

## You get to invite your speaker! Now what?

1. Contact your speaker immediately! Even though we are scheduling for the following school year, big-time speakers have VERY busy schedules! In your email present your speaker with several possible dates that work for you and the seminar schedule. Available dates are found in the front office. You can also look up the biology calendar online and get an idea of what works.
2. After you have found a date that works, put it on the calendar right away! The biology office will help you. They can also help travel planning. I recommend telling them to book their stay at the B&B on Houston Street, although the Bluemont hotel is closer. Some speakers prefer a B and B, others a standard hotel, you might want to ask them. 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. The biology accounting office will work on reimbursement with the speaker
3. As the seminar date arrives, remind your speaker of their upcoming travel and verify that all travel arrangements are made. You may need to remind them for an abstract and title of their talk. 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 Friday schedule. Generally, the speaker's day is divided into 30 minute time slots, 1.5 hour lunch and 30 minute seminar prep time (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 Ted Morgan or Walter Dodds.
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.
6. Don't forget a BGSA t-shirt as a gift to the speaker. You will need to introduce them, or find someone to do this. This means researching their short CV before hand and being ready to make the introduction.
7. After the visit, return all receipts to Sarah Hacker 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, not alcohol.

### Typical schedule:

- 8:00-9:00 Breakfast (I recommend The Chef on 4<sup>th</sup> Street and Poyntz if you chose to have your speaker stay at the B&B, the breakfast there is good, but 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 Little Apple Brewery or restaurant equivalent