



Tips on Hosting A Speaker

Tenure-track Assistant Professors

ADVANCE Distinguished Lecture Series

K-State ADVANCE Program
125 Seaton Hall
Kansas State University
Manhattan, KS 66506

Phone: (785) 532-6088
Fax: (785) 532-2627
Email: advance@ksu.edu
Web Site: www.k-state.edu/advance

ADVANCE Program

ADVANCE offers support and networking opportunities for women postdoctoral students and faculty in STEM fields at K-State.

ADVANCE provides programs during the academic year, including:

- ADVANCE Distinguished Lecture Series, or ADLS
 - Supports assistant professors on the tenure-track, associate professors, and research faculty members in STEM disciplines by bringing disciplinary leaders to K-State
- Seminar Series
 - Organizes workshops and panels addressing issues of interest to women
- Collaborative Efforts
 - Develops partnerships with organizations that work to recruit and retain women in STEM fields.



Choosing A Speaker

- ❑ Possible sources for identifying appropriate speakers:
 - Ph.D. supervisor
 - Department Faculty
 - Department Head
 - National Academy of Science membership list
 - Professional Society websites or membership list
 - Lists of national award winners for research or teaching
 - Alumni/ae in industry
 - Conferences, professional society meetings

- ❑ Learn more about potential speakers by reviewing their websites

- ❑ Determine the benefits of interaction with each potential speaker

- ❑ Obtain input from department head and others on choice of speaker(s)

- ❑ Decide who to invite and inform department head of final choice

- ❑ Submit application to the KAWSE Office

Issuing the Invitation



- ❑ Possible avenues for contacting the speaker (your choice!)
 - Email to arrange a phone call
 - Email that includes the invitation
 - Phone Call
 - Letter
- ❑ Items to include in correspondence
 - Information about the ADVANCE Distinguished Lecture Series (ADVANCE website language can be used)
 - Importance of their visit to your career development (why you want them to come)
 - Information about K-State/your department
 - Audience composition for seminar
 - General timeframe for visit (at least one semester in advance)
 - Brief list of events as part of the visit
 - Reimbursement information
- ❑ Logistics related to invitation
 - Give enough lead time when issuing an invitation (six months is not too far in advance of the visit)
 - Reschedule the visit if the speaker needs to cancel for some reason
- ❑ Honorarium
 - Discuss with department colleagues how honoraria are typically handled in your discipline
 - Determine if there is a standard honorarium amount
 - Determine when in the invitation process to inquire about the honorarium amount or when to notify the speaker of your department's standard rate

Making Arrangements for the Visit

☐ Travel

- Ask if speaker would like you to make the flight and travel arrangements
- Send information to speaker about transportation options into Manhattan (rental car, flights, or pick up in KC are preferred)
- Make plans as to when and where you will pick up the speaker (airport, hotel, etc.)

☐ Lodging and Meals

- Ask speaker for preferences with respect to lodging (hotel or bed & breakfast, bed size, etc.)
- Ask if speaker has any dietary restrictions or accommodations needs
- Make lodging reservations (KAWSE Office can suggest options)
- Make reservations for all meals during visit

☐ Campus Visit

- Ask speaker for:
 1. Title and abstract of seminar presentation
 2. Correct professional title and affiliation
 3. Brief biography that can be used for introduction and advertisement of seminar
 4. Social security number and home address for reimbursement
- Send all seminar information to the KAWSE Office for advertisement through K-State Today
- Identify audiovisual needs for seminar
- Schedule rooms on campus in which events will take place

Developing the Itinerary

- ❑ Schedule the seminar to allow maximum number of people to attend
 - Possibilities are normal department seminars, graduate student seminars, student professional society meetings, or class meetings
 - Select appropriate room for seminar (consider capacity and audio visual needs)

- ❑ Schedule one-on-one time for yourself with speaker during visit (both formal and informal; at least 90 percent of the time should be spent with you)
 - This is a primary goal

- ❑ Items to include in the itinerary
 - Visit(s) to your lab or research facilities
 - Dinner with department head, dean and others of your choice (contact your Dean's Office to arrange payment of the evening meal)

- ❑ Other items to include
 - Meetings with faculty colleagues individually or in small groups
 - Meetings with your post docs, graduate and undergraduate students
 - Guest lecture(s) in classes
 - Lecture(s) to general public
 - Lunch with you and possibly others, such as students

Developing the Itinerary Continued

- ❑ Try to schedule visit on Mondays or Fridays rather than midweek to facilitate travel
- ❑ Allow Speaker time prior to lecture for preparation (at least 30 minutes)
- ❑ Allow time for travel between meetings when arranging times for events
- ❑ Leave sufficient breaks in the schedule and don't overschedule



During the Visit

- ❑ Preserve your one-on-one time with speaker

- ❑ Consider discussing with speaker
 - Research interests
 - Research techniques
 - Teaching strategies
 - Suggestions for journal manuscripts or grant proposals
 - Potential collaborations
 - Suggestions for future ADLS speakers
 - Suggestions for your professional development
 - Progress toward tenure and promotion
 - Speaker's willingness to serve as mentor or reference for you
 - Speaker's career path/mentors
 - Speaker's experiences as women in male dominated occupation

- ❑ Cancel as many of your normal activities as possible

- ❑ Arrange for speaker to visit with others during times you are not available

- ❑ Take photographs and send them to the KAWSE Office

Interactions After the Visit

- Send thank you letter or email to speaker
- Explore opportunities to visit at professional meetings
- Ask speaker to review manuscript and grant proposal drafts
- Send occasional email updates about your achievements to speaker
- Consider a reciprocal visit to the speaker's institution
- Send a one to two page report to KAWSE about visit outcomes