

Academic Year 2015/2016

**Guidelines for the Distinguished Lecturers Series (DLS)
and Lecturers Series (LS)**

In accordance with the mission of AUBG, the primary purpose of the Distinguished Lecturers Series (DLS) and Lecturers Series (LS) is to promote contacts between AUBG and the Bulgarian and the international environment. The format of both DLS and LS is the same, however the distinguished lecturers status is granted to truly outstanding visitors and speakers. Thus, the lecturers coming under the DLS would be selected, so that their visits will clearly serve to promote local and international awareness and recognition of AUBG, as demonstrated by their professional reputation and activity.

All lectures should be scheduled at times, which are most convenient for the majority of the university community and do not cause scheduling conflicts with other AUBG departments. Faculty hosts should fill in a Lecture Request Form (available in the University Events Office, Room #2, MB Ground Floor), have it approved by one of the faculty representatives to the University Events Committee or by the Faculty Assembly Chair and submit it to the University Events Office at least 15 working days prior the event.

The expenses for both lecture formats are covered by the DLS account. Specifically, the DLS funding provides:

1) Per-diem in the amount of 60 BGN to cover the daily expenses of the guest-lecturer for the days of the visit to AUBG: the day of arrival and the day following the lecture. The per-diem expenses are payable with the travel order form along with the transportation expenses.

2) Overnight accommodation in a Blagoevgrad hotel (if overnight accommodation is necessary). The University Events Office's staff can provide assistance with booking a room at a chosen hotel if requested.

3) Dinner in the evening following the lecture for up to 60 BGN per event. Additional costs over 60 BGN should be covered by the faculty member hosting the guest (Please note that the university does not cover alcoholic beverages). The faculty host is responsible for drawing the advance from the Business Office, presenting an invoice (factura) and a cash receipt (kasova belezhka) from the restaurant, and clearing the advance with the Business Office. The University Events Office's staff can provide assistance with making reservation at a chosen restaurant or at AUBG if requested.

The dinner should be held in the evening following the lecture, since its main purpose is to give chance to AUBG community members to continue the discussion in a more informal atmosphere; respectively provide the guest the opportunity to get more acquainted with the university. Thus, the guest list for the dinner should be open to all AUBG constituents (students, faculty, and staff).

4) Beverages (usually mineral water) for the lecturer, the host and other speakers can be provided for the lecture from AUBG dining services.

5) Transportation expenses for bus, train or personal vehicle from the Bulgarian residential town of the guest speaker and back. Transportation expenses for international travel by bus, train or personal vehicle could be supported if the total amount does not exceed the maximum amount for a travel within Bulgaria.

The University Events Office's staff will provide assistance with issuing a "travel order" form if requested. The faculty host is responsible for providing the necessary documents and information for refunding guest's expenses for travel: for transportation by bus or train travel tickets should be provided to be enclosed to the travel order; for transportation by personal car advance information is required about the following: the town where travel originates, the travel route, vehicle brand, model, production year, engine, fuel; as well as a cash receipt from a gas station when fueling the vehicle (to provide proof of cost of fuel per liter) should be enclosed to the travel order.

The DLS fund will normally not pay for taxi transportation. Only if there is no other way for the guest to arrive at AUBG on time, the University Events Office's staff may authorize AUBG

transportation office or taxi assistance for the travel between Blagoevgrad and Sofia. Ideally, the AUBG faculty member who has invited the guest will assist in making the travel arrangements.

Because of the limited resources, the DLS fund does not support international air travel to/from AUBG.

6) The DLS fund will normally not pay for any miscellaneous expenses (translation, sound equipment, flowers, video and audio recording). If such requests occur, they must be approved by the University Events Committee.

7) Necessary facilities services are provided by AUBG. The overtime payment of AUBG's staff is charged on the DLS account. The room arrangement fee (if any) is also provided by the DLS account.

8) The expenses covered by DLS fund listed in points 1 through 7 above do not apply to members of AUBG community.

9) No amounts determined for one of the points 1 through 7 above could be interchanged for another one.

10) For series of lectures requested by one faculty member, which involve more than 3 lecturers, and cover one academic field of study the total funding from the DLS account should not exceed \$300 per fiscal/academic year and should be authorized by the University Events Committee.

Since AUBG is an integrated community compiled of many international students and expatriate faculty, and the language of instruction is English, it is strongly recommended that all lectures—DLS and LS ones—should be presented in English.

Any AUBG student or staff member, who would like to initiate a lecture under the Distinguished Lecturers Series and Lecturers Series funded by the DLS Account, should organize it with the assistance of a faculty member, who works in the relevant teaching field. Events should be organized in accordance with the current guidelines.

If funds are available in the DLS budget, the University Events Committee (UEC) could subsidize events organized by AUBG students, which involve guest-lecturers participation. Before requesting funding from UEC, AUBG students should apply for funding from Student Government (SG) budget. UEC will review AUBG Students Funding Requests if they are presented at least four weeks before the actual event and are supported and approved by the faculty advisor of the club. Only AUBG sponsored and recognized by the AUBG Student Government clubs, initiatives, and events could apply for funding their events from the DLS budget.

All lectures will be internally advertised by the University Events Office's staff via posting hard copy announcements at the designated bulletin boards around the AUBG Campus, incl. main building, the residence halls, BAC & Panitza Library, and ABF Student Center. The University Events Office will provide support with design and production of hard copy announcements (posters) of the event if requested. Also, electronic announcements should be posted on the on-line calendar on the AUBG web site and also sent to the digital messaging system (DMS) for rotating around AUBG. Also, the electronic announcements should be included in the AUBG Compass Daily sent to the entire AUBG community.

Should there be any requests that do not meet the specified guidelines, they will be discussed by the University Events Committee. Then a CV for a proposed lecturer along with a letter of support from the faculty member hosting the guest must be submitted to the University Events Committee to help ensure that the guest is truly distinguished and, therefore, his or her visit justifies expenditure of AUBG financial resources.

These guidelines have been formulated based on the experience in organizing lectures for the past academic years. They are to be approved by the University Events Committee on an annual basis. Nevertheless, they may be subject to change upon proposals by part of the University Events Committee members. Only upon approval by the University Events Committee will any changes to these guidelines become valid.