How Do I Host a Colloquium or Special Seminar Speaker?

1. Contact the faculty colloquium organizers, Michael Bell and Jeff Pierce.

The colloquium organizers will provide you with budget information and work with you to schedule a date and time.* Typically colloquia are booked 3-6 months out, but occasionally there are openings on a shorter time line. The organizers will enter the information for your colloquium into the colloquium database, including presenter’s name, presenter’s university or organization, time, date, host’s name, and whether or not the presenter is a CSU alum.

*Colloquia are held on Fridays at 11:15 a.m. If you would like to host a talk at different time, this will be a Special Seminar. Please see the Special Seminars section below.

2. Contact the speaker with official invitation and cc Torrie Moss.

Invite the speaker, listing the date and time of the colloquium, and tell the speaker: “Torrie Moss (cc-ed) will work with you to set your travel reservations and process the reimbursement after your trip.” This lets Torrie know that the colloquium is approved and gives her the speaker’s contact information. She will cc you on the first email 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 email Torrie any information about existing travel plans or known preferences, either in the email to the speaker or separately. This will minimize duplicate questions to the speaker. If you have requested an abstract, let Torrie know. Otherwise she will request the abstract as well.

It is customary to provide a rental car to the speaker, if not already arranged. If you would like your speaker to have a rental car, please offer that to the speaker in the invitation email wherein Torrie is cc-ed.

3. Coordinate the speaker’s visit

As the host, you set the schedule for the visit. A schedule template is available on the Colloquia page of the department website.

A) Meetings: Email 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 transporting 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 invitation email wherein Torrie is cc-ed.
B) Colloquium: Please plan to bring the speaker to ATS 101 between 10:30 and 10:45 a.m. to set up their talk and attend the reception. Snacks are served at 10:45 a.m.

C) Lunch: **By default, there will be a student lunch for Friday talks.** These are organized by the students and are held 12:15-1:15 p.m. on colloquium day. A maximum of 10 students may attend on a first-come, first-served basis.

- **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 2 weeks in advance.** A faculty meal is another option. For details, contact Torrie or cc her on the email to the lunch coordinators in which you decline the student lunch. Torrie is the support staff for student lunch coordination and payment.
- **2017-18 Student Lunch Coordinators:** Jacob Lindaas, Rick Schulte and Erin Dougherty
  
  [JLindaas@colostate.edu](mailto:JLindaas@colostate.edu)
  [rschulte@atmos.colostate.edu](mailto:rschulte@atmos.colostate.edu)
  [erin.dougherty@colostate.edu](mailto:erin.dougherty@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 and CIRA employees and faculty can be invited.
- Contact Torrie to make the reservation. Include the names of all attendees, time and restaurant. She will provide payment over the phone and send you an email confirmation of the reservation.
- 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 must submit a copy of the charge receipt and itemized receipt to Torrie.
- 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 Torrie.

4. Two weeks prior to speaker’s visit

A) Abstract and announcement: Torrie will request the abstract while coordinating travel. Once received, she will forward the abstract to the information coordinator, Jayme DeLoss, who prepares the announcement. Announcements are sent a week before and the morning of the talk.

- For updates to the announcement or website, please contact Jayme DeLoss.
  
  [Jayme.Deloss@colostate.edu](mailto:Jayme.Deloss@colostate.edu)
B) Torrie also sends a “Request to Record” to the speaker and follows up about the abstract. If the abstract has not been received within two weeks of the talk, she will reach out to you for assistance in getting the abstract and title.

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5. Who do I contact?

Approval for a speaker and date/time – Jeff Pierce and Michael Bell

Approval for additional meal or expense (if non-standard) – Jeff Pierce, cc-Torrie Moss, who discusses special circumstances with budget manager

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

Change in travel plans – Torrie

Schedule setting – speaker, department members and students

Update or correction to announcement – information coordinator, Jayme DeLoss

Problem with projector or equipment on day of talk – Steve Heller, ATS 107

Lunch – grad lunch coordinators

General info or questions – Torrie, who will either help you directly or forward your email to the best resource
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? These scenarios often fall under this category.

A) Setting the Date
   Faculty may book these for any time, though they are encouraged to avoid class times. Contact Jayme DeLoss for room scheduling.

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.

C) Department funding and weather lab reception
   The department has a budget to provide light snacks before the talk, 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 Torrie will set up the weather lab. If you would like to provide items besides cookies and coffee, please discuss with Amanda, Jaime Jo or Torrie, respectively.

D) Announcing the Special Seminar
   Please send the title/abstract to Jayme DeLoss to post on the department website at least two weeks in advance. She also will prepare and send an announcement of the Special Seminar a week before and on the day of the event.