

Lecture Committee - Frequently Asked Questions (FAQs) as of August 28, 2018-- In an effort to make more transparent the work of the Lecture Committee, we offer the following answers to Frequently Asked Questions:

- 1. Who should I contact before I apply for funding?** It is important to consult your Department Chair and your Department Academic Assistant in advance of applying for Lecture Committee funding. Department-level approval is required before the Lecture Committee will consider funding an application. Your Department Academic Assistant is essential for figuring out the viability and logistics of an event: travel, lodging, reservations, meals and entertainment, scheduling conflicts, etc. Consultation with your chair and assistant are crucial in determining the appropriate timing of your event, to ensure necessary space and resources are available.
- 2. How strict are the application deadlines?** The Lecture Committee upholds its published application deadlines to ensure that everyone has the best opportunity to access a shared pool of resources.
- 3. How likely is it that my event will receive funding from the Lecture Committee?** While the committee does not have unlimited funds at its discretion, if your application 1) meets the posted criteria for funding; 2) is within the stated limits for all categories of request; and 3) is submitted by the posted deadlines, it is highly unlikely that your event would not be funded.
- 4. How do I access the College calendar to see what might be a good date/time for my event?** The College has multiple calendar resources [here](#) that are visible to all. Your department assistant has access to more detailed events information through [25Live](#) and the shared [Smith College Planning Calendar](#) in Google.
- 5. What if I find out about a speaker who will be in the Valley before the next Lecture Committee deadline?** The Lecture Committee is open to helping faculty address unanticipated opportunities that arise spontaneously (i.e., you just learned that a leader in your field is passing through the area next week and is willing to present at Smith). The Committee urges faculty to avail themselves of this openness only when absolutely necessary.
- 6. Does the Lecture Committee fund in-class speakers?** No. The Lecture Committee does not fund honorariums for in-class speakers, but it will entertain proposals intended to defray minor expenses for non-public, in-class guest speakers. The Committee will fund up to a maximum of \$100 for travel and a speaker's lunch. Note: the Committee does not fund book tours.
- 7. Must all Lecture Committee events be open to the public?** All Lecture Committee events must be open to the public, except for in-class lectures. (See question 8 below.)
- 8. What about lectures by in-class guest speakers? Do they also have to be open to the public?** In-class lectures with guest speakers do not have to be open to the public. However, support from the Lecture Committee for in-class guest speakers is limited to \$100. If you would like to schedule a class lecture that will be open to the public and would like to receive full Lecture Committee funds, the lecture must be scheduled at a time that allows for the most public attendance.
- 9. Does the Lecture Committee fund events that take place off-campus or at one of the other four colleges (Mount Holyoke, Amherst, Hampshire, UMass Amherst)?** The Lecture Committee considers applications to fund events that take place off-campus or at one of the other four colleges, as long as one of the events of a multi-day event series takes place on Smith's campus.

Lecture Committee - Frequently Asked Questions (FAQs) as of August 28, 2018-- In an effort to make more transparent the work of the Lecture Committee, we offer the following answers to Frequently Asked Questions:

10. How much information should I include with the application to justify my request? Is a CV necessary? There is no need to write a lengthy justification in your application. A brief description of the speaker's expertise, the reason for the invitation, accompanied by link to an academic or professional website, is sufficient. Please do not paste the content of someone's website into the application. It is helpful to attach a CV when submitting your application.

11. Will the Lecture Committee fund expenses beyond stipend, travel, lodging, meals and entertainment, and publicity? It depends on the availability of funds and the type of event. The Lecture Committee has, on occasion, approved funding beyond these standard categories. An "Other" category is included in the application for this purpose. Please do not enter food and beverage expenses in the Other category – these should be included in the Meals & Entertainment line only. Funding of Other expenses is considered on a case-by-case basis, and should not be considered a given.

12. Where can I find information like current negotiated hotel rates, mileage reimbursement rates, etc.? You can find current negotiated contracts and hotel rates (accessible from on-campus computers) on Smith College's Purchasing website [here](#). You can find mileage reimbursement rates on the [Controller's Office website](#).

13. Will the Lecture Committee fund a per diem for the speaker? No, the Lecture Committee will not fund a per diem for the speaker. Any and all food/beverage expenses (group, speaker, breakfast, lunch, dinner, reception, coffee, etc.) must be included in the Meals and Entertainment category of request. Please do not enter meal/entertainment expenses in the Other category. Only food and beverage expenses count as "Entertainment."

14. What if I want to pay a speaker more than the \$750 maximum that the Lecture Committee can contribute? If you want to pay a speaker more than the \$750 maximum that the Lecture Committee can contribute, you will need to seek funding from another source.

15. Do I have to obtain financial co-sponsorship from other departments, programs, or centers? No, financial co-sponsorship from other departments, programs, or centers is not mandatory, but it is helpful to your application. The Committee strongly encourages members of departments and programs to coordinate events among themselves before applying for funds, and looks favorably upon events that have more than one source of funding. Potential sources include the Five College Lecture Fund, use of endowed departmental funds, and teaming with another Smith or Five College department or program to host multiple lectures and split travel costs.

16. What if co-sponsorship from other departments, programs, or centers is only a pledge to help advertise the event? Is financial support necessary? Co-sponsorship in the form of publicity support from other departments, programs, or centers is useful information for the Committee as an indicator of campus interest and attendance but not part of funding decisions. The financial co-sponsorship from other departments, programs, or centers is what the Committee will consider in your application.

17. Is there a special fund to bring Alumnae back to campus? No, there is no special fund to bring Alumnae back to campus. There is a very small lecture fund called the Alumnae Fund, but it is not a fund dedicated specifically to bringing Alumnae back to campus.

Lecture Committee - Frequently Asked Questions (FAQs) as of August 28, 2018-- In an effort to make more transparent the work of the Lecture Committee, we offer the following answers to Frequently Asked Questions:

18. Are guest speakers taxed on their honorarium and other payments related to their visit?

Applicants and their host departments are responsible for reviewing the [Controller's Office policies](#) on Payments and Reimbursements to guest lecturers in advance of planning an event and *should consult with that office on proper payment procedures for ALL speakers.*

19. Will the Lecture Committee increase the \$750 honorarium cap to cover my speaker's taxes?

No, the Committee will not increase the honorarium cap. Speakers are responsible for managing their own taxes.

20. Are there special considerations for speakers who come from outside the U.S.?

Applicants and their host departments are responsible for reviewing the [Controller's Office policies](#) on Payments and Reimbursements to guest lecturers in advance of planning an event and should consult with that office on proper payment procedures for ALL speakers, both U.S. and non-U.S. visitors.

21. I went over budget/I forgot to apply; may I still apply for Lecture Committee funding after an event has taken place?

No. As always, the Committee cannot award new or additional funding after events have already taken place. Please check your math carefully before submitting an application to avoid budget issues, and be proactive about applying when you are considering planning an event.

21. How much money does the Lecture Committee disburse each year to support events organized by faculty?

In AY18, the Lecture Committee funded \$220,968 to support events organized by faculty taking place in AY18, and \$48,566 toward events taking place in AY19

22. I'm still unsure! What should I do now?

Contact Jayne Mercier (jmercier@smith.edu, x3006) or your elected members of the Lecture Committee. They are happy to field any questions!