

GUIDELINES RELATING TO VISITORS UNDER THE UNIVERSITY OF MANITOBA'S DISTINGUISHED VISITING LECTURESHIP PROGRAM

A. PUBLICITY:

Publicity should be coordinated through Mr. John Danakas, Director of Public Affairs, 474-8551. He should be given 6 - 8 weeks notice if possible.

1. The Committee requires that a paid advertisement outlining the details of the public lecture be inserted in the *Winnipeg Free Press* (a separate allocation is made by the Committee to the Public Affairs Office for this purpose).
2. Publicity in the media, including the *Bulletin* and the web, for the visit should be coordinated through the Public Affairs Office.
3. The Public Affairs Office requires background information on the visitor, in particular information on why the visitor might be of interest to media for interview purposes, e.g. Nobel Prize winner, past achievements.
4. Some time should be included in the visit for media interview in the event that some members of the media are interested in the visitor and discipline.
5. The individual/committee organizing the visit is responsible for ensuring that special interest groups, e.g. staff, students in the discipline and related areas, professional groups, and community groups are informed of the visit. It has been noted that on some occasions students have not been included in the target audience for the public lecture and receive no encouragement to attend. The public lecture may well be of interest to students, particularly undergraduates.
6. Reference to Committee sponsorship should appear in pamphlets, letters, and posters and if appropriate in any introductory remarks that might be made during public lectures. For printed material, the following may be used: "A University of Manitoba Distinguished Visiting Lecturer"; "Sponsored by the Distinguished Visiting Lectureship Committee"; "Distinguished Visiting Lecturer".

B. FINANCIAL ARRANGEMENTS:

a) Award:

If a nomination is approved by the Committee, notification of approval will include information on the grant provided by the Committee. In most cases, other sources of funding, identified by the nominee, are used to supplement the award of the Committee. Release of funds is conditional on final approval of the title and abstract for the public lecture, which should be submitted 6 - 8 weeks in advance.

b) Accounting:

The department hosting the visitor should arrange to pay all expenses relating to the visit from a budget or grant account available in the department. Once the expenses have been finalized and payment authorized by the department, a copy of the final expenditures should be sent to Kerry McQuarrie Smith, 200 Administration Building. This should include the budget number used to pay the expenses. Following receipt of this information, an inter-departmental credit will be processed to credit the budget account in the amount of the award that was approved by the Committee.

c) **Withholding Tax:**

If the Distinguished Visiting Lecturer is not a resident of Canada, a 15% withholding tax will be deducted from the honorarium. However, if the visit to Canada is not for a prolonged period of time, it may be possible for this withholding tax to be reduced to nil if the following steps are taken in a timely fashion:

1. A Non-Resident Tax Wavier Certificate should be sent to the non-resident with a letter of offer.
2. The non-resident should return the Form promptly (at least 2 weeks prior to the engagement).
3. Fax (984-6838) or mail the form and a copy to the accepted letter of offer promptly to:

The Winnipeg Tax Service Office,
324 Broadway Avenue
Winnipeg, MB R3C 4T4
Attention: International Tax Unit,
Business Audit Division

If the forms are not forwarded in a timely fashion, the University will have no option but to deduct the 15% non-resident tax at source.

C. OTHER:

1. Organizers should arrange with Educational Support Services to ensure that a public address system, and equipment such as Power Point, is available for any public lectures (474-8163).
2. Consideration should be given on whether or not the lecture(s) should be taped (audio or video). Details available from Educational Support Services.
3. As a courtesy, the speaker should be provided with a glass and a pitcher of water at the podium.

D. FINAL REPORT:

Following the visit, the Committee requires a report to be prepared by the host to include the following:

1. Length of Visit.
2. The itinerary.
3. The estimated attendance at public lectures, workshops, etc.
4. Nature of publicity related to the visit.
5. Whether the visitor met the objectives of the Distinguished Visiting Lectureship.
6. Whether any specific problems arose and what suggestions you have to assist future arrangements.
7. Whether a letter from the visitor has been received. If so, a copy should be submitted to the Committee.

The report should be sent to Kerry McQuarrie Smith, Executive Assistant to the President, Room 200 Administration Building.