

Proposing and Hosting a CSU ISTE C Distinguished Lecturer

September 2015

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 Dr. Sudipto Ghosh, 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. Dr. Ghosh 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)
 - 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.

5. Speaker travel arrangements and expense reimbursement

a. **Travel arrangements:** Ask the speaker to contact Becky Tamlin, Becky.Tamlin@colostate.edu to make travel arrangements and lodging reservations in the Fort Collins area. ISTeC will cover all usual travel expenses (airfare, lodging, ground transportation, and meal expenses). In addition, an honorarium of \$500 will be provided.

b. **Ground Transportation:** Ground transportation from DIA to CSU is available from SuperShuttle Northern Colorado (Phone: (970) 482-0505 or <http://www.supershuttle.com/Locations/DENAIrportShuttleFortCollins.aspx>) or Green Ride Colorado Shuttle ((888) 472-6656 or <http://www.greenrideco.com/>) . This is the most preferred option.

Alternatively, the Host may pick up and drop off the speaker at DIA and be reimbursed for mileage.

If the above two options do not work, the speaker can choose to rent a car. The speaker is responsible for reserving the rental car.

c. **Documents for honorarium:** Please contact Renee Mandis (email: Renee.Mandis@colostate.edu) and provide the speaker's contact information so that she can get the paperwork completed for processing the honorarium.

d. **Reimbursement:** Upon completion of the visit, please have the speaker submit all receipts (including meals) to Renee Mandis for processing. If the person requesting reimbursement is not CSU faculty or staff, the SSN of the person requesting reimbursement is required.

6. **ISTeC Industrial Advisory Council (IAC):** Ask the speaker if we should contact the ISTeC Industrial Advisory Council (IAC) members to ask 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).

7. **Room reservations:** Administrative Assistant will arrange rooms for the main lectures. These rooms are usually the Morgan Library Event Hall or classrooms. The Host is responsible for reserving the room for the second lecture, usually in the host department. ISTeC will pay for any usual and customary charges for room use.

8. **Catering:** Administrative Assistant will arrange for reception refreshments (e.g., coffee, tea, and snack) to be available in the lecture room a half-hour before the first lecture (ISTeC will pay for this, but does not pay for catering the second lecture). The Host will estimate the number of people to expect.

9. **Plaque** Administrative Assistant will have a plaque prepared for the speaker in recognition of the ISTeC Distinguished Lecture. The ISTeC Chair of the Distinguished Lectures 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. **Publicity:** Please work with the Library MarCom team to prepare the publicity materials and avenues for publicity dissemination.

Presenter information needed: Submit to <http://lib.colostate.edu/about/news/event-presenter-form>

Name
Title
Department
Organization
High Res Photo – 1800 x 1200 pixels or 6 x 4 scanned at 300 dpi or 8mb
Presentation titles
Abstracts
Bio

Host Information needed: Email to: library_pg_marcom@mail.colostate.edu

Host name
Phone/Email
Speaker
What department are sponsoring the lecture? What order should they be listed?
Location of lectures
Reception information

Publicity will be prepared by the Library MarCom team for web posting, e-mail dissemination, and hard copy posting. The Host's departmental staff can assist in this as well, if desired by the Host.

ISTeC will pay for any reasonable charges for hard copy advertising brochures.

11. **Approval:** The Host and the ISTE C Director must approve all publicity material before it is released.

12. **ISTeC mission statement and URL:** Include in all advertising for the event the following:

"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."

13. **E-mail:** Announcement of the ISTE C Distinguished Lecture will be e-mailed to the following lists by MarCom and Edwin Chong: istec-blast@engr.colostate.edu

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 ISTE C Executive Committee, Research Advisory Committee (RAC), Education Advisory Committee (EAC), and Industrial Advisory Council (IAC).

14. Additionally, information will be sent to the University Calendar by MarCom. The headline of the University Calendar 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 ISTE C” and not “Two Talks by Prof. Joe Smith” (many people may not know who Prof. Smith is, but they are interested in the topic). Note: Today@Colostate, CSU’s internal e-newsletter, selects news items from the University Calendar.

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

16. ISTE C will pay “reasonable costs” for up to two faculty members to have any meal with the speaker. Please submit any hosted meal expenses to Renee Mandis, 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.**

17. 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.