

## How to Host a Colloquium or Special Seminar

### 1. Contact the faculty colloquium organizers, Patrick Keys ([pkeys@colostate.edu](mailto:pkeys@colostate.edu)) and Kristen Rasmussen ([kristenr@rams.colostate.edu](mailto:kristenr@rams.colostate.edu))

- Examine the colloquium schedule (email organizers for link), and schedule a date.
- Colloquia are held Thursdays at 3 p.m. *If you would like to host a talk at a different time, this will be a special seminar. Please see the [Special Seminars](#) section below.*

### 2. Contact the speaker and cc [atsreception@colostate.edu](mailto:atsreception@colostate.edu)

- Please include the speaker's name and date of the talk. A travel and purchasing coordinator will work with the speaker to arrange their travel and process reimbursement after the trip.

### 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. It is your responsibility to ensure a smooth set up (see below). Refreshments are served at 2:45 p.m.

### 4. Lunch and dinner with the host

- The colloquium budget supports the cost of lunch and 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.
- Please pay for lunch and dinner with your personal credit card and submit receipts, including itemized receipt, and the names of attendees to Noel.
- Please remember we can only reimburse up to a 20% tip on the non-taxable total.

### 5. Title and abstract

Please request title and abstract from the speaker and send them to [atsreception@colostate.edu](mailto:atsreception@colostate.edu) at least two weeks in advance.

- [atsreception@colostate.edu](mailto:atsreception@colostate.edu) 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 [atsreception@colostate.edu](mailto:atsreception@colostate.edu).

### 6. Online participation and screen setup

- The host is responsible for setting up the optional zoom meeting. It's up to the host to decide for a level of security they are fine with. To prevent zoom bombings, you could set up a waiting room for the meeting and/or require a password. This implies you also have to find an assistant who is allowing participants to enter just before the meeting (in zoom only hosts and co-hosts can do that).
- Send the zoom link to [atsreception@colostate.edu](mailto:atsreception@colostate.edu) two weeks in advance. Send the link also to the speaker if they plan to present from their own laptop. Alternatively, ask the speaker to send the slides to you and can present from your laptop.
- If you don't have a zoom account, contact [atsreception@colostate.edu](mailto:atsreception@colostate.edu) and we will set up a meeting for you.
- The host is responsible for getting and setting up the owl and test before the meeting whether the online attendees get the right experience (audio, video, slides advancing).

- During/after the meeting, the host (or somebody tasked by the host) should monitor the chat and bring up questions from the chat.
- If you have issues with the zoom or owl set up, ask the students who are videotaping the seminar, somebody from your group, Kristen or Pat, or a travel and purchasing person – ideally not last minute.

## **7. 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 [atsreception@colostate.edu](mailto:atsreception@colostate.edu) for room scheduling.
- 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 [atsreception@colostate.edu](mailto:atsreception@colostate.edu) at least two weeks in advance. They will post the information on the department website and send announcements a week before and the day of the event.

## Career Path discussion questions with ATS Graduate Students

This is a sample email that can be shared with the Speaker, containing guided questions to be used during the Career Path conversation:

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Dear ATS Visitor-

Thanks so much for visiting our Department. We have scheduled 45 minutes for you to meet with a group of graduate students from across the Department. To help make this block of time useful for the broadest group of students, we ask that it is focused on your career pathway. Please use the following set of questions as a guide and allow students to ask follow-up questions. We are not worried about whether you get through the entire list, but we hope that this will help structure this session.

- 1) What was your educational pathway (from undergraduate degree onward to your first non-trainee position). (Please feel free to go into detail here, i.e., what did you study, how did you decide to take each next step, what challenges did you overcome, what dead-ends did you abandon?)
- 2) How did you find your first position after graduate school? What was that position?
- 3) Who would you consider your most important mentors? How has a mentor helped you overcome a career challenge? Feel free to provide a few examples.
- 4) How do you personally achieve work-life balance?
- 5) How do you maintain your professional network?
- 6) What is something that you have come to realize, that you wish you knew as a graduate student?
- 7) Would you change anything about what you did as a graduate student (not only restricted to research)?
- 8) What motivated you to pursue a career in academia/industry/government? What do you see as the main benefits of working in that space and the main challenges?