

CMGM Seminar Series		SOP #: 2025-01
Effective Date	2/18/2026	
Last Revision/Review	2/18/2026	

1. Purpose

The Department of Cellular, Molecular and Genetic Medicine provides support for invited speakers associated with our graduate program courses to present seminars on their research or scholarly work. CMGM seminars will take place weekly on Monday at 11:00 am during Fall and Spring to align with the course semesters. In addition to internal speakers the series will have an average of 12 external speakers per academic year. Researcher Seminars may be in-person or virtual. The procedures for inviting external speakers are outlined in this Standard Operating Procedure (SOP).

2. Faculty/Staff Responsibilities

Seminar Committee is responsible for inviting speakers and coordinating speaker dates as well as providing information to the seminar course directors for program oversight.

Graduate Program Coordinators will assist with coordinating the seminar announcement, travel, itinerary, and honorarium as well as course related requirements and seminar room scheduling.

Faculty host is responsible for coordinating speaker itinerary and introducing the seminar guest.

3. Procedural Steps

Allowable fund usage covers travel and lodging (a maximum of two days) for the speaker, approved entertainment, and an honorarium for the speaker. The honorarium is \$500. The total expense for each speaker is capped at \$2,500 which includes the honorarium. CMGM requests funds in the annual budget to support twelve (12) external Research Seminar guest per year.

Before the Seminar:

Seminar Committee

1. June-August: Seminar Committee creates a monthly department rotation schedule from September to May, designating which

Graduate Course Directors of BIOC, HGEN and PHIS will host a speaker each week/month. Solicitations sent to CMGM faculty for potential invitees.

April is reserved for a speaker invited and hosted by the postdoctoral association.

2. The course director to identify and extend invitations to selected speakers. Speakers should agree, at a minimum, to either travel to campus or deliver their presentation via Zoom and to be available for a discussion group during their in-person or virtual visit. Upon agreement a formal invitation letter and information request should be sent to guest speaker requesting CV/Biosketch and seminar title.
3. Student luncheon: sign-up sheet for students to sign-up for pizza lunch on Friday's student seminar – this information is sent to Chris Smith to order pizzas. 8-10 students

Administrative Responsibilities Upon finalizing the speaker invitation.

1. Ensure seminar room is booked.
2. Seminar calendar invite for the who semester sent to CMGM faculty.
3. Add seminar information to the CMGM website
4. Send formal seminar invitation memo and information request to guest speaker.
5. Make hotel reservations for the speaker. Recommends the Hilton or Omni Hotel. If this hotel is used, then the room may be billed directly to the Dept.
6. Serve as point of contact for speaker travel arrangement. This includes any airline tickets, transportation arrangement to and from the RIC airport. Speakers can also book their own coach airfare and will be reimbursed.
7. Coordinate the preparation of a speaker announcement and Itinerary.
8. Coordinate with I.T. for Zoom of the seminar.
9. Ensure the seminar announcement is:
 - a. Featured on the CMGM website.
 - b. Send announcement to all faculty, students, and staff – CMGM listserv
 - c. Order meals or refreshments for the seminar.

Faculty Host

1. Work with Chris Smith to develop the speaker itinerary using the template supplied.
 - a. Graduate Student pizza lunch should be included- provide specific students to invite.
 - b. Schedule dinner
 - No more then 3 VCU faculty members
 - Alcohol is allowed in moderation
 - Detailed and credit card receipt required for reimbursement
 - Preferred restaurants: The Roosevelt, Can Can Brasserie, Gersi
2. Introduces guest at seminar.

After the Seminar:Faculty Host Upon completion of the seminar

1. Assemble and turn in receipts to the administrative office for processing. This includes receipts for dinner with the speaker, speaker travel receipts, (e.g., airfare, parking, shuttles, etc.)

Administrative Responsibilities

1. Process \$500 honorarium payment and expense reimbursement for the speaker.
2. Update the website to archive the seminar under past seminars.

6. Attachments following – 1) speaker invitation 2) speaker info request and 3) template itinerary

Invited Speaker Information Request

Speaker Name:

Title:

Organization:

City and State:

Date of Presentation:

Seminar title:

Proposed Compensation Rate: \$500.00 honorarium Items to be attached (required):

- CV or Biosketch
- Publication relating to seminar topic
- You will receive an email from support@candex.com asking them to complete a 1-minute Candex registration so they can be paid by the University electronically through Candex for your honorarium. Refer to the Payee experience guide for an overview of the registration process. **If you are not a US citizen or permanent resident, please inform us prior to completing this.*

Travel arrangements:

Travel dates:

Airport, rail or personal vehicle:

Seminar guest invitation template

Date:

NAME, PhD
TITLE
ORGANIZATION

Dear Dr. XX:

It is with great pleasure that we write to invite you to present a seminar as part of our Seminar Series at the Virginia Commonwealth University (VCU), Department of Cellular, Molecular, and Genetic Medicine (CMGM) on XXXX. You will be provided travel, a hotel stay and paid an honorarium of \$500 as a contributor to our CMGM Seminar Series. Our Administrative Coordinator, Chris.Smith@vcuhealth.org, will contact you shortly to make your travel arrangements.

The CMGM seminar series is well attended by members of our research and clinical faculty and staff, and includes members of our department and others at CMGM Department, VCU SOM, the VCU Massey Cancer Center, and other institutes and centers at VCU. Additionally, it is well attended by graduate and postgraduate students. We know that the high quality of your research and your significant accomplishments would be well received and will appreciably contribute to this University initiative.

Best regards,

Binks Wattenberg, PhD
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