EAAM - Visiting Lecturers

ONE-MONTH BEFORE EVENT (at the very least)

1. Receive Visiting Lecturer Form from AAI Faculty Member and submit to Asst. Director or Director for approval.
   a. Check BU calendar for conflicting Events
   b. Reserve necessary rooms via ASTRA
   c. Schedule any needed tech support via Visual Resource Manager
2. Send email confirmation to faculty
   a. Scanned copies of request form with signatures
   b. Itinerary
3. Initiate confirmation with Guest by sending:
   a. Contract
   b. Itinerary
   c. W9 form
4. Make Hotel Reservations as per Faculty members request (if needed)

10 BUSINESS DAY BEFORE THE EVENT

1. Send returned and signed contract from the Guest Speaker to General Counsel
   a. Once signed send scanned copy to Guest Speaker
2. Order food for reception or classrooms
3. Distribute poster/promotional material via social media
4. Order/make reservation for dinners/lunches
5. Process information for Check
   a. Mailed
   b. Picked up and to faculty, EAAM or Guest Speaker

DAY OF EVENT

1. Pick up Guest Speaker (if needed)
2. Pick up lunches / Transport to lunch (if needed)
3. Post reminders on social media
4. Photograph lectures

POST-EVENT

1. Expense Report for reimbursement (if needed)

International Payee**
Have visitor complete the following and return with contract
1. Foreign National Information Form
2. W-8Ben
3. Form 8233 – only if they have a US Social Security Number
After IPs arrival on Campus make copies of originals:
1. Passport VISA page
2. I-94 card (this should be stapled in their passport)