

Proposing and Hosting a CSU ISTE C Distinguished Lecturer

February 2, 2009

The ISTE C Distinguished Lecture Series in Information Science and Technology (IS&T) at Colorado State University (CSU) serves as a forum for academic departments and the Information Science and Technology Center (ISTeC) to collaborate on promoting discussion of timely and intellectually stimulating topics in research and education related to IS&T. In this context, ISTE C broadly defines IS&T as activities pertaining to the design and innovative application of computer, communication, and information systems. Distinguished Lectures are designed to enhance our understanding and broaden our vision of IS&T issues, expand and challenge prevailing modes of thought, and increase our range of interests in IS&T. In addition to educating the CSU IS&T community, other goals of the lecture series include providing an opportunity for CSU IS&T faculty, staff, and students to interact with the speaker and each other; stimulating new IS&T research and educational activities; and acquainting Distinguished Lecturers with CSU. Therefore, the series is reserved for lecturers of international distinction in IS&T research or education to come to CSU to interact with faculty, staff, and students from disciplines across our university community.

ISTeC sponsors multiple ISTE C Distinguished Lecturers each semester. Each ISTE C Distinguished Lecturer gives two presentations at CSU. One is a talk suitable for a general audience interested in IS&T (which is the ISTE C Distinguished Lecture), and one is suitable for an audience in the speaker's particular field of IS&T (generally hosted by one or more CSU departments). In addition, the ISTE C Distinguished Lecturer may spend up to a week at CSU to interact with our faculty, staff, and students. For information about past and scheduled ISTE C Distinguished Lecturers, please see Section 1 of the document "[Summary of ISTE C Activities.](#)"

The rest of this document explains how to propose and host an ISTE C Distinguished Lecturer.

1. If there is a speaker you want to invite and host as an ISTE C Distinguished Lecturer, please contact the [ISTeC Director](#), and provide background information about the proposed speaker, the general topic area for the Distinguished Lecture, the CSU departments that may be interested in the lecture, and the address of the proposed speaker's website. The ISTE C Director will discuss the proposal with you.
2. Once a proposed speaker has been approved by the ISTE C Director, please invite the speaker, explaining the idea of giving two talks:
 - a. one talk suitable for a general audience interested in information science and technology (which will be the ISTE C Distinguished Lecture), and
 - b. a second talk that is suitable for an audience in the speaker's particular field of information science and technology.
3. Please offer to have the speaker spend up to a week at CSU to interact with our faculty, staff, and students.

4. Please establish the dates for the visit, and the dates and times for the two lectures. The ISTE C Executive Committee must approve the dates and times for the lectures (by e-mail) to help avoid conflicts with other ISTE C activities. The ISTE C [Administrative Assistant](#) can assist with contacting the ISTE C Executive Committee and collecting responses.
5. Speaker travel expenses
 - a. Please ask the speaker to make their own travel arrangements, except lodging in the Fort Collins area (this will be done by the ISTE C Administrative Assistant). ISTE C will cover all usual travel expenses (airfare, lodging, ground transportation, and meal expenses). In addition an honorarium of \$500 will be provided.
 - b. Prior authorization of travel expenses is required by the Engineering College Business Office. Please e-mail the ISTE C Administrative Assistant with an estimate of travel expenses so authorization may be obtained.
 - c. Upon completion of the visit, please have the Speaker submit all receipts (including meals) to the ISTE C Administrative Assistant for processing. If the person requesting reimbursement is not a CSU faculty or staff, the SSN of the person requesting reimbursement is required.
6. Ask the speaker if we should contact the ISTE C Industrial Advisory Council (IAC) members to inquire if any IAC members want the speaker to visit a company (details of company visits and financial arrangements for those will be between the speaker and the company). The ISTE C Administrative Assistant can send an e-mail message to the IAC members with information about the speaker and instructions for any interested IAC members to directly contact the speaker as soon as possible.
7. The ISTE C Administrative Assistant will arrange for rooms for the two lectures. These rooms are usually in the Lory Student Center, or classrooms. The Host will determine the sizes of the rooms needed. ISTE C will pay for any usual and customary charges for room use.
8. The ISTE C Administrative Assistant will arrange for reception refreshments (e.g., coffee, tea, and fruit) to be available in the lecture room a half-hour before each of the lectures (ISTeC will pay for this). The Host will estimate the number of people to expect. If desired, the Host's departmental staff can coordinate this with the ISTE C Administrative Assistant.
9. The ISTE C Administrative Assistant will have a plaque prepared for the speaker in recognition of the ISTE C Distinguished Lecture. The ISTE C Director will present this immediately after the lecture. The plaque will be inscribed as follows: "Presented to 'Name' in appreciation of your Information Science and Technology Center (ISTeC) Distinguished Lecture at Colorado State University on 'Date'."

