Guidelines for Hosting ECE Speaker Series

A lively calendar of invited lectures is a hallmark of top-ranked ECE departments. If we aspire to move up in the rankings, we need to invest effort into the ECE Distinguished Lecture Series (DLS) and ECE Colloquia. The distinguishing characteristics of a Colloquium are: it straddles multiple research areas, spans a wide audience (undergraduates, graduate students, faculty), and features a speaker of international renown. As for DLS speakers, we are looking primarily for Chairs or Deans (USNWR rankings) and top researchers in relevant engineering fields. The department covers expenses for ECE DLS and Colloquia speakers (max. 2 nights) but not for Seminars as they are narrower in scope and audience. The goal is one DLS and three Colloquia in the fall, and one DLS and one Colloquium in the spring (because of faculty search talks).

Procedure for organizing ECE Colloquia:

1. Scheduling (by faculty host):
   a. Request approval via e-mail to the Publicity Chair; include a short justification and web link to speaker’s page/bio
   b. Negotiate an open date based on ECE Administrative Calendar available under Faculty Resources, and/or email to Publicity Chair and Publicity Administrator
   c. Request the title and abstract of the talk as well as photo and 1-paragraph bio from the speaker and CC the Publicity Administrator for follow-up
   d. Establish travel dates for hotel reservation and CC the Publicity Administrator

2. Publicity and travel (Publications, New Media & Promotions Administrator = Publicity Administrator):
   a. Reserve a date on ECE Administrative Calendar
   b. Reserve hotel
   c. Reserve catering
   d. Follow-up with speaker regarding title/abstract/photo/bio
   e. Prepare publicity materials for the talk (BU calendar, emails, posters, touchscreen)
   f. Send email, display posters and touchscreen 1-2 weeks in advance
   g. Resend email on the day of the lecture
   h. Prepare a package of information materials about ECE and a gift for the visitor and have it delivered to the faculty host

3. Hosting (by faculty host):
   a. Organize agenda for the visitor (a senior graduate student may act as a student host, but the faculty should oversee the process)
   b. Organize lunch involving other faculty
   c. Present the speaker with ECE information materials and gift
   d. Put the speaker in touch with the Assistant to the Chair regarding reimbursement of expenses; alternatively, collect receipts and pass on to the Assistant to the Chair

4. Closing the loop (by faculty host): check with Publicity Administrator if publicity & reservations are completed, and information materials and gift are prepared

Procedure for organizing Distinguished Lectures:

1. Follow the steps above.
2. Include time slots for the ECE Chair and the Dean in the agenda. Contact the Assistant to the Chair for a time slot. The Publicity Chair is responsible for arranging a meeting with the Dean.
3. Host the speaker and other faculty at dinner

Reimbursement policy: The department will cover the following:

1. Economy airfare (domestic airline), train ticket, or car mileage
2. One night in a hotel (two nights for West Coast visitors)
3. Meals (breakfast at the hotel; lunch and dinner with faculty)
4. Car parking (at the hotel and/or Warren Towers while at ECE)