Welcome to
The University Seminars
Rapporteur Orientation

- Please enjoy food and beverages.

- Take a folder from the center of the table and fill out forms found inside your right-hand pocket. Forms will be collected at the end of orientation.

  Thank you.

Introductions

Welcome to The University Seminars

ROBERT POLLACK

Director

AND

ALICE NEWTON

Deputy Director

Important Things to Remember

- Intellectual work is going on and your job is to record it. You're a liaison between The University Seminars office and your chairs.

- On our website, under "People," you'll find reference pages for Rapporteurs and Chairs. The Search function is also handy.

- Always refer to your **seminar number and seminar name** in your email correspondence with the UniSem office. We deal with over 90 seminars and any help referencing emails is appreciated.

Important Things to Remember

- If you require immediate assistance call (212) 854-2389. Our contact information is also listed on our website: http://universityseminars.columbia.edu/contact-us/

- We receive over 150 emails a day and can't promise you a prompt reply.

Rapporteur Responsibilities and Meeting Logistics

PAMELA GUARDIA

Seminars Program Coordinator

pfg2106@columbia.edu

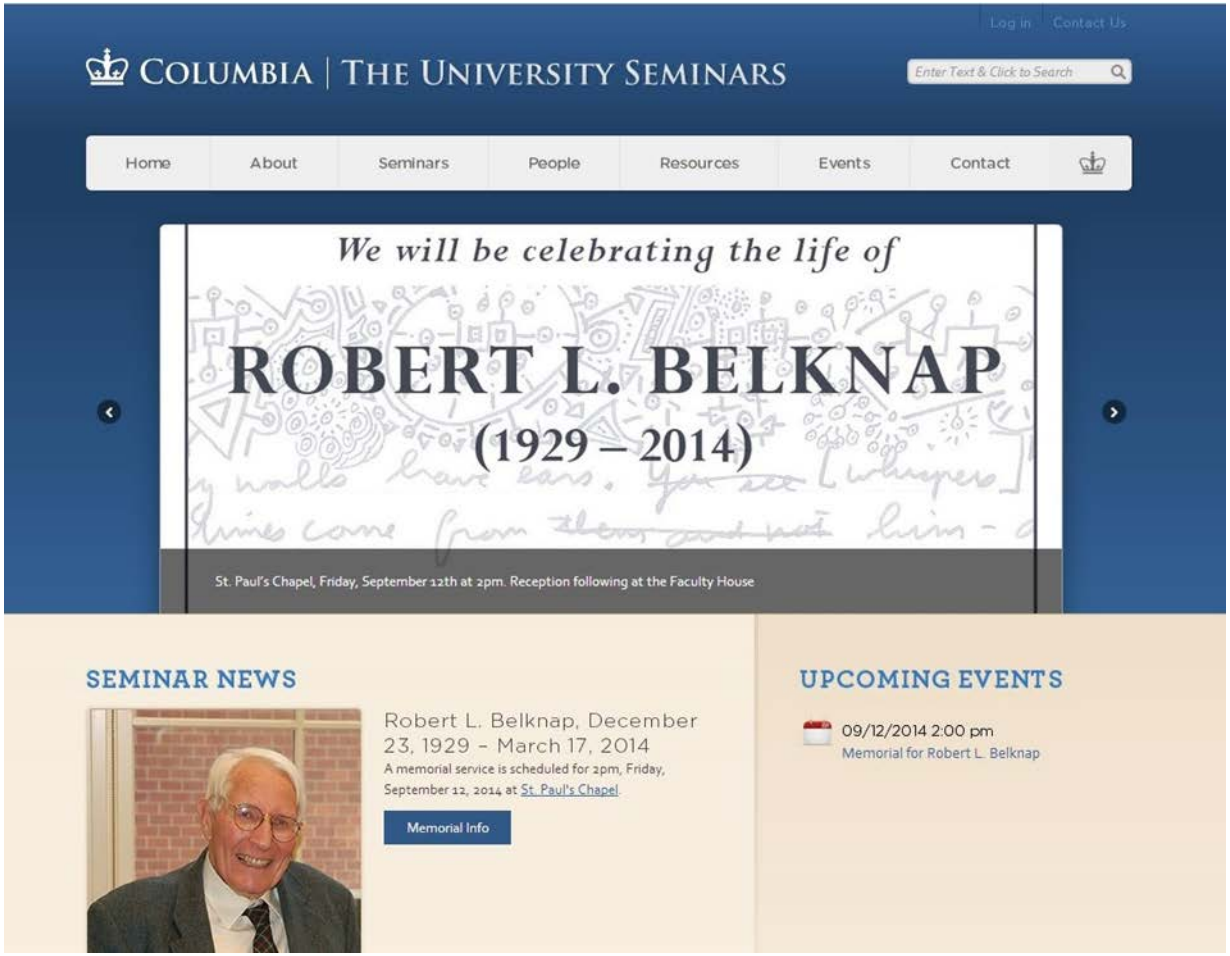
univ.seminars@columbia.edu

212-854-2389

Important Information

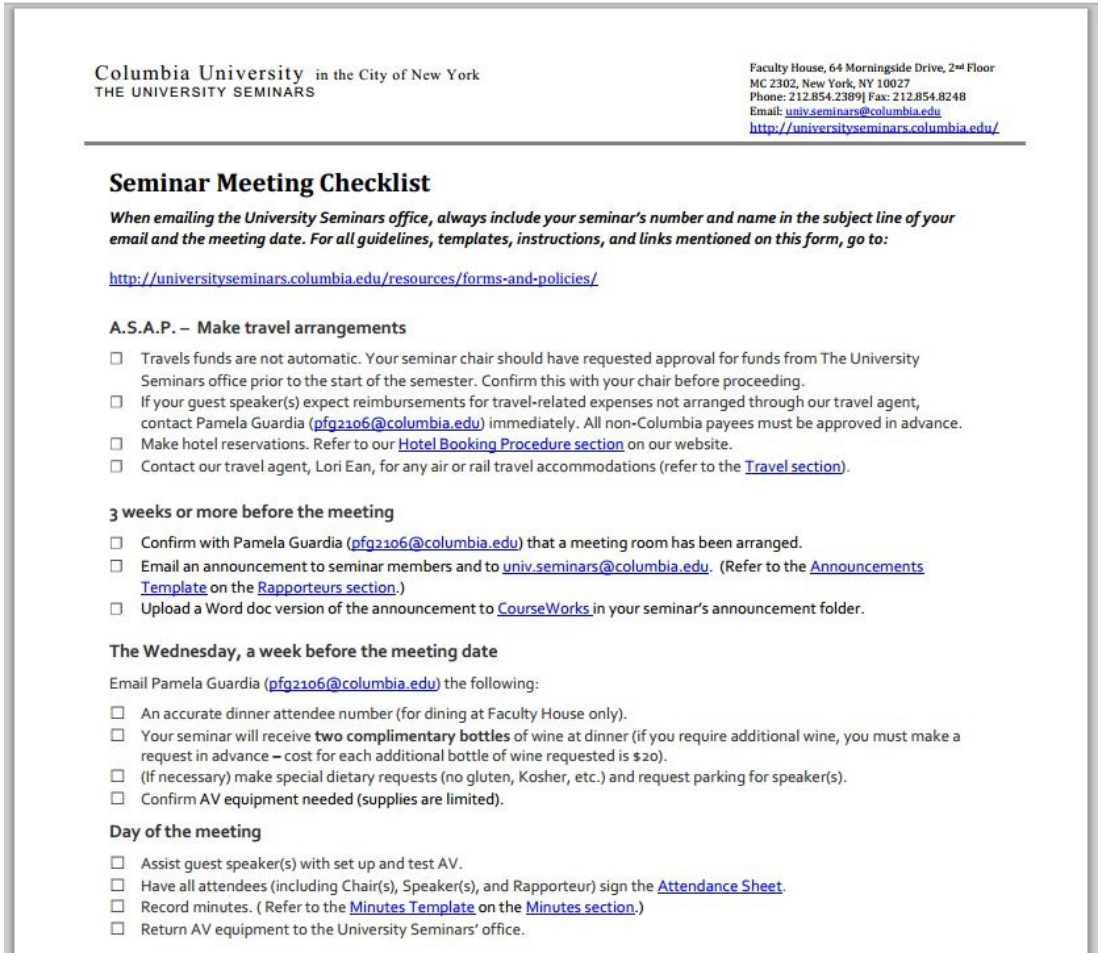
- ***AVOID REIMBURSEMENTS***
- Communicate with your guest speaker
  - Make appropriate travel, hotel, parking, seminar room, equipment reservations
- Communicate with your chair regarding your responsibilities. Ensure our central requirements are satisfied
- Communicate with The University Seminars
  - Meeting space, announcements, catering, equipment, travel, special requests, CANCELATIONS
- Website: *http://universityseminars.columbia.edu*
- ***RETURN EQUIPMENT***

Rapporteur Responsibilities: Introduction



Rapporteur Responsibilities: Website

Seminar Meetings



Columbia University in the City of New York
THE UNIVERSITY SEMINARS

Faculty House, 64 Morningside Drive, 2nd Floor
MC 2302, New York, NY 10027
Phone: 212.854.2389| Fax: 212.854.8248
Email: univ.seminars@columbia.edu
http://universityseminars.columbia.edu/

Seminar Meeting Checklist

When emailing the University Seminars office, always include your seminar's number and name in the subject line of your email and the meeting date. For all guidelines, templates, instructions, and links mentioned on this form, go to:

http://universityseminars.columbia.edu/resources/forms-and-policies/

A.S.A.P. – Make travel arrangements

- ☐ Travels funds are not automatic. Your seminar chair should have requested approval for funds from The University Seminars office prior to the start of the semester. Confirm this with your chair before proceeding.
- ☐ If your guest speaker(s) expect reimbursements for travel-related expenses not arranged through our travel agent, contact Pamela Guardia (pfg2106@columbia.edu) immediately. All non-Columbia payees must be approved in advance.
- ☐ Make hotel reservations. Refer to our Hotel Booking Procedure section on our website.
- ☐ Contact our travel agent, Lori Ean, for any air or rail travel accommodations (refer to the Travel section).

3 weeks or more before the meeting

- ☐ Confirm with Pamela Guardia (pfg2106@columbia.edu) that a meeting room has been arranged.
- ☐ Email an announcement to seminar members and to univ.seminars@columbia.edu. (Refer to the Announcements Template on the Rapporteurs section.)
- ☐ Upload a Word doc version of the announcement to CourseWorks in your seminar's announcement folder.

The Wednesday, a week before the meeting date

Email Pamela Guardia (pfg2106@columbia.edu) the following:

- ☐ An accurate dinner attendee number (for dining at Faculty House only).
- ☐ Your seminar will receive **two complimentary bottles** of wine at dinner (if you require additional wine, you must make a request in advance – cost for each additional bottle of wine requested is $20).
- ☐ (If necessary) make special dietary requests (no gluten, Kosher, etc.) and request parking for speaker(s).
- ☐ Confirm AV equipment needed (supplies are limited).

Day of the meeting

- ☐ Assist guest speaker(s) with set up and test AV.
- ☐ Have all attendees (including Chair(s), Speaker(s), and Rapporteur) sign the Attendance Sheet.
- ☐ Record minutes. (Refer to the Minutes Template on the Minutes section.)
- ☐ Return AV equipment to the University Seminars' office.

Travel Arrangements

- ***AVOID REIMBURSEMENTS***
- ***Travel Funding must be secured in advance***
- *Air and Train Travel:* Arranged via *Valerie Wilson Travel Inc*. Contact: Lori Ean, lorie@vwti.com
- *Interstate buses, taxi, subway:* Arranged by traveler and require reimbursements*.
- Some foreign nationals are **not** reimbursable
- Parking needs to be reserved no later than ***3 days in advance***. Follow instructions on our website: *http://universityseminars.columbia.edu/resources/parking/*

Travel Arrangements: Hotels

- Rapporteurs make hotel accommodations. Instructions and a list of hotels and their rates are on our website: *http://universityseminars.columbia.edu/resources/booking-a-hotel/*

- Tell the ***IN-HOUSE*** reservations desk that you are calling from **Columbia University, The University Seminars** and mention **Pamela Guardia**.
  - Send reservation/confirmation information to Pamela Guardia for payment arrangement:
    - Hotel Name and Confirmation Number
    - Guest Name
    - Room Type and Rate
    - Arrival and Departure Dates
    - Seminar Number

Hotel Rates

Preferred hotels are highlighted

When making a reservation, you must mention:

- You are calling from ***The University Seminars, Columbia University***
- Payment authorization will be sent by ***Pamela Guardia***.

