

## Guidelines for GLAMS Course Directors, Lecturers, Coordinators, and Keynote Speakers

These guidelines provide the essential information for all course committee members and directors. Please contact a member of the IQ GLAMS administrative team for additional information or with questions:  
IQ.GLAMSInfo@msu.edu.

### Course directors:

1. Course directors are expected to be in attendance for all course days and nights. Preferably, course directors should plan to arrive the day before your course begins to ensure the lab is set up to the necessary specifications. 3-4 hotel nights have been allocated per course director. **Minimally, 1 course director must be on site every day of the course.**

2. Course directors will need to register for the courses to ensure accurate headcounts and to gather other relevant information (shirt size, dietary restrictions, etc). There will be no associated cost for these registrations.

3. Student course fees\* have been set and are as follows:

Stem Cells	\$850
Stem Cell - Cell Culture Workshop	\$100
Microscopy	\$650
Imaging	\$650

*\*Student course fees include course instruction, supplies, events, and meals. Housing costs are not included in the student course fees, however we have negotiated reasonable rates for the students (assuming double occupancy).*

4. Hotel information (Please book using the group code reference below) Distance from BI (miles)

1. Haworth Hotel and Conference Center	\$199/night plus taxes	1.7
Book via phone 616-395-7200 or online and reference group code 2406MSUBIO		
2. Tulyp Hotel	\$250/night plus taxes	1.4
Book via link <a href="https://group.tapestrycollection.com/xb3jon">https://group.tapestrycollection.com/xb3jon</a>		
3. Country Inn and Suites	\$159/night plus taxes	2.8
Book via phone 616-215-0980 and reference MSU		

**\*\*we are currently assessing local transportation needs during the course (hotel to courses), please encourage attendees to notate their transportation needs during the registration process.**

5. Most lectures and labs will take place at the Bioeconomy Institute; however, some lectures will occur at the Haworth Hotel and Conference Center due to course overlaps. Please reference the final agenda (in Teams) for specific course schedule and lecture hall assignments.
6. The programmatic supply lists will need to be finalized by March 1, 2024. The administrative team will then coordinate, order, and ship all necessary supplies to the BI. Any supply needs realized after this date will be the responsibility of the course committee to ensure they are received at BI in time for their course.
7. All course materials (including animals) that require daily transport are the responsibility of the course directors or designee. Administrative support staff will be arriving prior to the beginning of the first course and staying through until all courses are complete. The administrative support staff will be involved in coordinating all onsite logistics and will be unable to support specific course supply needs. **The administrative staff will not be transporting any research materials.**

**Course Coordinators, Lecturers, Lab Instructors, and Assistants:**

1. Course coordinators, lecturers, lab instructors, and course assistants will need to register for the courses to ensure accurate headcounts. There will be no associated cost.
2. Travel and lodging are budgeted as shown below:

Course	Lecturers, lab instructors, and assistants	Hotel Nights per person*	Travel costs
Stem Cell and Organoid Biology	10	Up to 4	RT travel via road
Advanced Microscopy	10	Up to 3	RT travel via road
Advanced Molecular Imaging	10	Up to 3	RT travel via road

All are

included for meals.

*\*Exceptions possible. Please discuss with Heather.*

The IQ GLAMS administrative team can provide assistance in booking travel and lodging if required. MSU instructors should follow MSU guidelines for reimbursement. All non-MSU travelers should fill out the [travel form linked here](#).

3. Local transportation during the course is on your own. Let the administrative team know in advance if you will not have transportation during the course.

**Keynote Speakers information:**

1. Keynote speakers will need to register for the courses to ensure accurate headcounts. There will be no associated cost.
2. Keynote travel can be booked by the keynote speaker or via the MSU administrative team. Please complete [this form](#) so that the IQ GLAMS administrative team can provide assistance.
3. Each course can decide whether keynote speakers will be offered an honorarium up to \$500. If the keynote chooses to decline the honorarium, please share that this funding will go towards scholarships or student awards.
4. Keynote travel and lodging are budgeted as shown below:

Course	Keynotes	Hotel Nights per person*	Travel costs
Stem Cell and Organoid Biology	3	Up to 2	RT travel via air or road
Advanced Microscopy	2	Up to 2	RT travel via air or road
Advanced Molecular Imaging	2	Up to 2	RT travel via air or road

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**For specific requests and concerns please contact the IQ GLAMS administrative team member noted below:**

General Administration

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