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)