



## A CHECKLIST FOR OAH LECTURE HOSTS

Thank you for scheduling an OAH Distinguished Lecturer. Please touch base with him/her soon after confirmation, and if the lecture is scheduled for several months later, mention when you will be in touch again prior to the event.

### I. LECTURE FEE

The lecture fee is to be paid directly to the Organization of American Historians after the lecture has been given. An invoice with OAH's federal identification number will be included in your OAH lecture confirmation email. Please contact lectureship program coordinator Sally Hanchett if additional paperwork (e.g., a W-9 form) or vendor registration is required by your institution, or if you prefer copies of confirmation materials to be USPS-mailed.

### II. LODGING AND TRAVEL EXPENSES

The host institution agrees to pay the lecturer's travel expenses related to the lecture. Hosts are encouraged to arrange and pay directly for transportation, lodging and food, or to reimburse these expenses promptly to avoid burdening lecturers' personal credit cards. Please provide any supplemental paperwork to the lecturer prior to his/her arrival or during the visit to facilitate timely payment. This list reflects some of the details that should be agreed upon in advance to avoid misunderstandings or delays:

- A. The host institution agrees to arrange mutually satisfactory lodging for the lecturer, if necessary.
- B. Air Fare
  - Will reimbursement be limited to the equivalent of round-trip coach air fare?
  - If the lecturer plans to combine this lecture with another trip, what portion of the airfare/mileage will be reimbursed?
- C. Ground Transportation and Parking
  - Will your institution reimburse the lecturer for:
    - Cab fare to and from the airport at the point of origin.
    - Parking of lecturer's automobile at the airport.
    - Automobile mileage to and from the airport of origin.
  - Other points to discuss:
    - How will the lecturer get from the airport to the host institution?
    - Who will meet him or her? When and where?
    - Should the lecturer take a cab or rent a car? If yes, will costs be reimbursed?
- D. Travel by automobile
  - If the lecturer will drive, at what rate will mileage be reimbursed?
  - Will lodging and/or meals en-route be reimbursed?

### III. OAH MENTION

Please reference the Organization of American Historians and the OAH Distinguished Lectureship Program:

- **LOGOS/PHOTOS:** For promotional materials, event announcement, website, etc. please include an OAH logo and connect "OAH Distinguished Lecturer" with our speaker's name. OAH logo files are available at: <https://www.oah.org/about/oah-newsroom/logos>. Lecturer photos may be requested by emailing [shanchett@oah.org](mailto:shanchett@oah.org).
- **SOCIAL MEDIA:** Our Twitter handle is @The\_OAH and use #OAHLecturer in tweets about the event.
- **OAH SIGN:** If you receive an OAH podium sign (sent via FedEx), you will find instructions for attaching it (damage-free) and for returning it to OAH within the host packet included in the FedEx box.
- **Please mention** the Organization of American Historians and the OAH Distinguished Lectureship Program to your audience/participants and introduce the speaker as an OAH Distinguished Lecturer.

**THANK YOU HOST!**