

Notes for Seminars and Workshops Dining at Faculty House

- Seminar/Workshop complimentary meals are offered to the following parties:
 - Rapporteur(s)
 - Chair(s)
 - Guest Speaker(s)
 - Respondent(s) (if any)
- In addition, groups dining at Faculty House receive two complimentary bottles of wine for their group. Additional bottles of wine are available for purchase at \$20/ea and will be provided by your FH server upon request.
- FH meal prices for all other seminar/workshop guests:
 - All Other Guests - \$30/pp for dinner
 - Students (not sponsored by an academic department) - \$20/pp dinner
 - Sponsored Students: Some seminars/workshops sponsor student meals via their gift account or a CU departmental transfer. We will continue to honor this practice and charge \$20/pp (dinner) for each sponsored student meal.
- **How Guests Can Pay for Faculty House Meals.** We prefer payment via credit card or (US Bank issued) personal or institutional check. **We will accept cash but discourage this practice.**
 - **Credit Card payments:** guests may either pay in advance or on the date of the event by using this electronic form: Credit Card Payment Form: https://bit.ly/UniSem_CCPay. A QR code is displayed on the FH Meal envelope provided by the UniSem office on the day of the event.
 - **Personal or institutional (U.S. Bank) checks:** should be made payable to "Columbia University," and the following should be written on the memo line: [Seminar Name or Number] "FH Meal".
 - We recommend that the Rapporteur thank the guests who have paid via credit card prior to the event. The Rapporteur should then collect payment from any paying guests who wish to pay via personal/institutional check or cash. A QR code and website address is displayed on the payment collection envelope for guests who wish to pay via credit card on the day of the event.
 - For refunds or for a list of credit card payments, contact Gesenia Alvarez at ga2030@columbia.edu.
- Donations may not be combined with meal payments. Donations are accepted via check made payable to "Columbia University." Please add seminar name or number to the memo line and the word "Donation." Credit Card donations are accepted via the Donate button which can be found at universityseminars.columbia.edu.

Thank you for your work and best of luck!

Gesenia Alvarez
Associate Director of Financial Operations
Ga2030@columbia.edu