VI4 Seminar Series Nomination Criteria:

VI4 is currently accepting speaker nominations for the **2020-2021 Vanderbilt Institute for Infection, Immunology, and Inflammation (VI4) Seminar Series**. The VI4 Seminar Series brings together a diverse group of basic and translational scientists in areas such as infectious diseases, microbiology and host-pathogen interactions, immunology, allergic diseases, rheumatology, immunometabolism, and transplant/cancer biology. The Seminar Series is held every other Tuesday at 10:30-11:30am from September to June. The ongoing success of this series depends on partnerships with departments, schools, centers, and institutes across campus, and therefore we would be grateful if you could review the expectations and logistics of sponsoring a VI4 Seminar Speaker (below).

Please provide the following information to Jamie Phillips (jamie.phillips@vumc.org) when submitting your speaker nomination:

- Speaker name, institute, affiliation, and contact information
- A brief description of the speaker’s research program
- Suggested host for the visit

We look forward to your nominations. Thank you for supporting the missions of VI4.

**Expectations and Logistics for VI4 Seminar Series Hosts:**

**VI4:**
- Pays for honorarium ($350)
- Provides logistics
- Will book flights (unless speaker wants to book their own)
- Books hotel
- Arranges transportation
- Builds itinerary using names provided from Host
- Coordinates student lunch and faculty dinner
- coordinates refreshments for seminar
- books seminar room
- provides AV support when needed
- creates flyers and advertises (distributes flyers and highlights in newsletter)
- walks the speaker from meeting to meeting

**Host Department:**
- Covers costs associated with the speaker, excluding the honorarium. Please note that VI4 has limited funds in reserve for speaker travel, so if sufficient financial resources are not available to support your speaker nominee, we will gladly partner with you to cover associated costs.
- Provides 6-8 names of faculty for speaker to meet with
- Provides 6-8 names of students for speaker to eat lunch with
- Provides 4-6 names of faculty for dinner w/ speaker
- Meets with speaker prior to seminar (9:30-10:05)
- Introduces speaker at the seminar (10:30)
- Helps with advertising (posts/ distributes flyer to department)