2017 Hotel List
The University Seminars

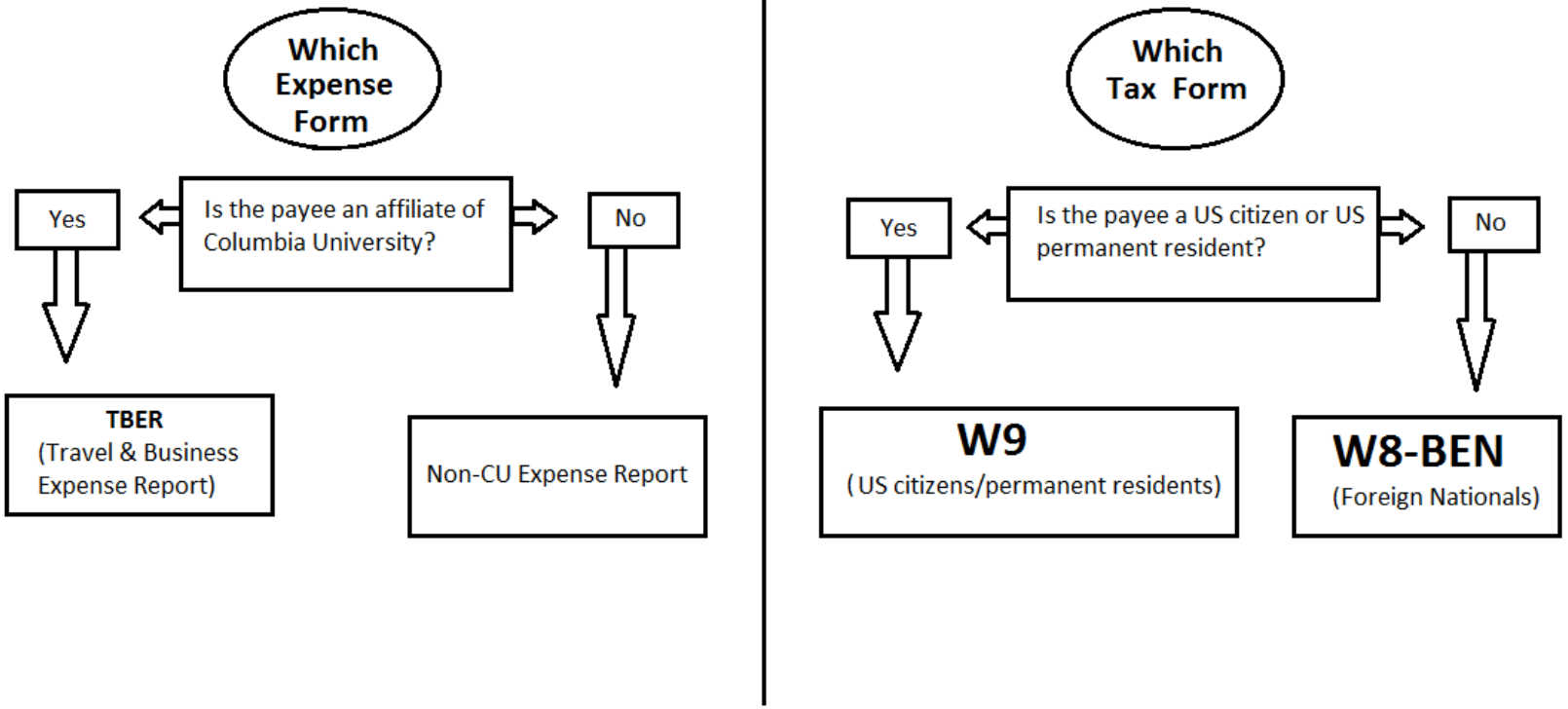
Hotel Name & Address	Reservations	Payment	Columbia Rate	Blackout Dates
Hotel Beacon NYC 2130 Broadway (at 75th Street) New York, NY 10023 **Neighborhood:** Upper West Side	**Contact:** 212-787-1100 x2 - Ask for the reservations personnel who works with the Columbia University, University Seminars account.	The University Seminars card is on file at this hotel. Tell the ***in-house*** reservations desk that you are calling on behalf of The University Seminars, Pamela Guardia. **RECOMMENDED HOTEL**	**Jan 1 - Feb 28:** $205 **Mar 1 - Mar 31:** $235 **Apr 1 - Jun 30:** $260 **Jul 1 - Aug 31:** $240 **Sep 1 - Dec 31:** $295 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	
Hotel Belleclaire 250 W. 77th Street New York, NY 10024 **Neighborhood:** Upper West Side	**Contact:** 212-362-7700 - Ask for the reservations personnel who works with Columbia University accounts. You MUST ask for *in-house reservations/front desk*.	The University Seminars card is on file at this hotel. Tell the ***in-house*** reservations desk that you are calling on behalf of The University Seminars, Pamela Guardia. **RECOMMENDED HOTEL**	**Jan 1 - Apr 30:** $149 **May 1 - Jun 30:** $229 **Jul 1 - Sep 8:** $169 **Sep 9 - Dec 31:** $259 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	May 15-20 Sep 19-23 Oct 31 Dec 1, 5, 28, 29, 30
Hotel Newton 2528 Broadway (at 96th Street) New York, NY 10025 **Neighborhood:** Upper West Side	**Contact:** 212-678-6500 - Ask for the reservations personnel who works with the Columbia University, University Seminars account.	The University Seminars card is on file at this hotel. Tell the ***in-house*** reservations desk that you are calling on behalf of The University Seminars, Pamela Guardia. **RECOMMENDED HOTEL**	**Jan 2 - Feb 28:** $105 **Mar 1 - Mar 31:** $140 **Apr 1 - Jun 30:** $180 **Jul 1 - Aug 31:** $160 **Sep 1 - Oct 31:** $295 **Nov 1 - Dec 29:** $180 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	Preferred rates are not available on Friday or Saturday evenings, however all guests will be offered 15% off of the best available rate. The only exclusionary period for the 15% discount is during May Commencement Week.
The Lucerne 201 W. 79th Street (at Amsterdam Ave.) New York, NY 10024 **Neighborhood:** Upper West Side	**Contact:** 800-492-8122 - Ask for the reservations personnel who works with the Columbia University, University Seminars account. You MUST ask for *in-house reservations/front desk*.	The University Seminars card is on file at this hotel. Tell the ***in-house*** reservations desk that you are calling on behalf of The University Seminars, Pamela Guardia. **RECOMMENDED HOTEL**	**Jan 1 - Feb 28:** $180 **Mar 1 - Mar 31:** $230 **Apr 1 - Jun 30:** $260 **Jul 1 - Aug 31:** $235 **Sep 1 - Dec 31:** $285 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	Jan 1 Sep 15-28 Oct 29, 30, 31 Nov 1, 2 Dec 2-12, 30, 31
Hudson Hotel 356 W. 58th Street New York, NY 10019 **Neighborhood:** Columbus Circle/ Upper West Side	**Contact:** 212-554-6000 - Ask for the reservations personnel who works with the Columbia University, University Seminars account.	Requires personal card initially to make reservation. For this reason, this hotel is NOT RECOMMENDED	**Jan 1 - Mar 15:** $169 **Mar 16 - Jun 30:** $289 **Jul 1 - Sep 7:** $209 **Sep 8 - Dec 31:** $349 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	May 4-6, 11-13, 18-20 Jun 1-3 Sep 15, 16, 21, 22 Oct 30, 31 Dec 1, 2, 7-9, 30, 31
The Empire Hotel 44 W. 63rd Street New York, NY 10023 **Neighborhood:** Lincoln Center/Upper West Side	**Contact:** 212-265-7400 - Ask for the reservations personnel who works with the Columbia University, University Seminars account.	Requires personal card initially to make reservation. For this reason, this hotel is NOT RECOMMENDED	**Jan 1 - Mar 31:** $235 **Apr 1 - Jun 21:** $285 **Jun 22 - Sep 7:** $235 **Sep 8 - Dec 31:** $354 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	Dec 31
Aloft Harlem 2296 Frederick Douglass Blvd. New York, NY 10027 **Neighborhood:** Upper West Side/Harlem	**Contact:** 212-749-4000 or 877-462-5638 - Ask for the reservations personnel who works with Columbia University accounts.	Requires personal card initially to make reservation. For this reason, this hotel is NOT RECOMMENDED	**Jan 1 - Feb 28:** $169 **Mar 1 - Mar 31:** $199 **Apr 1 - Apr 30:** $224 **May 1 - Jun 30:** $249 **Jul 1 - Sep 4:** $219 **Sep 5 - Dec 31:** $269 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	
Excelsior Hotel NY 45 W. 81st Street New York, NY 10024 **Neighborhood:** Upper West Side	**Contact:** 212-362-9200 - Ask for the reservations personnel who works with Columbia University accounts.	Requires personal card initially to make reservation. For this reason, this hotel is NOT RECOMMENDED	**Jan 1 - Mar 31:** $145 **Apr 1 - Jun 30:** $255 **Jul 1 - Aug 31:** $165 **Sep 1 - Dec 31:** $255 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	May 15, 20 Oct. 30 Nov 2, 25 Dec 4, 5, 30, 31
NYLO 2178 Broadway (at 77th Street) New York, NY 10024 **Neighborhood:** Upper West Side	**Contact:** 212-362-1100 or 800-509-7598 - Ask for the reservations personnel who works with Columbia University accounts.	Requires personal card initially to make reservation. For this reason, this hotel is NOT RECOMMENDED	**Jan 1 - Mar 8:** $169 **Mar 9 - Jun 27:** $329 **Jun 28 - Sep 7:** $269 **Sep 8 - Dec 31:** $339 Additionally, 15% off of the best available rate, when the best available rate is lower than the preferred rate	Feb 14 May 18, 19, 20 Sep 2, 15 Oct 10, 30, 31 Dec 4, 5, 31

Reimbursements

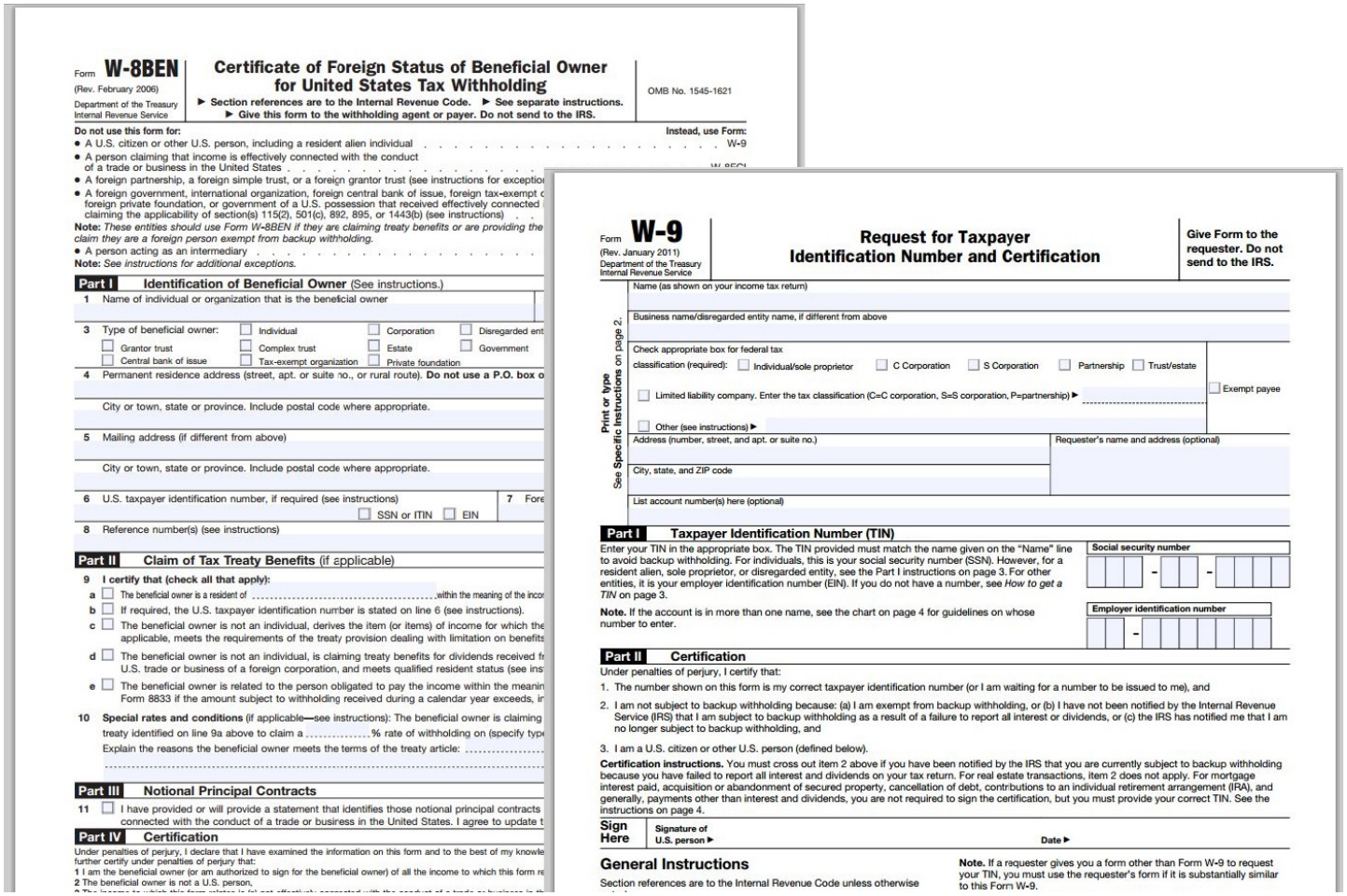
- ***AVOID REIMBURSEMENTS***
- Some foreign nationals are ***not*** reimbursable. Check with Pamela *before* making arrangements.
- Tax forms, expense forms, and procedures are on our website
- Each payee needs to submit:
  - Tax forms: W9 or W8
  - An expense form (depending on affiliation)
  - Receipt(s)
- Payments are not processed until everything is received.
- Policies are on the website: *http://universityseminars.columbia.edu/reimbursements/*

Reimbursements

AVOID REIMBURSEMENTS



Reimbursements: Tax Forms



Form **W-8BEN** (Rev. February 2006)
Department of the Treasury
Internal Revenue Service

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

► Section references are to the Internal Revenue Code. ► See separate instructions.
► Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do not use this form for: — **Instead, use Form:**

- A U.S. citizen or other U.S. person, including a resident alien individual W-9
- A person claiming that income is effectively connected with the conduct of a trade or business in the United States . . . . .
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exceptio
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt o foreign private foundation, or government of a U.S. possession that received effectively connected claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (see instructions)

Note: *These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the claim they are a foreign person exempt from backup withholding.*

- A person acting as an intermediary . . . . .

