lecturer to interact with students

In order to encourage interaction between students and lecturers (independent of faculty interaction), an optional \$500 may be applied for by an appropriate student group for an event for either the University or Messenger Lecturers.

The budget for each University Lecture and Messenger Series includes funds to assist the host department in arranging a reception and dinner for the speaker. This affords the speaker and faculty the opportunity to meet informally and to establish personal contacts. Experience has shown that ideas about adequate entertainment vary greatly among departments and that the Lectures Committee should not endeavor to force its views on the hosts. For this reason, departments should charge costs of such speaker entertainment to their own department accounts. The University Lectures Committee, upon presentation of a comprehensive summary of all expenses submitted to the Dean of Faculty Office after the lecture(s) is/are complete, will transfer the host department's expenses to the University/Messenger Lectures accounts in the Dean of Faculty Office; Include the department account(s) to which the expenses were incurred. There is flexibility in amounts allowed as determined by the ULC.

It is customary for a member of the [University Lectures Committee](#) to represent the Committee at a reception or dinner and the lecture(s).

JOINT SPONSORSHIP

The ULC will contribute to conferences and colloquia. Each funding request will be considered on an individual basis. Advertising for these events are the responsibility of the host(s).

CONTACT INFORMATION

Jill Short (jms31@cornell.edu)
University Lectures Committee Coordinator
255-4843; 315 Day Hall