1. I would like to host a colloquium speaker!

Contact colloquium organizers (currently Michael Bell & Jeff Pierce).

mmbell@rams.colostate.edu, jeffrey.pierce@colostate.edu

The colloquium organizers will provide you with available dates, the budget information, and work with you to set a date and time.

Our set colloquium time is Fridays at 11:15. If you would like to host a seminar at different time, this will be a *special seminar*. Please see Section 6 for information on special seminars.

Typically colloquia are booked 3-6 months out, but occasionally there are openings on a shorter timeline.

The organizers will enter their name and the host’s name on the colloquium website.

2. Contact the speaker with official invitation and cc-Jaime Joseph

JaimeJo@colostate.edu

This is the stage where you officially invite the speaker. List the date and time of the colloquium, and tell the speaker: “Jaime Joseph (cc-ed) will work with you to set your travel reservations, and process the reimbursement after your trip.”

This lets Jaime Jo know that the colloquium is approved, and gives her the speaker’s contact information.

She will cc-you on the first e-mail with a subject line: “Hello from your CSU Travel Coordinator for Colloquium on [date]”. If she does not hear back from the speaker within a few weeks of the colloquium, she will contact you to forward the message to the speaker.

Please e-mail Jaime Jo any information about existing travel plans or known preferences, either in the e-mail to the speaker or separately. This will minimize duplicate questions to the speaker.

If you have requested an abstract, let Jaime Jo know. Otherwise she will request the abstract as well.

Please let the speakers know that we expect broad colloquium-style talks that our whole department will understand and enjoy. Detailed research seminars that would be geared towards specific research groups would be more appropriate for a Special Seminar (see Section 6).

3. The speaker has been officially invited: Coordinate the Speaker’s Visit

As the host, you set up the schedule for the visit. A schedule template is available on the website, if you find it helpful for your planning purposes.

A) Meetings: E-mail potentially interested parties to set meetings for the day of the visit. This may be students, researchers, faculty or a group meeting. Please include plans for transport of the
speaker to/from lodging, if applicable. If you would like your speaker to have a rental car, please offer that to the speaker in the e-mail of invitation wherein Jaime Jo is cc-ed.

B) Colloquium: please plan to bring the speaker to ATS101 between 10:50 and 11:00 AM to set up their talk on the projector and to have time to attend the reception. Snacks are served at 10:45 AM.

C) Lunch: **By default, there will be a student lunch for Friday talks.** These are organized by the students, from 12:15-1:15 on colloquium day. This is for a max of 10 students on a first-come, first-serve basis.

- Please let them know about any dietary restrictions or preferences of the speaker.
- **If you and the speaker do not want a student lunch (or cannot do a student lunch), you must contact the student-lunch coordinators, ideally more than 1 week in advance.** There is an option for a faculty meal. For details, contact Jaime Jo, or cc-her on the e-mail to the lunch coordinators in which you decline the student lunch.
- Fall 2016 Lunch Coordinators: Zitely Tzompa, Jared Brewer, & Jacob Lindaas
  
  Zitely@colostate.edu
  Jfbrewer@colostate.edu
  JLindaas@colostate.edu

D) Dinner with the Host

- The colloquium budget will support the cost of a dinner for the speaker and host up to $125, which is based on a dinner for 5 CSU affiliates and the guest speaker. Dinner expenses exceeding this amount will be charged to the host’s RA/RSP. ATS & CIRA employees and faculty can be invited.
- Contact Jaime Jo to make the reservation. Include the name of all attendees, time, and restaurant name. She will provide payment over the phone, and send you an e-mail confirmation of the reservation.
- Some restaurants require a tax exempt form, which she will provide to you, if needed.
- The reservation will be made in the host’s name. You are responsible for double checking the charges to ensure NO tax is charged, and a maximum of 20% is tipped. You will need to get a copy of the charge receipt and itemized receipt to submit to Jaime Jo.
- Alcohol cannot go on the pcard and must be paid separately. Meals for federal employees, partners or spouses, and guests who are not employees of CSU must be paid separately. The number of meals must match the number of attendees in the list you provide to Jaime Jo.

4. The speaker is coming in 2 weeks!

A) Abstract & announcement -- Jaime Jo will request the abstract while coordinating travel. Once received, she will forward the abstract to the information coordinator, Jayme DeLoss, who prepares the announcement.
• For updates to the announcement or website, please contact Jayme DeLoss.
  
  Jayme.Deloss@colostate.edu

• The first announcement is sent the 7 days before a colloquium. The second is sent on the morning of the talk.

• The information coordinator needs time to prepare the announcement, so we hope to have a copy of the abstract *two weeks in advance*. If Jayme Jo has not received it within two weeks, she will reach out to you for assistance urging the abstract.

  B) In this timeframe, Jaime Jo sends a “Request to Record” to the speaker, and follows-up about the abstract if it has not been received. Within a day or two of the talk, she e-mails the speaker a link that is provided by the lunch coordinators, so the speaker can place a lunch order.

5. Who do I contact?

Approval for a speaker & time – Jeff Pierce & Michael Bell

Approval for meal or expense (if non-standard) – Jeff Pierce, cc-Jaime Jo who discusses special circumstances with Darby.

Payment for a meal, lodging, shuttle, or expense related to the speaker’s visit – Jaime Jo

Change in travel plans – Jaime Jo

Schedule setting – speaker, department members, and students

Update or correction to announcement – Information coordinator, Jamie S or Jayme D

Problem with projector or equipment on day of talk – ENS Help Desk

Lunch – Grad lunch coordinators

General info or question – Jaime Jo, who will either help you directly or forward your e-mail to the best resource.

6. Special Seminars

Additional seminars beyond our weekly colloquia are called “Special Seminars.” Do you have a visitor who wants to give a talk while they are here? Do you have a colleague coming for a conference who has a talk to give that would benefit our students? This is a great option to enhance the experience and promote collaboration.

  A) Setting the Date

   Faculty may book these for any time, though they are encouraged to avoid in-class times.

   Contact Jayme DeLoss for room scheduling.

  Jayme.Deloss@colostate.edu
B) Arranging the visit
The department does not provide financial support for Special Seminar speaker visits. If you have a visitor, and would like to include a special seminar during their trip, your regular travel and purchasing coordinator will help make the arrangements. If you would like to have a group meal, or meal with the speaker, contact your respective coordinator to set the reservation and provide payment.

JaimeJo@colostate.edu
Alldavey@engr.colostate.edu

C) Department Funding & Weather Lab Reception
The department has a budget to provide light snacks beforehand, if requested. Please contact your travel and purchasing coordinator if you would like a reception with coffee and cookies. Your coordinator will purchase cookies, and Jaime Jo will set up the weather lab. If you would like to provide items besides cookies and coffee, please discuss with Amanda or Jaime Jo, respectively.

JaimeJo@colostate.edu
Alldavey@engr.colostate.edu

D) Announcing the Special Seminar
The host may choose to either announce the seminar on their own, or you may send the title/abstract to Jayme Deloss to prepare and distribute the announcement.

Jayme.Deloss@colostate.edu