Note: *See instructions for additional exceptions.*

Part I Identification of Beneficial Owner (See instructions.)

1 Name of individual or organization that is the beneficial owner

3 Type of beneficial owner: ☐ Individual ☐ Corporation ☐ Disregarded ent
☐ Grantor trust ☐ Complex trust ☐ Estate ☐ Government
☐ Central bank of issue ☐ Tax-exempt organization ☐ Private foundation

4 Permanent residence address (street, apt. or suite no., or rural route). **Do not use a P.O. box o**

City or town, state or province. Include postal code where appropriate.

5 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

6 U.S. taxpayer identification number, if required (see instructions) ☐ SSN or ITIN ☐ EIN — 7 Fore

8 Reference number(s) (see instructions)

Part II Claim of Tax Treaty Benefits (if applicable)

9 **I certify that (check all that apply):**

a ☐ The beneficial owner is a resident of ..... within the meaning of the incor
b ☐ If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).
c ☐ The beneficial owner is not an individual, derives the item (or items) of income for which the applicable, meets the requirements of the treaty provision dealing with limitation on benefits
d ☐ The beneficial owner is not an individual, is claiming treaty benefits for dividends received fr U.S. trade or business of a foreign corporation, and meets qualified resident status (see ins
e ☐ The beneficial owner is related to the person obligated to pay the income within the meanin Form 8833 if the amount subject to withholding received during a calendar year exceeds, ir

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming treaty identified on line 9a above to claim a .....% rate of withholding on (specify type
Explain the reasons the beneficial owner meets the terms of the treaty article: .....

Part III Notional Principal Contracts

11 ☐ I have provided or will provide a statement that identifies those notional principal contracts connected with the conduct of a trade or busiress in the United States. I agree to update t

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowle
further certify under penalties of perjury that:
1 I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form re
2 The beneficial owner is not a U.S. person,

Form **W-9** (Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Exempt payee

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►

☐ Other (see instructions) ►

Address (number, street, and apt. or suite no.) — Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number ___ - ___ - ____

Employer identification number __ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

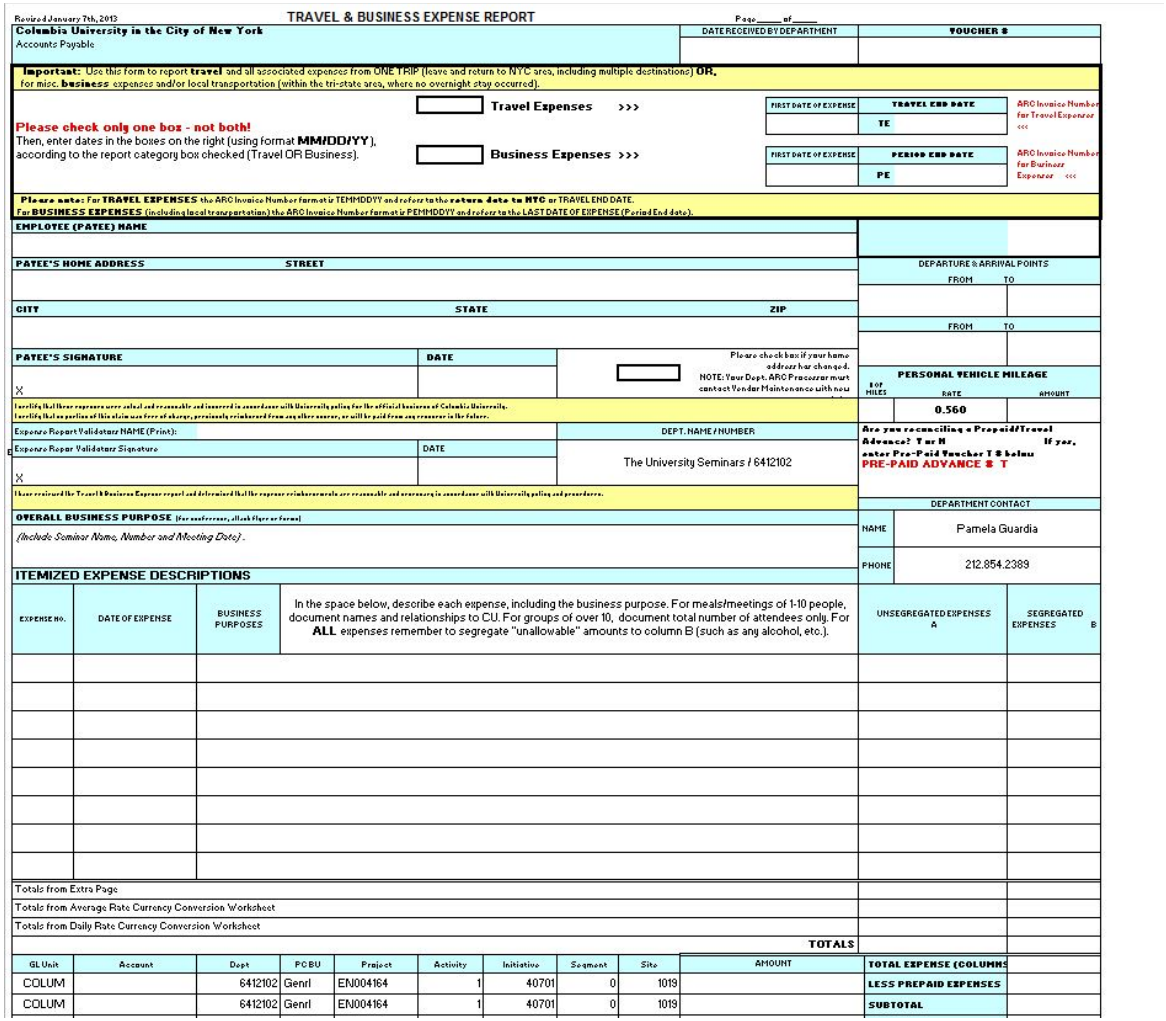
Sign Here — **Signature of U.S. person** ► — **Date** ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Reimbursements: Expense Forms



Revised January 7th, 2013

TRAVEL & BUSINESS EXPENSE REPORT

Page ____ of ____

Columbia University in the City of New York
Accounts Payable

DATE RECEIVED BY DEPARTMENT

VOUCHER #

Important: Use this form to report **travel** and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) **OR,** for misc. **business** expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

Please check only one box - not both!
Then, enter dates in the boxes on the right (using format **MM/DD/YY**), according to the report category box checked (Travel OR Business).

☐ **Travel Expenses** >>>

FIRST DATE OF EXPENSE	TRAVEL END DATE
	TE

ARC Invoice Number for Travel Expenses <<<

☐ **Business Expenses** >>>

FIRST DATE OF EXPENSE	PERIOD END DATE
	PE

ARC Invoice Number for Business Expenses <<<

Please note: For **TRAVEL EXPENSES** the ARC Invoice Number format is TEMMDDYY and refers to the **return date to NYC** or TRAVEL END DATE.
For **BUSINESS EXPENSES** (including local transportation) the ARC Invoice Number format is PEMMDDYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME

PAYEE'S HOME ADDRESS **STREET**

CITY **STATE** **ZIP**

DEPARTURE & ARRIVAL POINTS

FROM	TO
FROM	TO

PAYEE'S SIGNATURE **DATE**

X

☐ Please check box if your home address has changed.
NOTE: Your Dept. ARC Processor must contact Vendor Maintenance with new

PERSONAL VEHICLE MILEAGE

# OF MILES	RATE	AMOUNT
	0.560	

I certify that these expenses were actual and reasonable and incurred in accordance with University policy for the official business of Columbia University.
I certify that no portion of this claim was free of charge, previously reimbursed from any other source, or will be paid from any resource in the future.

Expense Report Validator NAME (Print):

DEPT. NAME / NUMBER

Are you reconciling a Prepaid Travel Advance? Y or N If yes, enter Pre-Paid Voucher T # below
PRE-PAID ADVANCE # T

Expense Report Validator Signature

DATE

X

The University Seminars / 6412102

I have reviewed the Travel & Business Expense report and determined that the expenses/reimbursements are reasonable and necessary in accordance with University policy and procedures.

OVERALL BUSINESS PURPOSE (For conferences, attach flyers or forms)

(Include Seminar Name, Number and Meeting Date).

DEPARTMENT CONTACT

NAME	Pamela Guardia
PHONE	212.854.2389

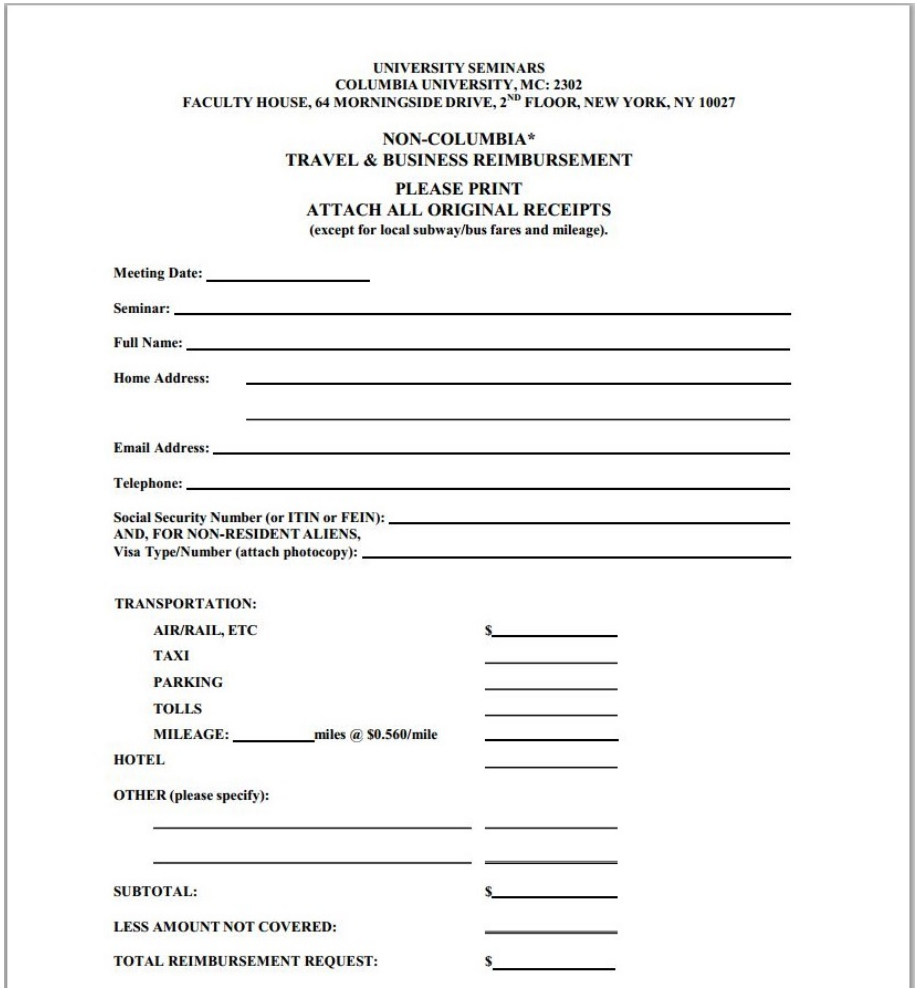
ITEMIZED EXPENSE DESCRIPTIONS

EXPENSE No.	DATE OF EXPENSE	BUSINESS PURPOSES	In the space below, describe each expense, including the business purpose. For meals/meetings of 1-10 people, document names and relationships to CU. For groups of over 10, document total number of attendees only. For **ALL** expenses remember to segregate "unallowable" amounts to column B (such as any alcohol, etc.).	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B

Totals from Extra Page		
Totals from Average Rate Currency Conversion Worksheet		
Totals from Daily Rate Currency Conversion Worksheet		
TOTALS		

GL Unit	Account	Dept	PCBU	Project	Activity	Initiative	Segment	Site	AMOUNT	
COLUM		6412102	Genrl	EN004164	1	40701	0	1019		**TOTAL EXPENSE (COLUMNS**
COLUM		6412102	Genrl	EN004164	1	40701	0	1019		**LESS PREPAID EXPENSES**
										SUBTOTAL

Reimbursements: Expense Forms



UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY, MC: 2302
FACULTY HOUSE, 64 MORNINGSIDE DRIVE, 2ND FLOOR, NEW YORK, NY 10027

NON-COLUMBIA*
TRAVEL & BUSINESS REIMBURSEMENT

PLEASE PRINT
ATTACH ALL ORIGINAL RECEIPTS
(except for local subway/bus fares and mileage).

Meeting Date: _____

Seminar: _____

Full Name: _____

Home Address: _____

_____

Email Address: _____

Telephone: _____

Social Security Number (or ITIN or FEIN): _____
AND, FOR NON-RESIDENT ALIENS,
Visa Type/Number (attach photocopy): _____

TRANSPORTATION:

AIR/RAIL, ETC	$_____
TAXI	_____
PARKING	_____
TOLLS	_____
MILEAGE: _____miles @ $0.560/mile	_____
HOTEL	_____
OTHER (please specify):	
_____	_____
_____	_____
SUBTOTAL:	$_____
LESS AMOUNT NOT COVERED:	_____
TOTAL REIMBURSEMENT REQUEST:	$_____

Rapporteur Responsibilities: Pre-Meeting

- **At the start of the Semester**:
  - Update and upload to CourseWorks seminar's email list
  - Understand your responsibilities for your seminar
- **In Advance of each Meeting**:

1. Communicate with your *Chair*:
   - Confirm that Travel Funding was approved, if applicable
   - Understand your responsibilities for your seminar
2. Communicate with *Guest Speaker* (if any):
   - Will the guest need:
     - Travel Arrangements. All funding must be approved in advance.
     - Reimbursements. Some foreign nationals are ***not*** reimbursable.
     - Audio-visual equipment.
     - Special dietary considerations.
   - Obtain bio & paper for circulation to group, if any

Rapporteur Responsibilities: Pre-Meeting

Communicate with *The University Seminars office*:

- Send confirmed hotel and travel details to Pamela Guardia.
- Confirm date, time and venue (whether meeting in FH or not).
- Send out announcement. Add univ.seminars@columbia.edu to email list. Upload announcement to CourseWorks.
- Dinners in Faculty House: Provide catering order 10 days in advance, include any dietary restrictions. Update the day before if necessary. Reserve AV* and parking. Circulate materials or make copies for meeting.
- Dinners outside of Faculty House.

