## Detailed Guidelines

1. Any current ASI member can propose an invited speaker.

2. The VSP will cover up to **AUD $5000** per speaker for economy international and domestic airfares, transportation in their home country and travel insurance. Should expenses be higher, the hosting ASI branches will equally pay the shortfall. Speakers are required to provide receipts for reimbursement of their travel expenses. Program does not provide reimbursement for travel miles. VSP doesn’t provide business or first-class ticket. However, if a speaker insists on a business or first-class ticket, the VSP program will only cover expenses up to a maximum of AUD $5000.

3. The hosting branches will cover all reasonable local accommodation, transport and food expenses of the speaker and will arrange in advance reasonable accommodation. VSP program does not cover a per diem expense for speakers. If the speaker is travelling with family members the branches should agree the proportion of reimbursement and the type of accommodation with the speaker ahead of the visit. Each hosting branch is responsible for procuring funding for these expenses.

4. The invited speaker must visit at least 3 branches. However, if either of SA/NT, WA or NZ is visited; a total of only 2 branches is required.

5. Only under special circumstances in which a speaker needs to stay more than 3 days at a branch, accommodation for up to A$150/night could be requested.

6. Speaker must take up offer within one year of approval by ASI.

7. Speaker must not have been supported in past 3 years as an ASI visitor.

## Nomination Process

1. Speakers will be selected in two rounds following the biannual close of nominations. Currently, nominations will close at the end of March and the end of September each year. Any ASI member willing to host and coordinate the visit by a speaker is encouraged to submit a nomination.

2. The nominating ASI member submits a 500-word (or less) description of: (i) the contribution of the proposed speaker to the field, (ii) the value of the proposed speaker to the ASI membership and (iii) a short list of the nominee’s recent major publications. Nominations should be emailed to the Visiting Speaker Program (VSP) Coordinator (vsp@immunology.org.au).

3. The VSP Coordinator distributes the nominations to all branch councillors. Councillors will discuss with their membership and submit a ranking of all nominated speakers that they wish to support. If sufficient branches (determined as per VSP guidelines) support the proposed speaker, the nomination is passed to the ASI Executive Committee.

4. The ASI Executive Committee evaluates the nominations together and accepts up to 4 nominations in the first round, up to a total of 8 per year, based on membership support, gender equality and significance of the speaker.

5. Nominating members are advised of the outcome by the VSP Coordinator. If a speaker’s nomination is unsuccessful, they can be re-nominated in subsequent rounds.

6. Branch councillors are advised of the successful nominations and may use this opportunity to contact the **nominating member** to discuss the branch’s interest in the speaker. The nominating member should not contact the speaker directly at this stage.

7. The nominator of a selected speaker will be sent a formal invitation letter, from the VSP Coordinator, to send onto the speaker. This invitation letter outlines the conditions of the award. The nominator and speaker can finalize the itinerary according to guideline 4 above.

8. The nominating member will provide a list of the branches that the speaker has agreed to visit and itinerary outline to the VSP Coordinator.  The VSP Coordinator advises all branch councillors of the proposed itinerary, and for hosting branches, the VSP Coordinator will request the contact details for a local ASI member host who will be responsible for coordinating the visit at a local level (accommodation, transport, seminar etc).  The local host will receive a detailed letter outlining their responsibilities.

9. Branch Councillors will be responsible for initiating the advertisements of the Visiting Speaker's seminar(s) and visit(s) to their membership, by contacting the ASI Secretariat.

10. The ASI should be appropriately acknowledged on all seminar advertisements and in the seminar itself. Logos and a PowerPoint slide will be provided.

11. ASI is committed to making this platform more equitable, and your active participation is pivotal in this process. We strongly encourage nominators to think broadly and deeply about the vast talent pool that exists globally. Our goal is to foster a diverse and inclusive environment that represents various genders, geographical locations, and scientific backgrounds. This commitment will be evident in the selection process for VSP nominees, as the council aims to maintain an equitable balance among visiting scientists. Further information for sponsors of successful nominees

1. The nominating member is the primary liaison between ASI and the speaker. They should keep the VS coordinator informed while preparing the itinerary for the speaker (cc vsp@immunology.org.au in your communications). This will enable the VS coordinator to assist effectively and manage the travel expense reimbursement process.
2. The visiting speaker and the nominating member are responsible for making the appropriate travel arrangements. This is no longer done by the ASI Visiting Speaker Coordinator, except in unusual circumstances. Please discuss this with the VS Coordinator as early as possible if assistance is required.
3. The visiting speaker, not the nominating member, is expected to pay for their travel in advance.
4. ASI’s policy is to reimburse speakers for travel expenses *after* they have completed their tour. ASI will only reimburse up to AUD$5000. In unusual circumstances this limit maybe exceeded, but this should be approved by ASI before travel is booked.
5. Additional accommodation required for overnight flight transfers needs to be booked by the nominating member and/or the speaker, in consultation with the local branch, and approved by ASI before the visitor’s tour.