

You get to invite your speaker! Now what?

1. Contact your speaker immediately! Even though we are scheduling for the following school year, bigtime speakers have VERY busy schedules! In your email present your speaker with several possible dates that work for you and the seminar schedule. Ask for a OneDrive link to the seminar schedule, if that was not included in your communications from the seminar committee. Remember, the Office Specialist in the Division of Biology (Ackert 116) will be able to help you with most of your questions.
2. After you have found a date that works, put it on the calendar right away! Again, the biology office will help you. They can also help travel planning. The speaker will pay for their airfare, parking, mileage and food in advance, and they will be reimbursed. They need food receipts and these cannot include alcohol as well as receipts for other expenses. Please make sure that they know to ask the food and alcoholic beverages on a separate receipt. The biology accounting office will work on reimbursement with the speaker after the seminar.
3. As the seminar date arrives, remind your speaker of their upcoming travel and verify that all travel arrangements have been made. You may need to remind them to send an abstract and title of their talk, if they have not provided that already. If you want your speaker to visit Konza and/or do the bison loop, make these arrangements too.
4. About a week before the speaker arrives, start putting together their Monday schedule. Generally, the speaker's day is divided into 30-minute time slots, 1.5-hour lunch with graduate students and 30-minute seminar prep time before the seminar (see below). However, you have the freedom to make the schedule as you see fit. Try to fill the schedule with graduate students first. Sometimes it's easier to get grads to commit if you put them into groups. **Don't hesitate to individually email faculty members or graduate students!** Sometimes you literally have to harass people! If you don't get the response you want after bothering people multiple times, talk to Ari Jumpponen.
5. If you are driving the speaker to campus, you can park in the Reserved Biology Parking Space. Get the permit from the Biology office. It helps also to reserve the space and the permit well in advance for the day of seminar. You can do this with Teresa in the main office.
6. Don't forget a BGSA t-shirt as a gift to the speaker. Be prepared to introduce your speaker, or find someone to do this. This means researching their short CV beforehand and being ready to make the introduction. You can also ask the speaker how they would like to be introduced and what to highlight in the introduction.
7. After the visit, return all receipts to Whitney Finto in accounting. Limit lunch and dinner to around 4-5 people. Get itemized receipts from restaurants. You will get reimbursed for food up to \$150, but not for any alcohol. Remember to ask the food and alcoholic beverages on separate checks.

Typical schedule:

8:00-9:00 Breakfast (limit to the speaker +2 people).

9:30-10:00 visit with grad or faculty member

10:00-10:30 visit with grad or faculty member

10:30-11:00 visit with grad or faculty member

11:30-12:00 visit with grad or faculty member

12:00-1:30 LUNCH (I recommend somewhere in walking distance)

1:30-2:00 visit with grad or faculty member

2:00-2:30 visit with grad or faculty member

2:30-3:00 visit with grad or faculty member

3:00-3:30 visit with grad or faculty member

3:30-4:00 SEMINAR PREP

4:00-5:00 SEMINAR

5-ish dinner at Tallgrass Taphouse, JPs, or restaurant equivalent