

## HOSTING A SEMINAR SPEAKER

Thank you for agreeing to host a seminar speaker. Visiting scientists help our students decide on the next steps in their careers, help us improve our own research and teaching, and give us a chance to show off the exciting work happening in our department. Your effort in inviting and hosting a visitor makes our department a better place to work and study. To help make your visitors time at CSU enjoyable, please adhere to the following guidelines:

- 1. Get approval for your seminar speaker.** If you are expecting to request departmental funds for your speaker, be sure that you have the approval of the person who manages the account prior to arranging the seminar. For most of our seminars, this person is the seminar coordinator.
- 2. Find a seminar date.** Our departmental seminars are typically on Wednesdays from 11-12 during the academic year. To learn which dates are still available, contact the BSPM 592/792 seminar coordinator. Once a date is set, send the speaker name, contact information, affiliation, a research photo and/or speaker portrait for seminar advertisements, and seminar title, to the seminar coordinator and Alicia Abbey so that they can add your speaker to the website schedule and arrange for advertising.
- 3. Arrange Travel.** As soon as you have found an available date, provide Janet Dill with details required for speaker travel, including the person's name, contact information, and the requested travel dates. Janet will take care of booking the travel and hotel for the speaker, as well as manage reimbursements. This should be done at least 4 weeks prior to the speaker's visit.
- 4. On-Campus Schedule.** You are responsible for arranging the speaker's schedule of meetings with faculty, staff, post-docs, and students, and also for arranging meals for the speaker. External seminar speakers should always have a lunch with the grad students and postdocs on their schedule. Alicia Abbey will take care of ordering food for this lunch, but you must notify her at least 1 week in advance of the date and time.

We have a finite budget for invited speakers. To allow us to host as many as possible, please use the following guidelines:

- Breakfasts: Limit the group to the speaker and one other.
  - Dinners: Limit the group to the speaker and up to two others
  - For speakers elected by the grad students, these limits can be increased to allow up to three people to accompany the speaker in order to maximize opportunities for students/postdocs to interact with the speaker.
- 5. Thanking the Speaker.** Notecards are available in the department office for you to send a handwritten note to thank your speaker for the time they spent meeting with us and presenting their research.

**(add schedule template here)**

