How Do I Host a Colloquium or Special Seminar Speaker?

1. Contact the faculty colloquium organizers, Michael Bell and Christine Chiu.

   mmbell@rams.colostate.edu, Christine.Chiu@colostate.edu

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 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 with official invitation and cc Jaime Joseph.

   Jaime.Joseph@colostate.edu

Invite the speaker, listing the date and time of the colloquium, and tell the speaker that Jaime Joseph will work with them to arrange their travel reservations and process the reimbursement after their trip. This lets Jaime 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 Jaime 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 Jaime 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 toward specific research groups would be more appropriate for a Special Seminar.

3. Coordinate the speaker’s visit

As the host, you set the schedule for the visit. A schedule template is available here.

   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, cc-ing Jaime.
B) Colloquium: Please plan to bring the speaker to ATS 101 between 2:30 and 2:45 p.m. to set up their talk. Beverages are served at 2:45 p.m.

C) 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 Jaime 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 Jaime.
- 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.

4. Two weeks prior to speaker’s visit

A) Abstract and announcement: Jaime will request the abstract while coordinating travel. Once received, she will forward the abstract to 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.

B) Jaime 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.

5. Who do I contact?

Approval for a speaker and date/time – Christine Chiu and Michael Bell

Approval for additional meal or expense (if non-standard) – Christine Chiu and Michael Bell, cc Jaime Joseph, who discusses special circumstances with budget manager

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

Change in travel plans – Jaime Joseph
Schedule setting – speaker and department members
Update or correction to announcement – Jayme DeLoss
Problem with projector or equipment on day of talk – Steve Heller, ATS 107, or Kelley Branson
General info or questions – Jaime Joseph, 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.
   
   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.

   Jaime.Joseph@colostate.edu
   Amanda.Davey@colostate.edu

C) Department funding and weather lab reception
   Please contact your travel and purchasing coordinator if you would like a reception with coffee and cookies. Your coordinator will purchase cookies and set up the weather lab. If you would like to provide items besides cookies and coffee, please discuss with your travel and purchasing coordinator.

   Jaime.Joseph@colostate.edu
   Amanda.Davey@colostate.edu

D) Announcing the Special Seminar
   Please send the title and abstract to Jayme DeLoss 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.

   Jayme.DeLoss@colostate.edu