

## HOW TO HOST A SEMINAR SPEAKER

### Thanks for stepping up and inviting a seminar speaker!

Dan Sloan will assist with getting your seminar speaker on the schedule. Once your speaker is scheduled, please follow the below directions to ensure travel, schedule, and advertising arrangements are complete.

### Travel Arrangements:

Please have your speaker contact Amy Olson directly to coordinate travel by emailing her at [amy.olson@colostate.edu](mailto:amy.olson@colostate.edu). Please do this 4-6 weeks in advance of your speaker's visit. Amy will handle booking their hotel and shuttles. She can pay for all of this up front to limit the need for reimbursements. For flights, Amy will put your speaker in contact with the preferred travel agent. If your hosted speaker will be arriving to campus in their own car and in need of a parking pass, please get in touch with Ayo Garner ([ayo.garner@colostate.edu](mailto:ayo.garner@colostate.edu)) at least a few days in advance so that she can coordinate with the office staff to provide one.

### Scheduling:

The host coordinates the schedule for the speaker's visit. The schedule will include meetings with department faculty and staff, a lunch with department graduate students, and a pre-seminar mixer. See below example for guidance or utilize the schedule template.

### Grad Student Lunch:

External seminar visits should always include lunch with the graduates. Please put this on your speaker's schedule for the seminar date at noon in Bio 428. The graduate student reps and department office will handle all advertising for the lunch and ordering of food. As host, all you need to do is to include the noon lunch time on the itinerary.

### Advertising:

The seminar will be advertised via the department's webpage, flyers and calendar invitations. Seminars will be added to the webpage at the beginning of the semester. Calendar invitations will go out to all department faculty, staff and graduate students at least one month prior to the seminar. Flyers will be sent out to the department two days prior to the seminar and the day of the seminar. You may want to forward these announcements to programs such as GDPE, CMB, MCIN, etc.

Hosts should provide seminar information and a photo via the following google form:

<https://forms.gle/McXPJrKrMPhzq4dM9>. Elizabeth Saunders ([elizabeth.saunders@colostate.edu](mailto:elizabeth.saunders@colostate.edu)) will coordinate advertising. **Please remind the speaker that the talk should be prepared for a broad audience from a "molecules-to-ecosystems" biology department.** Please get talk information to the office staff as soon as possible and a minimum of 2 weeks in advance of the seminar.

### Taking the Speaker out to Meals

To welcome our speakers to Fort Collins and thank them for their contributions to the department, it is typical to take them out for meals. Show them a good time! The department will cover the expenses of these meals. In order to limit costs so that we can host as many speakers as possible each year, please abide by the following guidelines.

- Dinner the night of the seminar: Limit the group to the speaker and up to two others, with up to two drinks per person (one bottle of wine = four drinks). Limit per person costs to \$50 plus drinks.
- Breakfast the morning of the seminar: Limit the group to the speaker and one other.
- Depending on the speaker's travel plans, it may be appropriate to take them out for dinner the night before and/or breakfast the morning after. In these cases, limit the group to the speaker and one other.

### Reimbursement

If your speaker has expenses other than flights, hotel, and shuttle, have them save their receipts and contact Amy Olson ([amy.olson@colostate.edu](mailto:amy.olson@colostate.edu)) for reimbursement. These can include meals on their travel days.

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### Schedule Example:

Tuesday, November 13, 2018		
	<b>Breakfast with XXX</b>	<b>Hotel</b>
9:00	Dr. XXX XXXX, <i>Biology Professor</i>	<b>Biology Building</b> , Room ___ <a href="#">251 W Pitkin</a>
9:30		<b>Biology Building</b> , Room ___
10:00		<b>Biology Building</b> , Room ___
10:30	Dr. XXX XXXX, <i>Biology Postdoc</i>	<b>Biology Building</b> , Room ___
11:00		<b>Biology Building</b> , Room ___
11:30		<b>Biology Building</b> , Room ___
12:00 – 1:00	<b>Pizza Lunch with graduate students</b>	<b>Biology Building</b> , Room ___
1:00		<b>Biology Building</b> , Room ___
1:30		<b>Biology Building</b> , Room ___
2:00	Dr. XXX XXXX, <i>Agricultural Biology Faculty</i>	<b>Plant Sciences</b> , Room ___
2:30		<b>Biology Building</b> , Room ___
3:00	<b>Break/Seminar Prep</b>	<b>Biology Building</b> , Room ___
3:30	<b>Pre-seminar mixer</b>	<b>Biology Building</b> , Room 136
4:00 – 5:00	<b>Seminar</b>	<b>Biology Building</b> , Room 136
5:30	<b>Back to hotel</b>	<b>Hotel</b>
6:30	<b>Dinner with XXX, XXX</b>	<b>Location</b>