The following information will serve as a guide for planning your events so that you have control over the character of the event while we provide background support. Our goal is to ensure efficiency and effectiveness in your work with the Event Coordinators who will provide administrative support for your project. Please review this material before you begin to coordinate the details of your project.
1. **Please do the following before you establish your event date:**

   a. Review the “Arts & Sciences Dean of Faculty Event Planning Responsibilities Guide.”

   b. Confirm that no other events are taking place on campus during your proposed event dates that will compete for hotel accommodations, event venues, or participation by faculty and administration.

   c. Check with local hotels regarding room availability on the desired dates. (On-campus conferences and sports events can cause local hotels to be overbooked months in advance.)

   d. Confirm the availability of any deans or program directors whose attendance is required or desired at your events.

   e. Reserve any special venues that you specifically want for your events, such as the Hood Museum, Hopkins Center, etc. The reservation must be made and officially confirmed before proceeding with any other planning activity.

**Upon confirming that the Event Coordinators will be able to provide administrative support for your project, we will contact you to schedule a meeting to begin the process of coordinating the details.**

**Please prepare the following in writing for the meeting:**

1. The names of faculty who will participate in planning the events. Please identify who will:

   a. Serve as the primary contact regarding organizational details;
   b. Monitor the budget (with Event Coordinator assistance);
   c. Select menus for catered events and communicate with the assigned staff with expected attendance at each event;
   d. Work with hotel sales staff regarding the reservation and management of the room block;
   e. Work with hotel staff to secure rooms and manage events that will take place in hotel spaces;
   f. Determine and communicate the technical requirements for each event and meet with Classroom Technology and Support staff, both in the planning stages as well as prior to the start of each event;
   g. Communicate with participants regarding special needs and manage the accommodation of those needs;
   h. Hire and communicate with graphic designers (if any) and approve their designs;
   i. Write text for promotional pieces, programs, handouts, and all other materials;
j. Manage the reservation of and administrative, logistical, and technical requirements for venues that cannot be secured through Dartmouth’s Virtual EMS online room reservation system or with Dartmouth’s Conferences and Events staff;
k. Tie up loose ends after the events.

2. A schedule of any periods of time during the planning and organization of the events in which any members of the faculty organizing team will be absent from campus, and a report of who will step in to manage that individual’s assigned responsibilities in his or her absence.

3. A schedule of all events/activities, with the following information for each:
   a. Preferred and/or reserved venues;
   b. Anticipated attendance;
   c. Logistical needs (seating arrangements, podium or table, etc.)
   d. Technical (audio/visual) needs;
   e. Recording or videography needs;
   f. Catering needs and preferences.

4. A list of visiting participants with the following information for each:
   a. Affiliation;
   b. Email address
   c. Country of residence;
   d. Amount of honorarium;
   e. Hotel charges that will be paid out of the event budget;
   f. Travel and other expense that will be reimbursed from the event budget;
   g. Any other relevant information.

5. A list of Dartmouth faculty participants.

Some information to keep in mind regarding visiting participants:

1. Dartmouth pays or reimburses the cost of travel for visiting participants, but not for partners, spouses or children.

2. We aren’t able to rent cars for participants, but they can be reimbursed for rental car expenses related to travel to and from campus.

3. Flight itineraries aren’t sufficient for reimbursement. The receipt for the flight booking must show the method of payment, that the payment was received, and the transaction completed.
4. All receipts for reimbursement must show that the payment was made/received and identify the method of payment (i.e. last four digits of the credit card).

5. Restaurant payment receipts must be accompanied by the itemized bill.

6. The names of all who attended a meal hosted by Dartmouth faculty must be written on receipts submitted for Dartmouth corporate credit card expense reporting or for reimbursement.

7. Dartmouth will not pay for or reimburse guests whose visit is one of many stops on a book tour.

8. Guests who drive their own vehicles will receive a reimbursement for mileage for the round-trip. The current mileage reimbursement rate is $0.545 per mile, the amount established by the federal government that calculates the wear on the vehicle and the cost of gas. Reimbursement for the cost of gas is not paid in addition to the mileage reimbursement.

9. Requests for the payment of honoraria are submitted after the event. Honoraria payments will not be issued prior to the event.

10. All individuals who are to receive honoraria are required to complete a tax form. Residents of the United States must complete a Form W-9. Residents of all other countries must complete a form W8-BEN. Event Coordinators will provide guests with the appropriate form to complete. Honoraria payments will not be made until the completed form has been submitted to the Finance Center.

11. Individuals who live outside of the United States will receive their honoraria and reimbursement payments via wire transfer. They will therefore have to provide their bank account number and the bank’s wiring numbers, which they can usually find on their bank’s website. Event Coordinators will not seek that information on your behalf.