Rapporteur Responsibilities: Meeting

- **On the Date of the Meeting:**
  - **Arrive Early**
    - Signs in lobby indicate room assignment. Check meeting room and dinner table in the dining room on the 4th floor.
    - Test Audio-Visual equipment
    - Circulate the *Attendance Record* and *make sure it is properly filled out*
    - Circulate any handouts
  - **Record the Minutes**
  - **Dinner:**
    - Provide server with the dinner voucher.
    - Collect dinner checks, any Gift (contributions), or parking checks.
    - Return all checks and the dinner receipt to US office in the provided envelope
  - **All checks:**
    - Payable to ***Columbia University***
    - Have ***seminar #*** and either '***Dinner,***' '***Gift***' or ***'Parking'*** written on the memo line
    - Dinner, parking and and gift checks must be separate checks
    - Gifts are tax-deductible

Rapporteur Responsibilities: Dinner Envelopes

Seminar:_____ **Date:** _____

Dinner Numbers:

Number of paying Dinner Attendees ($30.00/person): _____

Complimentary dinners: (Rapporteur and Speaker(s)): _____

Wine Purchased:

Number of wine bottles purchased ($20.00/bottle): _____

Amount Received:

Total: $_____ (Make checks payable to *Columbia University*)

Rapporteur Sign-off:	**Office:**
Rapporteur Name: _____	_____
Rapporteur Signature: _____	_____

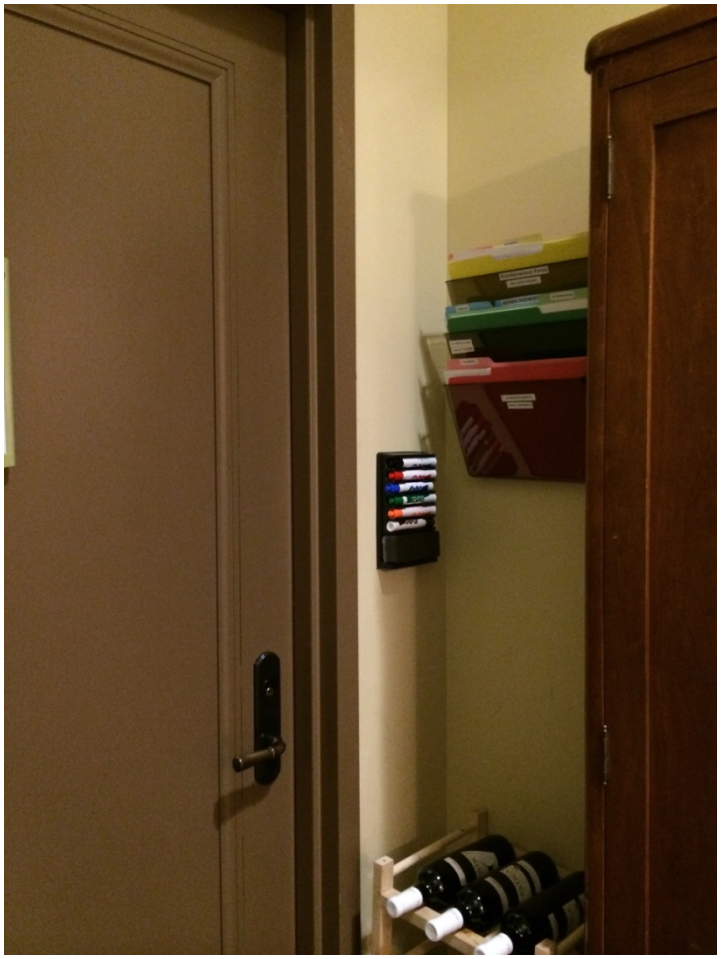
Rapporteur Responsibilities: Post-Meeting

- **After the Meeting**:
  - **PUT AWAY ALL AV EQUIPMENT**: Neatly and in the original cases. Return *everything* to the 1st floor office.
  - Special AV needs.
  - Submit dinner envelope and original *Attendance Record* to office.
  - Upload the announcement and minutes to CourseWorks.

Rapporteur Responsibilities: Audio Visual

Rapporteur Responsibilities: Audio Visual

Forms Available at UniSem Office



- Reimbursement Forms
- Timesheets
- Attendance Record and Publication Policy Acknowledgement
- AV Instructions
- Seminar Meeting Checklist
- Mailing Forms

Website, Minutes, CourseWorks and The University Seminars Digital Archive

SUMMER HART

Associate Director for Archives, Web Management & Design
sh3040@columbia.edu

The University Seminars Website

universityseminars.columbia.edu

Website Responsibilities:

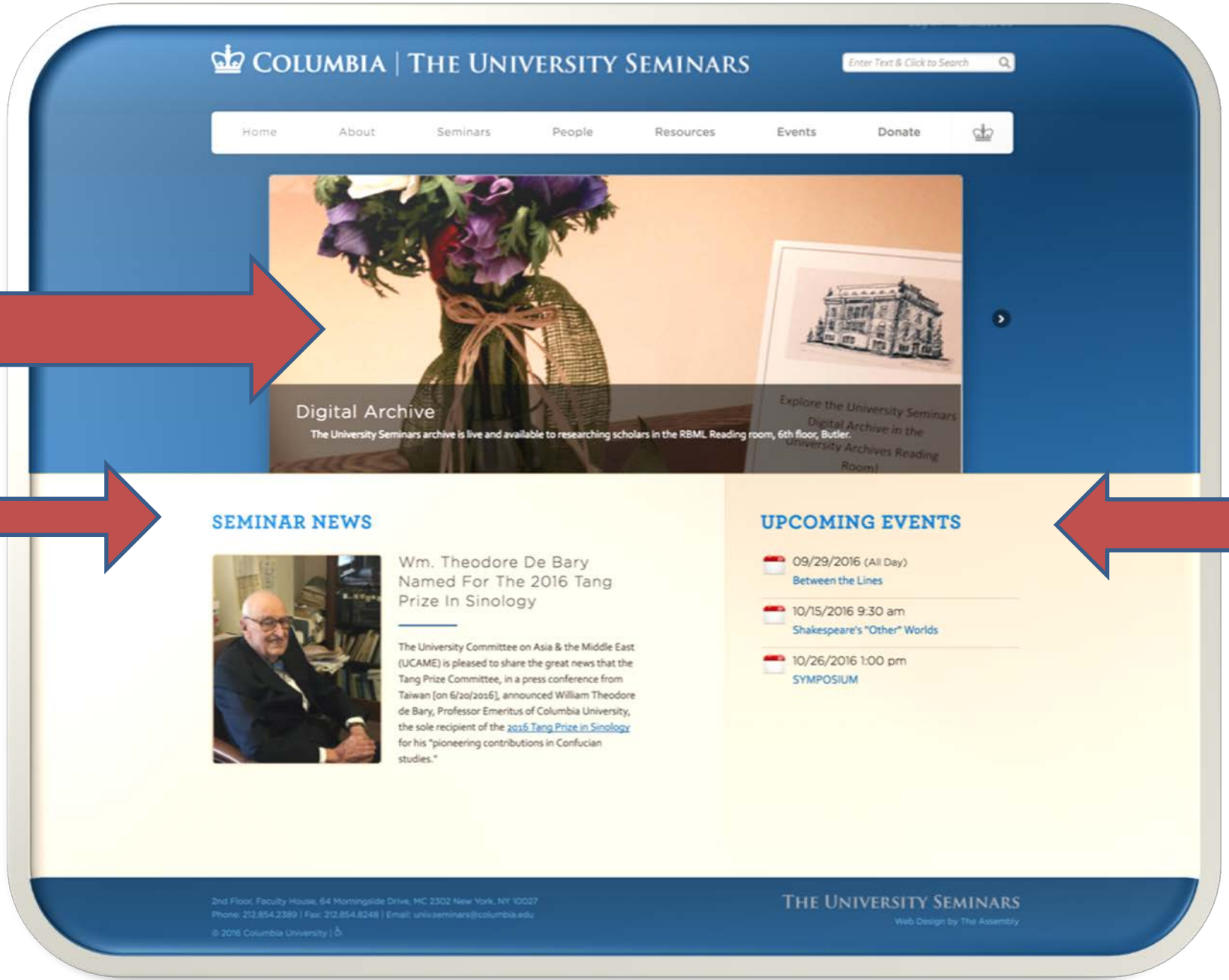
1. **Keep the office updated on schedule changes**

The website is meant to be a tool for chairs and members. When you send out a meeting announcement this information is updated in the schedule section by our office. Review the information on the site and keep us updated on any schedule changes.

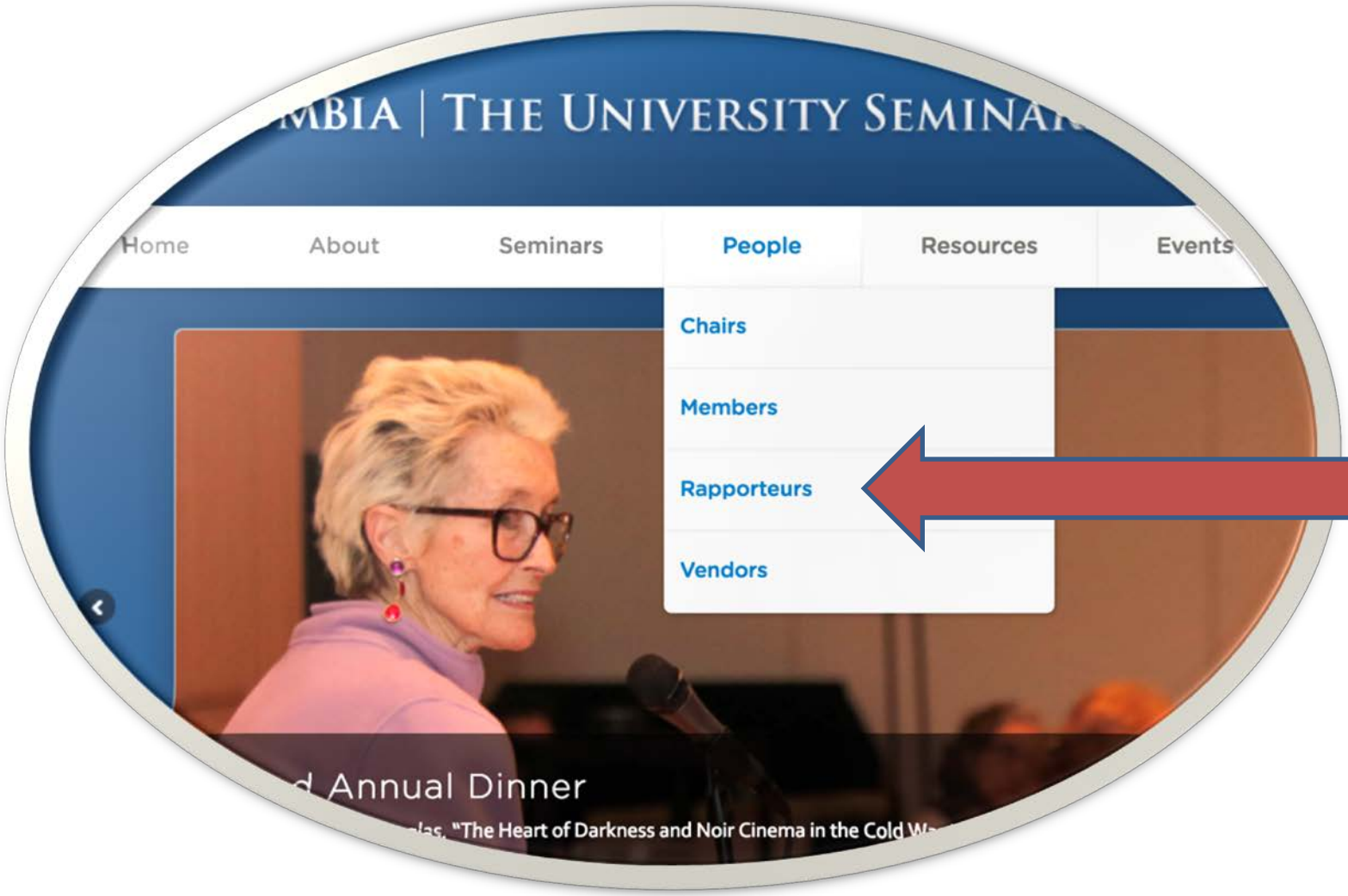
1. **CONFIRM INFORMATION**

Confirm with chair(s) that the description and contact information are correct.

The homepage features a slide show of seminar related events, news items, and upcoming events.



On the main navigation bar go to “People.” In the dropdown list you will find “Rapporteurs.”



RAPPORTEURS

The seminar chair appoints a rapporteur who, under the direction of the chair, performs all the duties required by the central office and the seminar. Rapporteurs are graduate students; on occasion undergraduates provided their appointment has first been approved by The University Seminars Director. Only rapporteurs who are full-time students at Columbia, Barnard, or Teachers College can receive a stipend.

