**Faculty Host Guidelines**

**OVERVIEW OF COMM MANAGER RESPONSIBILTIES**

* Booking speaker’s accommodation.
* Creating promotional material.
* Managing catering and room reservation. Catering is standard for every event.
* Disseminating student host’s emails and advertising the event.

**OVERVIEW OF STUDENT RESPONSIBILITIES**

* Arrange visitors schedule for the day of colloquium, including meetings with individual faculty and a lunch meeting with a group of graduate students.
* Facilitate day-of logistics, including escorting the speaker to meetings with faculty.
* CC faculty host (you) and Lea Sabra ([leasabra@bu.edu](mailto:leasabra@bu.edu)) on all emails to the speaker and to the MSE office.

**OVERVIEW OF FACULTY RESPONSIBILITIES**

* Select a student host around 3-4 weeks before the event.
* Coordinate with student host on agenda: help them get in contact with faculty members to arrange schedule and reach out to faculty members to encourage them to sign up for meeting slots.
* Conduct personal outreach to faculty members to encourage attendance at the seminar. *Note that this personal outreach has proven very effective to ensure a good turnout*.

**GENERAL OUTLINE OF THE DAY**

|  |  |  |
| --- | --- | --- |
| Time | Meeting/Activity | Location |
| 9:00 – 9:25 am |  |  |
| 9:30 – 9:55 am |  |  |
| 10:00 – 10:25 am |  |  |
| 10:30 – 10:55 am |  |  |
| 11:00 – 11:25 am |  |  |
| 11:30 – 11:55 am |  |  |
| 12:00 – 1:30 pm | **Lunch w/ Students** | 15 St. Mary’s Street, EMB 121/BU Club/Pub |
| 1:30 – 1:55 pm |  |  |
| 2:00 – 2:30 pm |  |  |
| 2:40 – 3:00 pm | **Seminar prep** | 15 St. Mary’s Street, EMB 105 |
| 3:00 – 4:00 pm | **Seminar** | 15 St. Mary’s Street, EMB 105 |

*Note: Meetings after the seminar are uncommon but possible, depending on speaker’s and faculty’s availability*.

**RULES FOR SPEAKER DINNER:**

If you would like to take the speaker to a dinner, please note that you are allowed one dinner, with up to 3 MSE faculty (4 total), $75 max per person. MSE will reimburse you for this dinner.

**RULES FOR SPEAKER TRAVEL:**

MSE reimburses the speaker for travel expenses, including airline tickets (economy class), rental car (2 days maximum), and taxi/ride share costs as appropriate. Speakers book their own travel according to their schedule and MSE will reimburse them by check after their visit. Speakers are asked to email their receipts to Lea Sabra ([leasabra@bu.edu](mailto:leasabra@bu.edu)). MSE will reserve a hotel room for the speaker if required, typically at Hotel Commonwealth at 500 Commonwealth Ave, Boston MA 02215, which is walking distance from campus. One night hotel accommodation is typical for non-local speaker, but two nights can be requested pending approval by the college.