***Thank you for considering being nominated for the Hochstetter Lecturer. This is one of the Society’s most prestigious awards, but it also demands from the awardees a lot of time and effort. The following provides some guidance on what is expected of you, in case this influences your decision to agree to being nominated by your peers.***

**What is expected of you?**

The recipient of this Award presents a series of public Hochstetter Lectures around New Zealand. Venues are primarily associated with branches of the Geoscience Society, but additional venues, which are not established branches, can be included under certain circumstances (see ‘Who pays’ below). In addition to the Hochstetter Lecture, we encourage the recipient to give one or more supporting lectures in the centres that have a university geoscience department (i.e. Auckland, Waikato, Manawatū, Wellington, Christchurch & Otago). Other activities can be included, such as a field trip or workshop, depending on the location, timing and interests of the different departments (no obligation here, just as suits the relevant parties).

**When?**

There are no set rules around when the lectures are delivered, other than they must take place in the year for which the lectureship was awarded. We do encourage the recipient to make contact with the branches as soon as possible to arrange the dates for the visits (branch contacts are provided but it is up to the recipient to make contact and plan the tour dates, and make the necessary travel bookings).

Once the tour dates are pencilled in, it is expected that the recipient submits the following to the GSNZ National Committee:

* Tour itinerary, to be approved by the GSNZ National Committee.
* Title and abstract for the Hochstetter Lecture and any other supporting lectures.
* Details of any other activities (workshop, field trip, etc.) planned for specific centres, if applicable.
* A brief biography and picture (mug shot) for advertising purposes. We try to promote our awards via internal (e.g. newsletter) and external (social and traditional media) platforms.

**Who pays?**

The Society will reimburse all actual and reasonable costs incurred during the lecture tour, for those venues associated with GSNZ branches. Traditionally, the local branches take the Hochstetter Lecturer out for a meal (at the branch's expense) prior to the speaking event. If venues are included in the tour that are not associated with GSNZ branches, it is expected that any additional costs (e.g. travel, accommodation and meals) will be covered by the venue host. Likewise, coverage of costs for any field trips or workshops should be negotiated with the hosting branches/departments. Where costs will be only partially covered, confirmation should be sought from the GSNZ President before committing to that venue.

When planning the tour, we ask the recipient to consolidate travel costs where possible, for instance, avoiding multiple trips to the South Island if North Island based, and driving or using public ground transportation instead of flying, if these are most cost-effective and not significantly more burdensome. It is not uncommon for the Hochstetter Lecturer to be invited to stay with venue hosts, but where that is not possible/desirable accommodation costs will be reimbursed.

Typically, financial support from the GSNZ is through reimbursement upon provision of paid invoices. As such, the recipient needs to retain (scan) all GST receipts for actual and reasonable expenses and submit them to the Treasurer (treasurer@gsnz.org.nz) upon completion of the tour. If the tour is being undertaken in stages (e.g. half in April, and half in September), then it is fine to submit receipts for reimbursement after each stage.

The GSNZ acknowledges that travel-related costs could be problematic for some people, and so will work with the recipient to ensure that the tour is a success, not an unnecessary financial burden.