How To Host a Colloquium or Special Seminar

1. Contact the faculty colloquium organizers, Michael Bell (mmbell@rams.colostate.edu) and Christine Chiu (Christine.Chiu@colostate.edu).
   - Organizers will schedule a date and time and can provide you with budget information
   - They will enter the information into the colloquium database
   - Colloquia are held Thursdays at 3 p.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 and cc Erin Carleton, Erin.Carleton@colostate.edu
   - Please give Erin Carleton the speaker’s name and date of the talk. Erin will work with the speaker to arrange their travel and process reimbursement after the trip.
   - Erin also will ask the speaker for permission to record the seminar.

3. Coordinate the speaker’s visit
   - As the host, you set the schedule for the visit. For example, you could email potentially interested parties to set meetings for the day of the visit.
   - Please plan to bring the speaker to ATS 101 between 2:30 and 2:45 p.m. to set up their talk. Refreshments are served at 2:45 p.m.

4. Dinner with the host
   - The colloquium budget supports the cost of dinner for the speaker and 5 CSU affiliates (ATS and CIRA employees and faculty). Expenses exceeding this amount will be charged to the host’s RA/RSP.
   - Contact Erin to make the reservation. Give her the names of all attendees, time and restaurant. She will provide payment over the phone and send you confirmation.
   - The reservation will be in the host’s name. Host is responsible for ensuring NO tax is charged and a maximum of 20% is tipped. Submit receipts, including itemized receipt, to Erin.
   - CSU will not cover the cost of alcohol or meals for guests who are not CSU employees. These expenses must be paid for separately. The number of meals must match the number of attendees on the list you give to Erin.

5. Title and abstract
   - Please request title and abstract from the speaker and send it to Jayme DeLoss, Jayme.DeLoss@colostate.edu, at least two weeks in advance.
   - Jayme will announce the talk a week in advance and the morning of the talk.
   - For updates to the announcement or online colloquium info, please contact Jayme.
Special Seminars

Seminars held outside of the regularly scheduled colloquium time are special seminars.

- Faculty may book these for any time, though they are encouraged to avoid class times. Contact Hannah Gluckstern for room scheduling, hrgluck@colostate.edu.

- The department does not provide financial support for Special Seminar speaker visits. Your travel and purchasing coordinator will help make the arrangements. If you would like to host a meal with the speaker, contact your coordinator to make the reservation.

- Contact your travel and purchasing coordinator if you would like a reception with refreshments.

- Send the title and abstract to Jayme DeLoss, Jayme.DeLoss@colostate.edu, at least two weeks in advance. She will post the information on the department website and send announcements a week before and the day of the event.