

IAS Sponsorship of Speakers of Joint School Lectures/Seminars

The HKUST Jockey Club Institute for Advanced Study (IAS) has been sponsoring visits of outstanding scholars to deliver lectures or seminars of specific topics at HKUST to stimulate new thinking and broaden research horizons of colleagues and students. The sponsorship scheme is open to applications from HKUST faculty members to invite the outstanding scholars to be speakers of IAS-School joint lecture/seminars.

1. Format

- (a) An IAS-School joint lecture or seminar is held on HKUST campus. Proposals of online lectures or seminars may also be considered if the situation does not allow physical presence of the proposed speakers under the current restriction of international travel.
- (b) The topic of an IAS-School joint lecture or seminar may cover a specific subject that is of interests to an audience in a particular discipline.
- (c) An IAS-School joint lecture or seminar is usually held on a weekday afternoon during term time in order to encourage participation from the local academic community. The lecture or seminar usually lasts from one to two hours. After a brief introduction by the host faculty member, the speaker delivers a talk. The event is concluded by a Q&A session.

2. Application

- (a) Applicants must be HKUST faculty members.
- (b) Requests must be made and approved at least four weeks prior to the date of the proposed event.
- (c) Please send the completed IAS Sponsorship of Speakers of Joint School Lectures/Seminars form (IAS Form C) to the IAS. The IAS will coordinate with respective School to review the application.

3. Consideration

- (a) The respective School sets its own criteria for evaluating proposals. For further information, please consult the Dean's Office.
- (b) Lectures which form part of an IAS topical research program or other standalone conference/workshops/symposiums are not covered by this scheme.

4. Roles

- (a) The Host Faculty(ies) is/are responsible for making initial contacts with an IAS-sponsored speaker (hereby refer to as “speaker”) to confirm his/her visit date(s). He/She/They should liaise with the speaker to decide on a title of the lecture, and provide an abstract and a brief biography of the speaker (please limit to 200 words each). The Host Faculty(ies) is/are also responsible for managing the visit schedule of the speaker, including arranging accommodation and ground transport. He/She/They should also, where possible, initiate interaction between colleagues and students of their home department/division and the speaker.
- (b) The IAS is responsible for publicity of the event including online media and production of a poster. The IAS also assists in reservation of venue (if necessary). Subject to availability, an IAS-School joint lecture or seminar may be held at the IAS building and office space may be provided to the speaker. The IAS has no obligations to provide or arrange pre-/post-lecture receptions.

5. Budget and Financial Support

- (a) The sponsorship for each speaker may comprise an honorarium, accommodation and travel subsidy (if applicable). The IAS will sponsor up to 50% of the requested budget or HK\$10,000, whichever is lower, on condition that the Host Faculty(ies) or his/her School/Department matches the remaining budget for the event. The budget of the IAS sponsorship is administered by the Dean’s Office. For online lecture or seminar, the IAS would sponsor up to 50% of the requested budget or HK\$1,000, whichever is lower.
- (b) The IAS will host a meal in honor of the speaker. The meal aims to provide an informal and relaxed occasion for facilitating discussion between the speaker and our faculty members in a small group. It can be either a lunch or a dinner, normally with a maximum of 8 people (including the Host Faculty(ies) and the speaker). Reimbursements are subject to the prevailing guidelines of the University’s Finance Office. Please refer to the Financial Circular on “Revised Staff Expenses Reimbursement Policy” for details. Meal costs of the family member(s) of the faculty member(s) will not be reimbursed. No meal sponsorship will be provided for online seminars.
- (c) Except under extenuating circumstances, in the event where the speaker does not deliver an IAS-School joint lecture/seminar, the IAS has the right to rescind the sponsorship given to him/her.