10. Please work with the ISTeC Administrative Assistant to prepare the publicity materials and avenues for publicity dissemination. Publicity information should include:
 - a. titles and abstracts about both talks
 - b. a brief biography of the speaker
 - c. a web URL and e-mail of the speaker

Publicity will be prepared by the ISTeC Administrative Assistant for web posting, e-mail dissemination, and hardcopy posting. The Host's departmental staff can assist in this as well, if desired by the Host. The Host and the ISTeC Director must approve all publicity material before it is released. ISTeC will pay for any reasonable charges for hard copy advertising brochures.

11. Please include in all advertising for the event the following ISTeC mission statement and URL:

"ISTeC (Information Science and Technology Center) is a university-wide organization for promoting, facilitating, and enhancing CSU's research, education, and outreach activities pertaining to the design and innovative application of computer, communication, and information systems. For more information please see ISTeC.ColoState.edu."

12. Announcement of the ISTeC Distinguished Lecture will be e-mailed to the following lists by the ISTeC Administrative Assistant:

- a. The faculty and graduate students of the following CSU departments:
 - i. Computer Information Systems
 - ii. Computer Science
 - iii. Electrical and Computer Engineering
 - iv. Journalism and Technical Communication
 - v. Mathematics
 - vi. Statistics
 - vii. Any additional departments appropriate for the given lecture as identified by the Host (please supply e-mail addresses).
- b. The industrial advisory groups, if any, for the departments listed above.
- c. Engineering Network Services (ENS)
- d. Academic Computing and Network Services (ACNS)
- e. The members of the ISTeC Executive Committee, Research Advisory Committee (RAC), Education Advisory Committee (EAC), and Industrial Advisory Council (IAC).

13. Additionally, information will be sent to CSU's "e-Comment." by the ISTeC Administrative Assistant. The brief single line that appears in the "e-comment" list of announcements will express the content of the lecture. For example, it is more informative for the general CSU audience to list "Two Talks on Computer Security sponsored by ISTeC" and not "Two Talks by Prof. Joe Smith" (many people may not know who Prof. Smith is, but they are interested in the topic).

14. The ISTeC Administrative Assistant can assist the Host in providing information regarding ground transportation to CSU.

15. Please establish the speaker's schedule, including meetings with faculty and meals with faculty. It is the Host's personal responsibility to be proactive to assure the speaker's schedule is full.

ISTeC will pay "reasonable costs" for up to two faculty members to have any meal with the speaker. Please submit any hosted meal expenses to the ISTE C Administrative Assistant, who will arrange for payment. Our goal is to have the visitor meet and get to know CSU faculty and learn about what they are doing. Furthermore, it shows respect for the speaker to have faculty members meet with the speaker and take the speaker to lunch and dinner.

CSU policy does not allow for ISTE C to pay for alcohol with meals.

16. Please introduce the speaker at the two lectures, or arrange for another faculty member to make the introductions. At the ISTE C Distinguished Lecture, the ISTE C Director will give a brief statement about ISTE C before the speaker is introduced.

Prepared by H. J. Siegel, Director of ISTE C, and MaryAnn Stroub, Administrative Assistant for ISTE C.