

Guidelines for Hosting ECE Speakers

*****All speakers need to be requested a minimum of 2 weeks in advanced*****

1. **ECE Distinguished Lecture Series** or DLS (1 per semester, cost covered by ECE):
 - a. features speaker of international renown who is an ECE Chair or Engineering Dean
 - b. high-level, broad topic of interest to undergraduate/graduate students and faculty
 - c. speaker selected by Publicity Comm. based on faculty recommendation via Area Coord.
2. **ECE Colloquium** (3 in fall – one per area, and 1 in spring, cost covered by ECE):
 - a. features speaker of international renown
 - b. topic covers multiple research areas of interest to graduate students and faculty
 - c. speaker approved by Publicity Chair based on faculty recommendation via Area Coord.
3. **ECE Seminar** (10 per semester, refreshments covered by ECE, other costs – by the host):
 - a. features speaker of national renown
 - b. topic may be narrow and of interest to a single research group
 - c. speaker is approved by the Publicity Chair

Procedure for organizing ECE lectures:

1. Scheduling by faculty host:

- a. Request approval via e-mail to the Publicity Chair (jkonrad@bu.edu); 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, abstract, 1-paragraph bio and photo 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 arrangements by Publicity Administrator:

- a. Reserve a date on ECE Administrative Calendar
- b. Reserve hotel (ECE DLS and Colloquium)
- 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 in the morning 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 (ECE DLS and Colloquium only)

3. Hosting by faculty host:

- a. Organize an 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 (ECE DLS and Colloq.)
- d. Put the speaker in touch with the Assistant to the Chair regarding reimbursement of expenses or collect receipts and pass them on (ECE DLS and Colloquium)

4. **Closing the loop by faculty host:** check with Publicity Administrator regarding publicity, reservations, information package and reimbursements.

Additional steps for Distinguished Lectures:

1. Include time slots for the ECE Chair and the Dean in the agenda. Contact the Assistant to the Chair for a time slot. Publicity Chair schedules a meeting with the Dean.
2. Host the speaker and other faculty at dinner.

Reimbursement policy: The department will cover the following for DLS and ECE Colloquium:

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)