Each seminar has its own internal structure. In some seminars, the responsibilities normally associated with the rapporteur's position may be shared with the chair or another member of the seminar. The University Seminars office, however, considers the rapporteur to be the seminar liaison, and expects the rapporteur to perform certain tasks and prescribed by the **Rapporteur Guidelines and Procedures** document.

For information on travel and business expenses and reimbursements, please refer to the **Meeting Logistics** and **Reimbursements** pages.

New Rapporteur Orientation sessions take place a couple of times a year, usually at the beginning of the fall and spring semesters. If you are unable to attend a scheduled orientation, you will need to contact The University Seminars office to schedule an appointment.

RESOURCES

- Bar Schedule
- Meeting Logistics
- Minutes
- Rapporteur Guidelines and Procedures
- Reimbursements

TIME ENTRY

- Payment Schedule for Rapporteurs
- Sample Seminar Timesheet
- Seminar Timesheet
- Timesheet for Conferences ONLY
- Rapporteur Compensation Policy

NEW RAPPORTEURS

- Data Sheet
- Rapporteur Orientation (FALL 2016)
- Waiver

Here you will find links to pages, policies, and forms for rapporteurs.

On the main navigation bar you will also find a dropdown for lists of Chairs, Rapporteurs, and Seminars. To search for your seminar, click “List of Seminars.”

List of Seminars

The list of seminars can be sorted by using the toggle arrows.

Web Pages for Seminars

Each page has a title, description, contacts, and a meeting schedule.

EIGHTEENTH-CENTURY EUROPEAN CULTURE

Founded
1962

Seminar Number
417

This interdisciplinary seminar hosts leading national and regional scholars who present works-in-progress that explore aspects of eighteenth-century European culture of vital interest and concern to the wider field of eighteenth-century studies. Like our guest speakers, our membership is drawn from a wide variety of institutions and disciplines: history, literature, philosophy, political science, music, history of science, and art, as well as national traditions. The Seminar's offerings are eclectic, but from time to time our Seminar has hosted special events such as symposia on the 18th-century reception of Classical, Hellenistic, and Late Antique texts (2003) and the intellectual origins of freedom of speech (2007, 2008). Proceedings from the latter recently appeared as a collection of essays edited by former Chair Elizabeth Powers, *Freedom of Speech: The History of an Idea* (Bucknell University Press, 2011). Most recently, our Seminar has co-sponsored, with the Seminar on Early Modern France, a series of roundtables on new directions in eighteenth-century studies under the rubric of "Literature and History in Dialogue." Past roundtables have been devoted to concepts of authorship (Fall 2010), eighteenth-century science studies (Spring 2011), and comparative colonialisms and orientalisms (Fall 2011). Our 2012-2013 program marks the Seminar's 50th year in operation.

Past Meetings

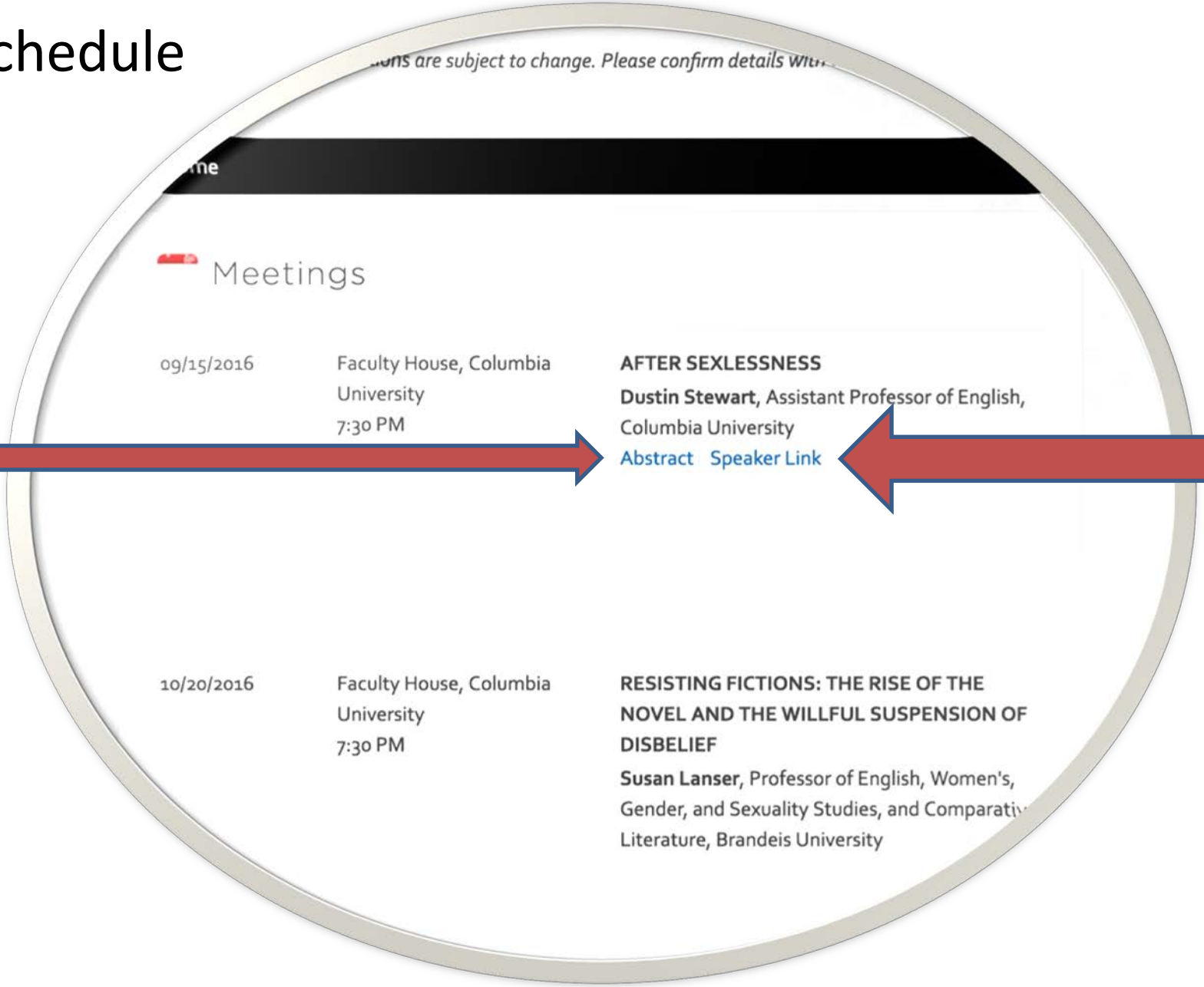
Chair
Professor Kathleen Lubey
kathleen.lubey@gmail.com

Rapporteur
Katherine Bergevin

Additional Resources

- CU Libraries
- CU Press
- Seminar Donations
- Seminar Gift Accounts
- Hotel Reservations
- Reimbursements
- Subvention Funds
- Travel Fund Request Form

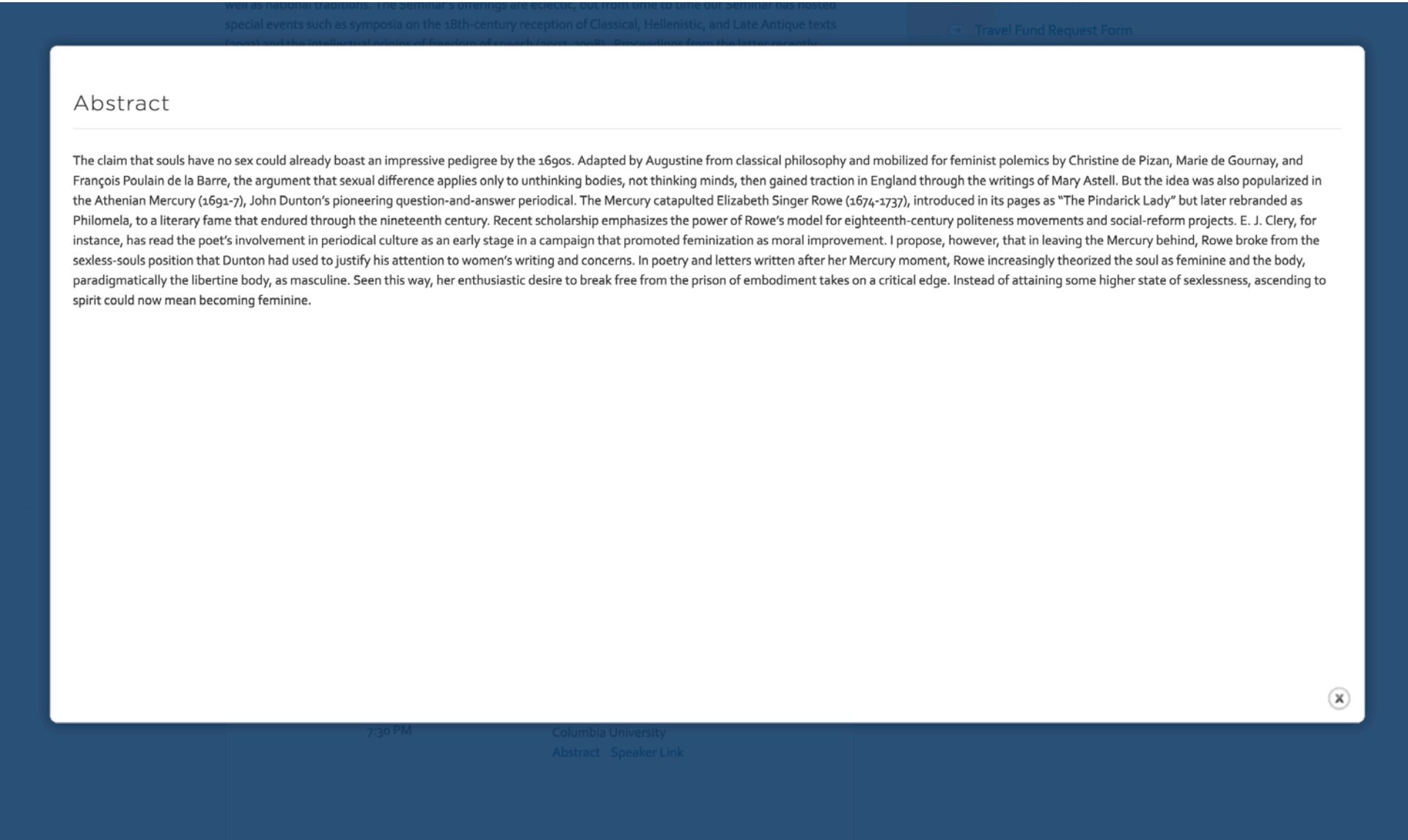
Schedule



When an abstract or speaker link is added to the meeting schedule, these links will appear.

Abstract

The abstract will open as a dedicated text box.



Summary

- Web address: universityseminars.columbia.edu
- Web schedules/questions/corrections go to:
  Summer Hart: sh3040@columbia.edu
- Rapporteur resources are under: main navigation bar/people/rapporteurs
- Sortable lists of seminars, chairs, rapporteurs names and addresses are under:
  main navigation bar/seminars
- Rapporteur responsibilities are:

  - Keep the office updated on schedule changes

  - Confirm information

Minutes and CourseWorks

One of the main functions of your job as rapporteur is to record the minutes from each seminar meeting. These minutes become a part of our Digital Archive and of intellectual history of the University Seminars.

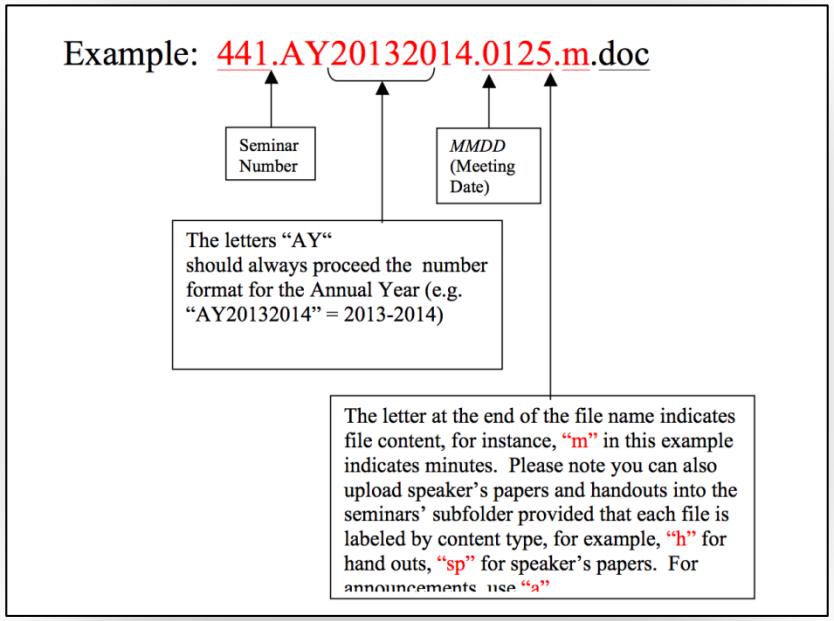
You will find the following on our website on the "Minutes Guidelines" page: http://universityseminars.columbia.edu/resources/minutes/

- Minutes Guidelines
- Minutes Template
- **Minutes Naming Convention**

Please review these guidelines and the naming convention carefully.

Naming Convention/Content Codes

We have a naming convention established in collaboration with the Columbia University Library. The name of the file provides the Library with metadata to incorporate them into our digitized archive.

