COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

DEPARTMENT OF ENGLISH AND COMPARATIVE LITERATURE

Colloquia Events & Meetings Guide

- All Colloquia are each given **a $1200 spending budget** for the **Academic Year**. All expenses will be tracked and taken from these funds.
- ***All Colloquia events or meetings incurring expenses require an email invitation to the participants OR event flyer with the name, date, location, and time.*** *Please forward your email invitation to Gabriel Galindez (gg2880).*

Below is a listing of concerns you should consider as you plan your events or meetings.

Room Reservations

- Contact Steve Barroga (sb4989) concerning room reservations.
- **302 Philosophy** is bookable **by students only**. Bookings are done online here.

Food & Wine

Alcohol Policy: English department funded colloquia events can only serve beer and wine.

Vouchers: The English Department provides vouchers to Westside Market and V&T Pizzeria. Email Gabriel Galindez (gg2880) with your event information to request a voucher **at least one week in advance**.

Wine: The English Department has stores of wine for events. Your colloquia will be charged per bottle taken. (Amount determined each academic year.)

- Contact Steve Barroga (sb4989) or Gabriel Galindez (gg2880) to request bottles of wine. Please include the event name, date, and location in your email.
- Wine can be picked up in the department any time before the event date/time. Please be mindful of ENCL daily operations if you plan to pick-up on the day of the event. Please bring a bag to carry your wine.

Restaurant Reservations: The English Department holds accounts with many local restaurants in the Morningside area. Contact Gabriel Galindez (gg2880) to request a reservation **at least 3 days in advance**.

- *As per **dept. policy if the department receives an invoice with any alcoholic beverage** other than beer or wine **that colloquia will no longer be allowed to make reservations through the dept** and will instead have to pay out of pocket and submit their receipts to gg2880 for reimbursement. Alcoholic beverages other than beer and wine will not be reimbursed.*

Reimbursement: Colloquia can purchase food, drink, meals, and other event expenses on their own and request reimbursement. Please email the original itemized receipt, with your name and proof of payment on it to Gabriel Galindez.

Note: *The **maximum tip** threshold for reimbursement is **20% before taxes & fees**.*

Guest Speakers

Guest Invitation: Guests **must be invited officially via email** which has to include the event name, date, location, honorarium amount, and budget for travel and lodging (if applicable. (cc. Gabriel Galindez - gg2880 and Helen Guo hrg2121)

Honoraria: Colloquia can offer honoraria to guests. CC Gabriel Galindez (gg2880) and Helen Guo (hrg2121) on the **invitation email** to get this set-up. Anything over $2000 will be taxed. For international guest visa concerns reach out to Helen Guo (hrg2121).

Employee Guest Speakers: CU faculty, students, and employees invited to speak must be paid in the form of additional compensation and are subject to tax withholding. They are **not eligible for honoraria**. Please inform Helen Guo hrg2121 and cc Gabriel Galindez (gg2880) when this is the case.

Visiting Scholars: If your guest is a CU visiting scholar contact Helen Guo (hrg2121) cc Gabriel Galindez (gg2880)

Reimbursement & Travel

- Colloquia can offer to arrange travel or reimburse travel expenses to guests. Please contact Gabriel Galindez (gg2880) to inquire about this process.