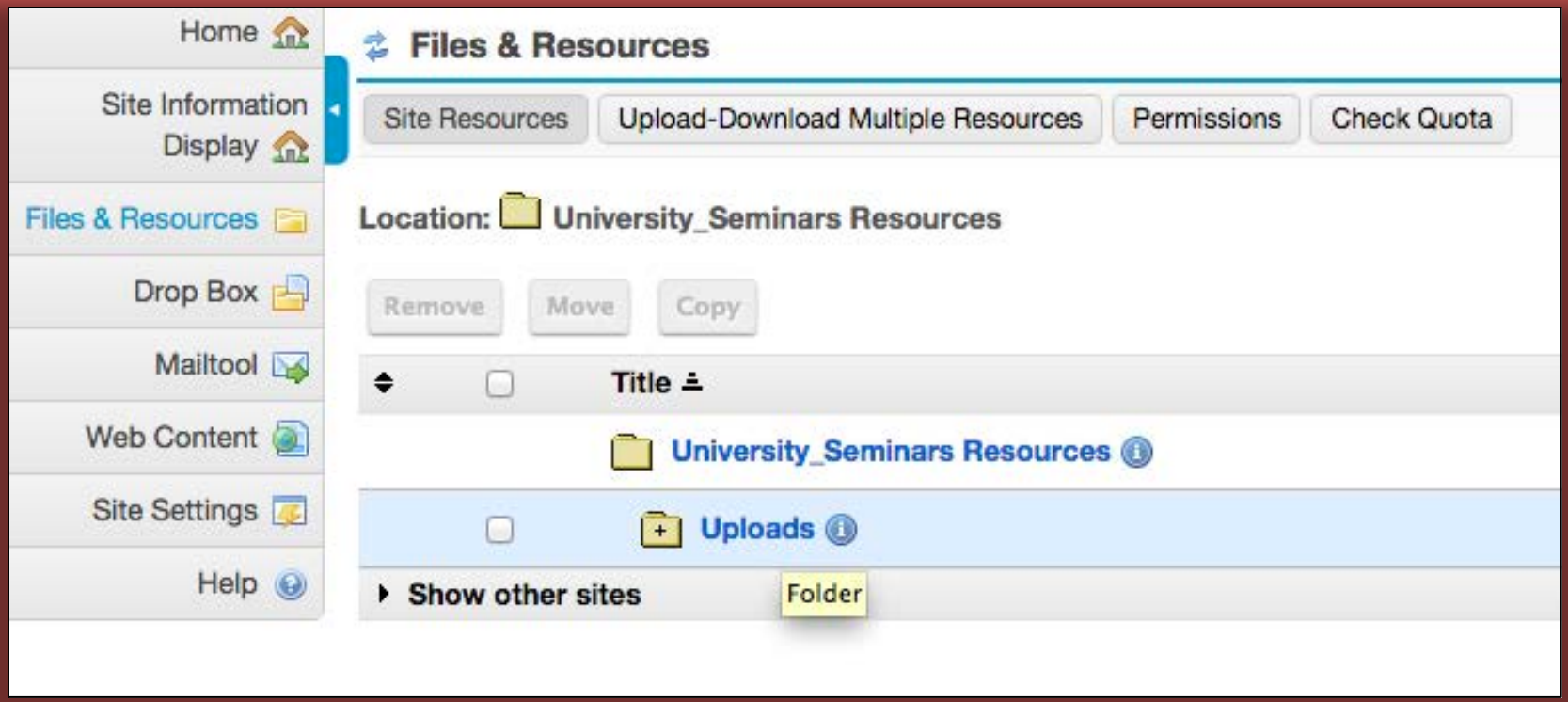


COMMON CONTENT CODES

"m"	for minutes
"a"	for announcements
"sp"	for speaker's papers
"bp"	for background paper
"h"	for handouts
"e"	for email list

CourseWorks: Log in with your Uni and Uni password.

Under “My Project / Active Project,” click Project Title “University_Seminars.” Then “Files & Resources” and “Uploads.”



COURSEWORKS

THERE ARE THREE FOLDERS UNDER "UPLOADS"

1. MEETINGS

- Announcements
- Minutes
- Handouts
- Speaker's notes

2. SPEAKER'S PAPERS

- Background papers
- Speaker's papers

3. EMAIL LIST

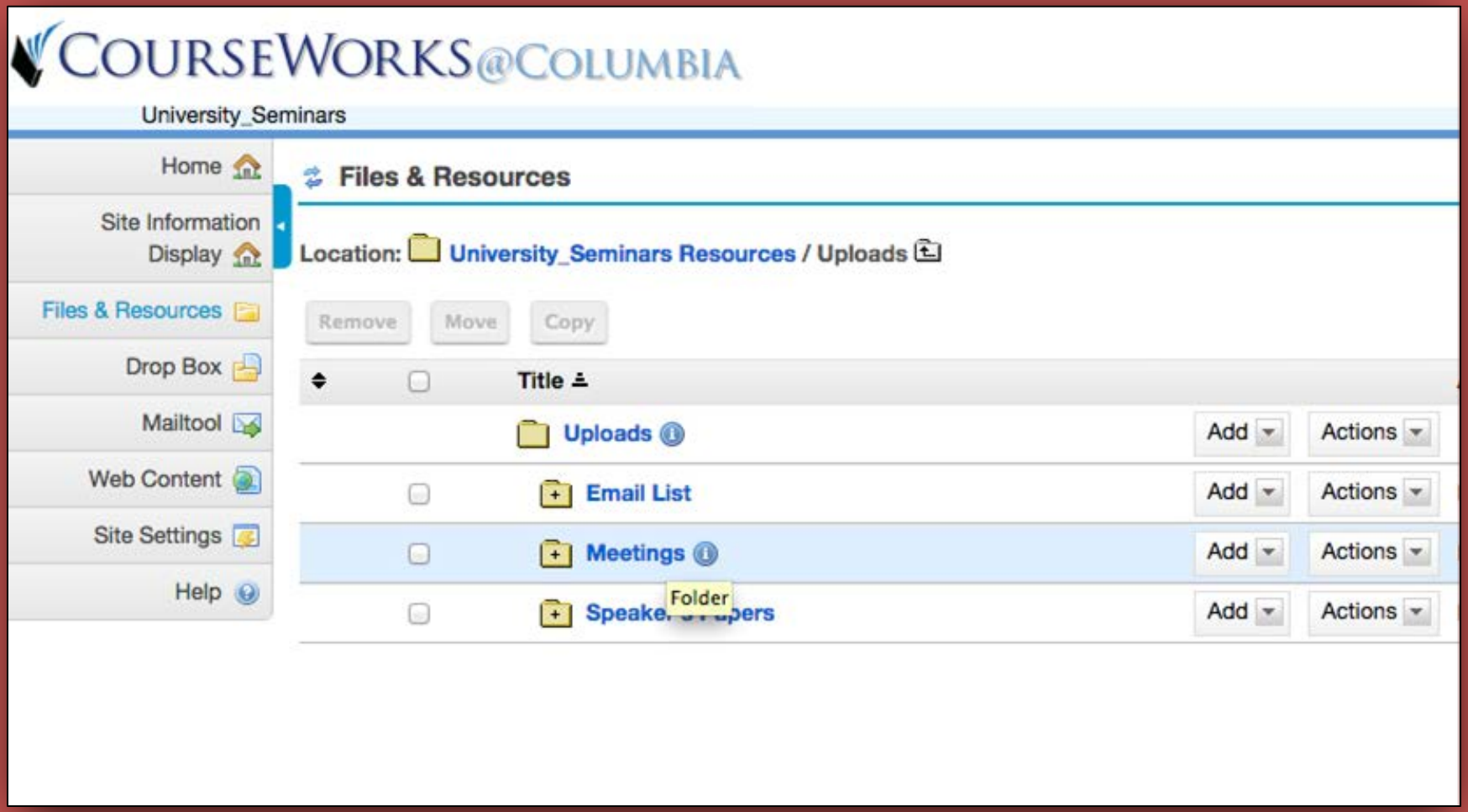
- Email list of all members

Minutes for meetings are **mandatory and will be included in our Digital Archive.**

Announcements & Handouts enrich our archive, but their inclusion is not mandatory.

Speaker's papers are only included with permission from the speaker indicated on the Privacy Acknowledgement Form.

CourseWorks Folders



Meeting Forms

There are two forms that you will have to collect at all seminar meetings. The first is the “Speaker Acknowledgement of Privacy Policy.” Please have every speaker fill this out at every meeting. The second is the “Seminar Meeting Attendance and Privacy Policy.” This form has a check box for your chair to state whether minutes are considered “closed” or “open.” This form is then circulated as a sign in sheet to everyone in attendance.

Return both of these forms to the office after each meeting.

Summary

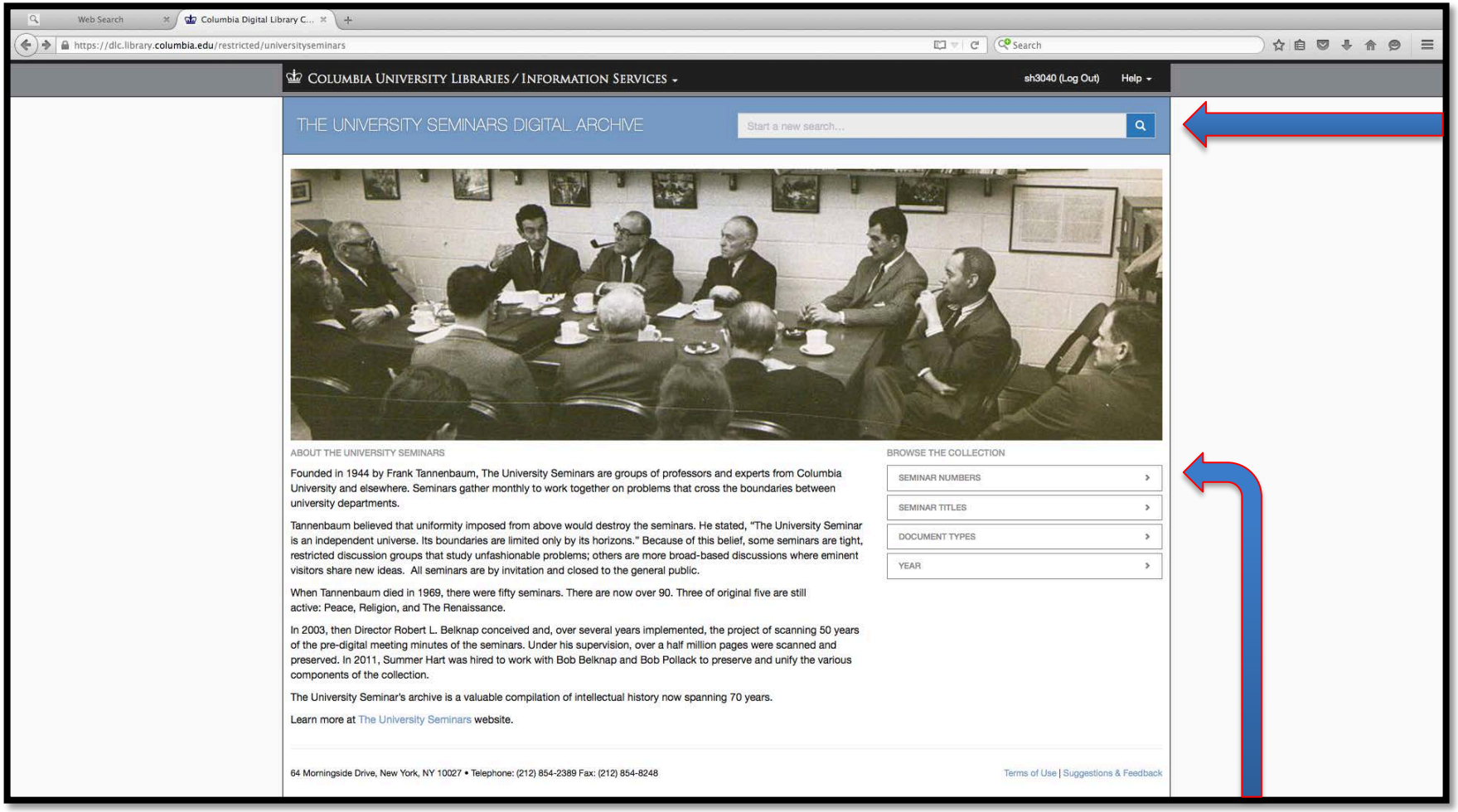
- Naming convention, naming convention, naming convention
- CourseWorks address: courseworks.columbia.edu
- CourseWorks questions/corrections go to:
  Summer Hart: sh3040@columbia.edu
- Sign in with uni and uni password and go to: “My Project / Active Project,” click Project Title “University_Seminars.” Then “Files & Resources” and “Uploads.”
- Minutes are mandatory.
- Return both the “Speaker Acknowledgement of Privacy Policy” and Seminar Meeting Attendance and Privacy Policy” to the office.

The University Seminars Digital Archive

After five years, minutes of seminar meetings are available to scholars in the Rare Book and Manuscript Library Reading Room, 6th Floor, Butler

This is where your minutes go and why the naming convention is important!

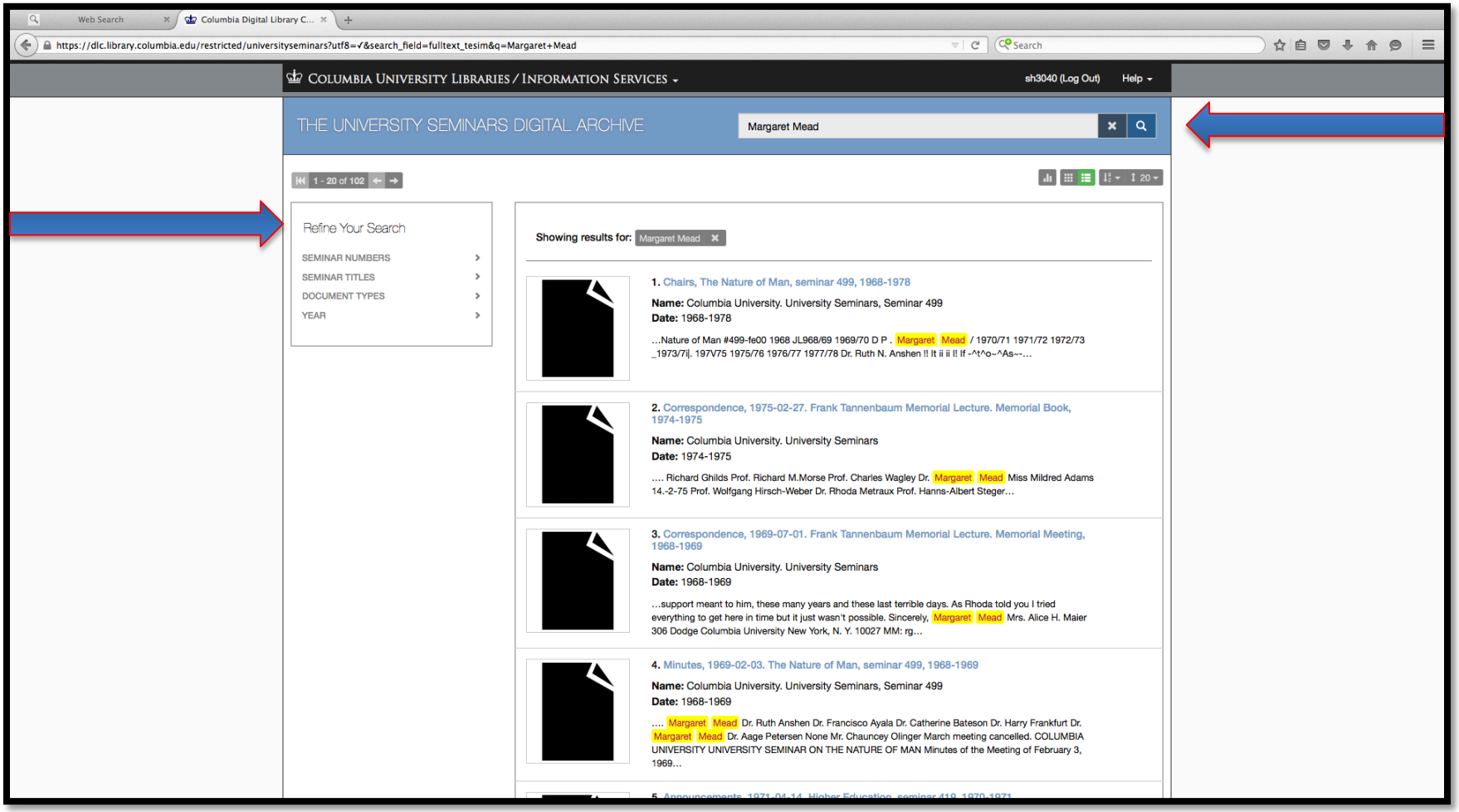
Homepage of Digital Archive



HIGHLIGHTS:

slide show and description, full-text search bar, faceted search buttons

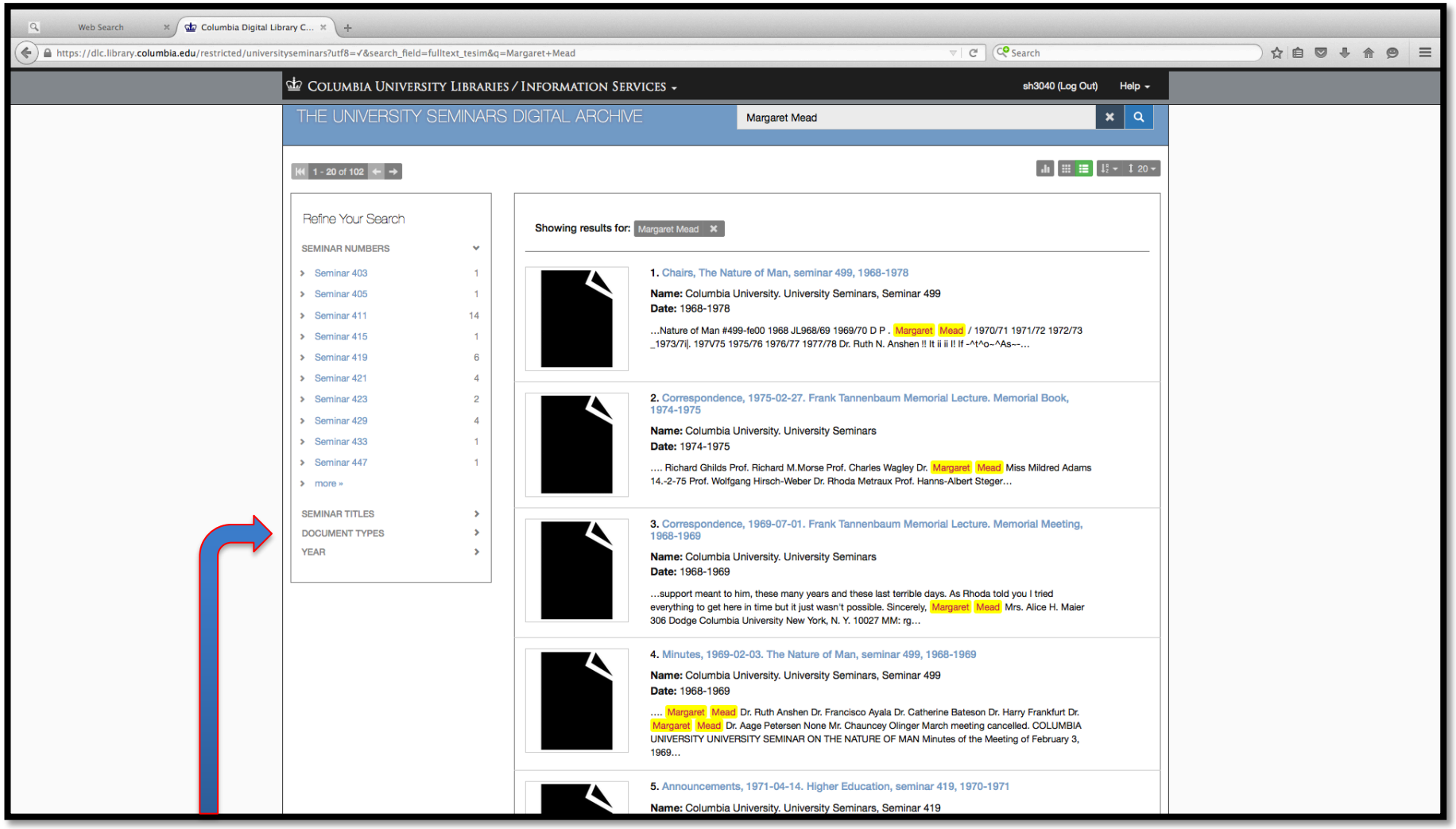
Full-Text Search



HIGHLIGHTS:

search within and across documents, use facets to refine

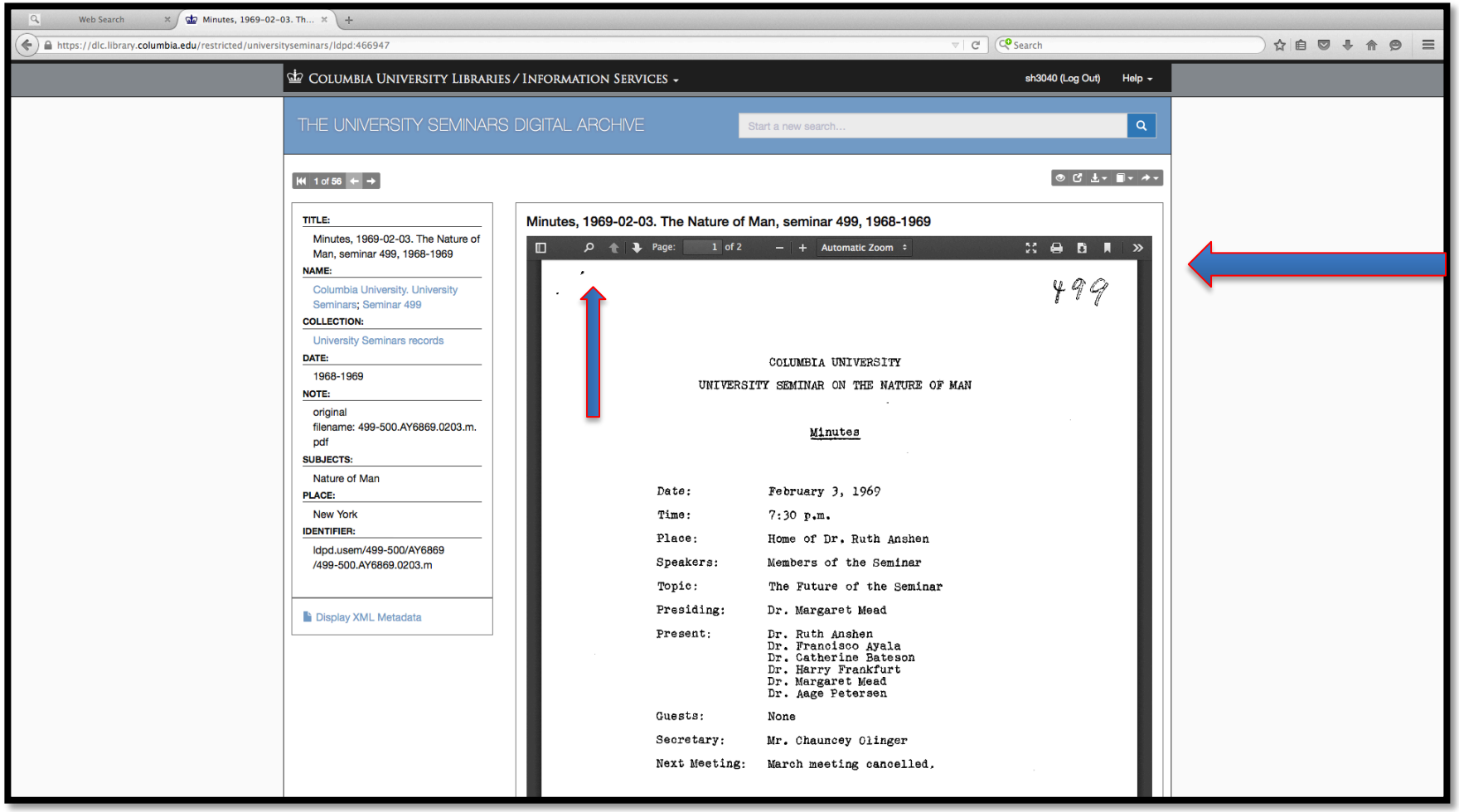
Refined Search



HIGHLIGHTS:

faceted searching through sidebar by seminar number, title, topic, document type, or date range

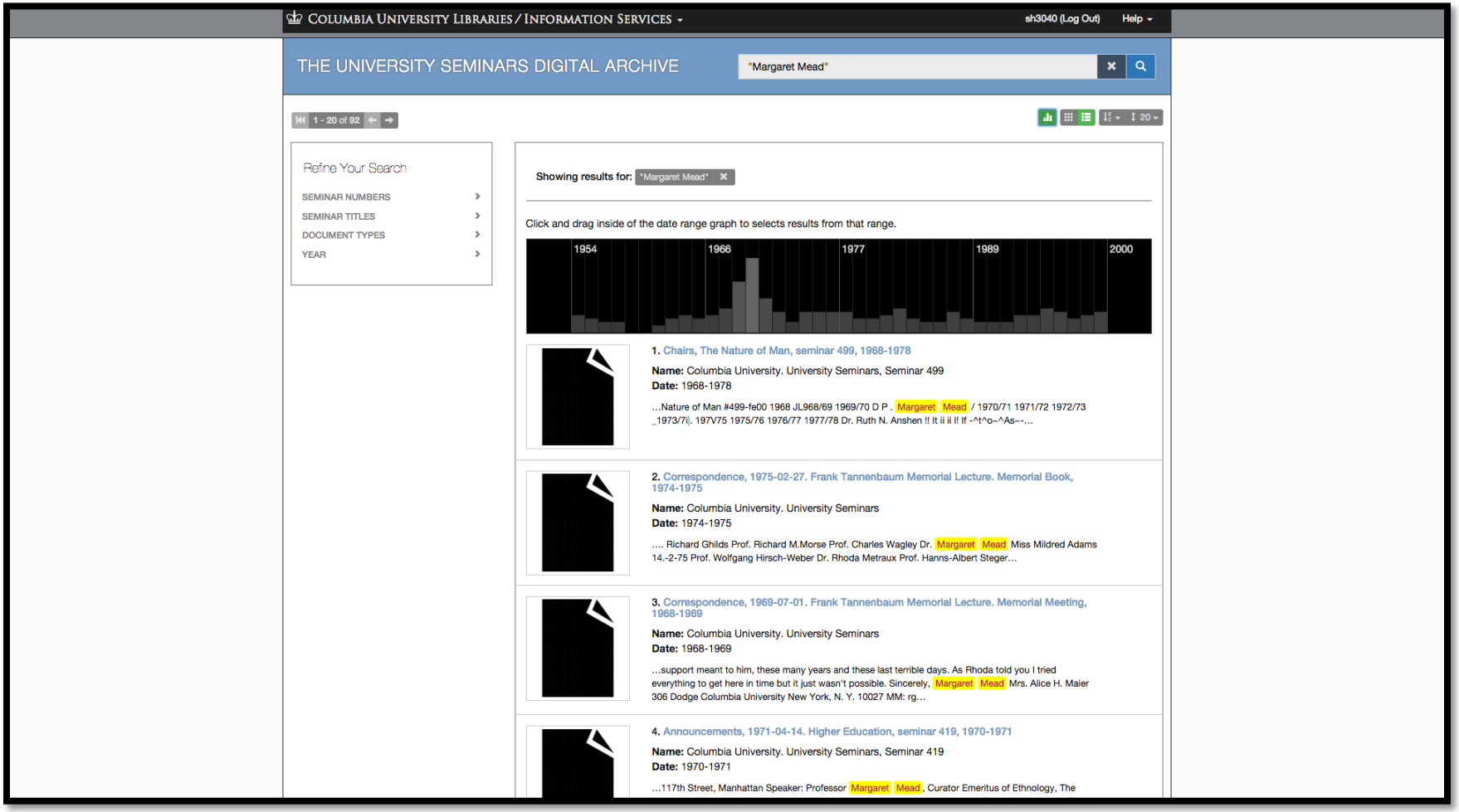
PDF Viewer



HIGHLIGHTS:

search within document, full screen, zoom in and out, scroll through pages, meta-data in side bar

Date Search



HIGHLIGHTS:

Two ways to search by date: bar graph, year search

Summary

- Minutes are added to The University Seminars Digital Archive after five years
- Naming Convention allows library to catalogue collection
- You can search using text or facets
- The archive goes back as far as 1945
- Archive questions go to Summer Hart: sh3040@columbia.edu

Finance and Payroll

GESSY ALVAREZ-LAZAUSKAS

Associate Director, Budget and Operations

ga2030@columbia.edu

212-854-2389

Our Policy for Receiving Payment for Rapporteur Work

Work for a seminar meeting is considered complete when:

- A completed **Privacy Acknowledgment form** with original signatures from the chair and the guest speaker(s) is dropped off at the Uni Sem office (ideally, promptly after meeting).

- The minutes for the meeting are uploaded to CourseWorks. A draft is fine. Sometimes chairs will ask to revise minutes. **Do not delay your timesheet when this happens**.

- Your Seminar Meeting Timesheet is uploaded to Courseworks. Make sure to submit timesheets no later than **a month post meeting date**. Payroll requires that graduate students report time worked on a timely basis. Please refer to our **Payment Schedule for Rapporteurs**.

- We strongly suggest you keep a copy of the timesheets you submit to our office. (Drop-off box Attendance Sheet and Privacy Acknowledgment forms is located inside the UniSem office)

Typical Hours Reported

- If you report more than 10 hours of work **per seminar meeting**, a seminar chair must write a justification and sign the timesheet.

- A typical rapporteur reports about 6 – 10 hours of work per seminar meeting. Hourly work will vary depending on your seminar. A typical hourly breakdown looks like this:
  - Seminar Meeting (includes writing minutes): 2 hours
  - Seminar Dinner (do not include cocktail hour): 1.5 hours
  - Finalizing Minutes and Upload: 1 – 3 hours
  - Travel Arrangements (if any): 1 hour
  - Email Announcement: 0.5 – 1 hour
  - Other Tasks: 0.25 - 1.5 hours

20 Hours Per Week Rule For All Graduate Students

- “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”

- Example, if your department asks that you commit 15 hours per week as a Teaching Fellow, you can only work an additional 5 hours a week.

- If you are holding another position at the University, make sure your 20 hours per week are not fully committed. If you fail to do this, your department may ask that you discontinue work as a rapporteur.

Payment Delays

- Teaching Fellows, DRAs, and Research Assistants usually receive payment as Added Compensation. Payment delays may occur because of appointment end dates (usually mid-May for the spring and mid-December in the fall).

- Do not hold on to your timesheets. We must report hours for a given month in a timely manner to HR Payroll. If you have difficulties completing any task for a seminar meeting, contact me [Gessy Alvarez ga2030@columbia.edu] immediately so that we can anticipate any issues with payment.

- Any changes to your employment status or personal information must be reported immediately to our office.

What is Additional Compensation (add comp)?

- Additional compensation payments are one-time or ongoing payments that are made in addition to regular earnings for active officer-level employees only. This includes officers of instruction, research, libraries and administration plus student officers.

- Add comps are made for many reasons, and can be paid all in one pay period or be spread out over multiple pay periods. These payments can be paid to employees both within the administrative department and to employees in another administrative department and are processed via PAC. Reasons for paying an add comp include:

  - Extra pay for additional duties performed
  - Special one-time payments

[Info from HR.Columbia.edu: http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/managing-staff/additional-compensation]

International Students

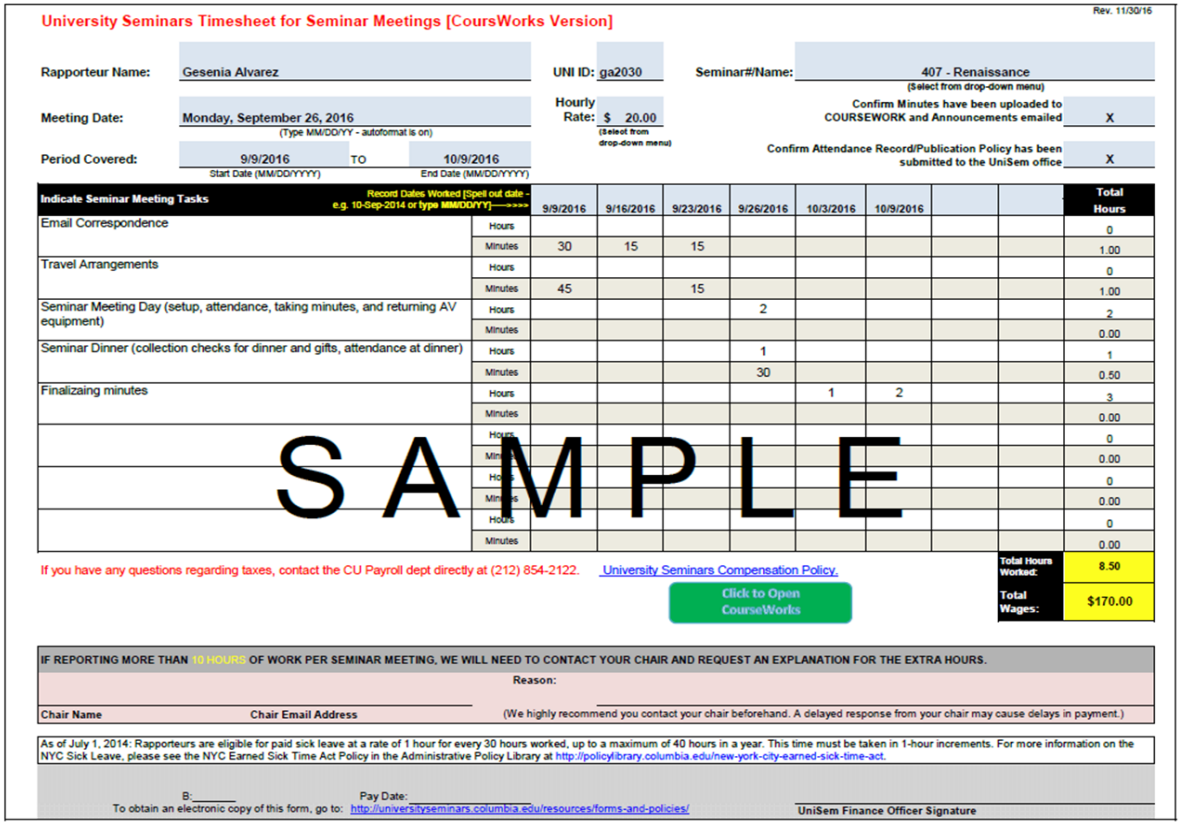
- Be mindful of the dates on your I-20 and student visa. You are not allowed to work past these dates unless you receive an extension. Any changes to your student or immigration status must be reported to our office and to the I-9 office at Kent Hall immediately.

- Example, if your I-20 expires on 5/17/2017 and you're next seminar meeting is scheduled for 5/15/2017, the likelihood of completing your rapporteur duties by the 17th is slight. Let us know if you think you are in danger of working past your student visa and I-20 dates.

Seminar Meeting Timesheets

- You will submit a timesheet **per seminar meeting**. Timesheets are available at our website under Rapporteurs and at our Courseworks page: https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS .
- On average expect to work 6-10 hours per seminar meeting.
- First-Year rapporteurs receive $20/hr. Generally, the date of your orientation is considered your first day of work though there are exceptions.
- If you continue work as a rapporteur a 2nd year, you will receive $25/hr.
- For those who are with us four years and longer, your rate of pay will be $27/hr.

Seminar Meeting Timesheet



Rev. 11/30/16

University Seminars Timesheet for Seminar Meetings [CoursWorks Version]

Rapporteur Name: Gesenia Alvarez | UNI ID: ga2030 | Seminar#/Name: 407 - Renaissance (Select from drop-down menu)

Meeting Date: Monday, September 26, 2016 (Type MM/DD/YY - autoformat is on) | Hourly Rate: $ 20.00 (Select from drop-down menu)

Confirm Minutes have been uploaded to COURSEWORK and Announcements emailed: X

Period Covered: 9/9/2016 (Start Date (MM/DD/YYYY)) TO 10/9/2016 (End Date (MM/DD/YYYY))

Confirm Attendance Record/Publication Policy has been submitted to the UniSem office: X

Indicate Seminar Meeting Tasks (Record Dates Worked [Spell out date - e.g. 10-Sep-2014 or type MM/DD/YY]—>>>>)		9/9/2016	9/16/2016	9/23/2016	9/26/2016	10/3/2016	10/9/2016			Total Hours
Email Correspondence	Hours									0
	Minutes	30	15	15						1.00
Travel Arrangements	Hours									0
	Minutes	45		15						1.00
Seminar Meeting Day (setup, attendance, taking minutes, and returning AV equipment)	Hours				2					2
	Minutes									0.00
Seminar Dinner (collection checks for dinner and gifts, attendance at dinner)	Hours				1					1
	Minutes				30					0.50
Finalizaing minutes	Hours					1	2			3
	Minutes									0.00
	Hours									0
	Minutes									0.00
	Hours									0
	Minutes									0.00
	Hours									0
	Minutes									0.00

SAMPLE

Total Hours Worked: 8.50

Total Wages: $170.00

If you have any questions regarding taxes, contact the CU Payroll dept directly at (212) 854-2122. University Seminars Compensation Policy.

Click to Open CourseWorks

IF REPORTING MORE THAN 10 HOURS OF WORK PER SEMINAR MEETING, WE WILL NEED TO CONTACT YOUR CHAIR AND REQUEST AN EXPLANATION FOR THE EXTRA HOURS.

Reason:

Chair Name | Chair Email Address (We highly recommend you contact your chair beforehand. A delayed response from your chair may cause delays in payment.)

As of July 1, 2014: Rapporteurs are eligible for paid sick leave at a rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours in a year. This time must be taken in 1-hour increments. For more information on the NYC Sick Leave, please see the NYC Earned Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act.

B:_____ Pay Date:_____

To obtain an electronic copy of this form, go to: http://universityseminars.columbia.edu/resources/forms-and-policies/

UniSem Finance Officer Signature

Go to our CourseWorks page:
https://courseworks.columbia.edu/portal/site/UNIVERSITY_SEMINARS .

NYC Earned Sick Time Act Policy

- For more information on the NYC Sick Leave, please see the NYC Earned Sick Time Act Policy in the Administrative Policy Library at http://policylibrary.columbia.edu/new-york-city-earned-sick-time-act

- **EXCLUSIONS AND SPECIAL SITUATION** THIS POLICY DOES NOT APPLY TO INDIVIDUALS EXCLUDED BY THE ACT, **SUCH AS EMPLOYEES WHO WORK FEWER THAN 80 HOURS PER FISCAL YEAR**, INDIVIDUALS COVERED BY A COLLECTIVE BARGAINING AGREEMENT, INDIVIDUALS WHO WORK FOR FEDERAL WORK STUDY PROGRAMS, AND INDIVIDUALS FOR HOURS WORKED BY OR THROUGH QUALIFIED SCHOLARSHIPS.

Payroll and Tax Questions

- To view paychecks, go to: my.columbia.edu. Log in with your Uni, select Faculty and Staff, under Self-Service click “View Your Paycheck.”
- Contact the Payroll department with any payroll tax questions: http://finance.columbia.edu/content/finance-service-center
- For international students, visit the ISSO website: http://www.columbia.edu/cu/isso/tax/

To Receive Payment for Conferences

- If your seminar holds a conference, you may be asked to assist.
- To receive payment, keep track of hours worked. You may be asked to work the day of the conference or for a period of time. For those working for a period of time on conference logistics, you must report your hours on a regular basis, at least once a month by submitting a conference timesheet (available on our website).
- The University Seminars will pay up to 20 hours of rapporteur pay for a conference for our general rapporteur budget.
- Additional hours will be discounted from the funds allocated to the conference.
- Note: “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.”

Paperwork

- Required paperwork for all Rapporteurs is inside your folder. Please submit paperwork before leaving the orientation.
- 2017 Tax Forms are for **first-time** employees or previous employees with a change of address and/or marital status. Federal and New York State forms are required by Human Resources/Payroll. There are two optional forms for those declaring non-residency or exemptions.
- If you have an I-20, visa, and passport, I will need to make a copy before you leave.
- If you are new to the University and have not done so already – visit Kent Hall and fill out an I-9 form.

Thank You and Good Luck!