Hosting Information
Student Hosted Colloquia 2014-2015

Thank you very much for hosting an SHC speaker!
This packet contains a checklist of duties to complete, hints on completing the necessary duties, and sample announcements and formal letters.

Contact Info:

<table>
<thead>
<tr>
<th>SHC Coordinator:</th>
<th>Patricia:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hsiao-Tieh Hsu</td>
<td>Patricia Dwyer</td>
</tr>
<tr>
<td><a href="mailto:hthsu9@stanford.edu">hthsu9@stanford.edu</a></td>
<td><a href="mailto:pdwyer@stanford.edu">pdwyer@stanford.edu</a></td>
</tr>
<tr>
<td>847-508-0810</td>
<td>650-723-4770</td>
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Host Responsibilities:
It is the responsibility of the student host to contact the speaker via email (Sample Text 1) regarding selection for the Student Hosted Colloquia and their selection of 3 possible dates for the seminar. The student host will be the contact point for the speaker before and throughout the visit, gathering and confirming information such as travel plans and seminar title. The host will arrange the speaker’s schedule for group meetings, lunch, and dinner. In addition the host will act as the speaker’s guide throughout the day of the seminar, including giving the introduction at the lecture and accompanying the speaker to dinner.

Departmental Responsibilities:
Patricia Dwyer is responsible for arranging transportation and lodging for the speaker (excluding transportation for the evening following the seminar). She will handle disbursements. Please turn in all receipts to her covering the costs of the visitor, lunch, dinner, etc.

Seminar Date Selection:
The following dates are available for SHC seminars (NOTE: all dates are MONDAYS):

| October 27, 2014 | March 2, 2015 |
| November 17, 2014 | April 6, 2015 |
| January 26, 2015 | April 27, 2015 |
| February 23, 2015 | May 18, 2015 |

Each speaker should choose THREE dates when he/she is available to visit Stanford.
<table>
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<tr>
<th>#</th>
<th>Action</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>Email speaker to announce selection and propose available dates. (SAMPLE TEXT 1)</td>
<td>Immediately</td>
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<tr>
<td>2.</td>
<td>Email SHC Coordinator THREE possible dates for speaker’s visit.</td>
<td>ASAP</td>
</tr>
<tr>
<td>3.</td>
<td>Email speaker finalized seminar date (Assigned by SHC coordinator). Ask speaker to book flight and send info to Patricia. (SAMPLE TEXT 2)</td>
<td>ASAP</td>
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</table>
| 4. | Email speaker to request: (SAMPLE TEXT 3)  
1) speaker’s CV  
2) short bio  
3) Talk title  
4) Presentation needs  
   e.g. projector / laptop / overhead projector  
5) Special food requests (e.g. vegetarian).  | 6-8 weeks prior to seminar       |
| 5. | When (# 4) info is received, forward to Patricia and set up meeting to discuss logistics.                                             | 6 weeks prior to seminar         |
| 6. | Email Chemistry-gradstudents@stanford.edu and chemistry-faculty@stanford.edu to announce speaker’s visit and invite groups to meet with speaker as well as to invite dinner attendees. (SAMPLE TEXT 4)  
They may want to also add emeritus faculty (Brauman, Ross, Collman) | 4 weeks prior to seminar         |
| 7. | Find a faculty member to host “faculty lunch” and ask him/her to choose lunch location as well as meeting place beforehand.           | 4 weeks prior to seminar         |
| 8. | Email chemistry-faculty@stanford.edu to inform faculty of speaker’s visit and to invite them to lunch. (SAMPLE TEXT 5)            | 4 weeks prior to seminar         |
| 9. | Distribute speaker’s final schedule (meetings, lunch, and dinner plans) to students as well as to Patricia  (SAMPLE TEXT 6)    | 2 weeks prior to seminar         |
| 10.| Email Speaker to confirm flight, transportation, and lodging info as well as to provide the schedule of events. (SAMPLE TEXT 7) | 2 weeks prior to seminar         |
| 11.| Prepare introduction for the speaker’s seminar                                                                                        | 1 week prior to seminar          |
| 12.| Obtain P-card from Patricia (to be used by faculty host for lunch and by student host for dinner payments).                       | Day of seminar                   |
| 13.| Greet speaker when they arrive by hotel shuttle and escort him/her to and from necessary meetings on time.                         | Day of seminar                   |
| 14.| Lead the Q&A session                                                                                                                  | Day of seminar                   |
| 15.| Provide transportation for the speaker to dinner and from dinner to the hotel (Creekside Inn)                                         | Day of seminar                   |
| 16.| Bring any receipts to Patricia and return P-card.                                                                                     | Day after seminar                |
| 17.| (If company-sponsored seminar) get Stanford stationary from Patricia, write thank you notes to speaker and sponsoring company, and give to Patricia to mail. | Week after seminar                |
Hosting Info, Tips, and Hints

- Contact the invited speaker ASAP, we need to set these dates as early as possible
  - If you don’t hear back from a speaker by the deadline for the speaker’s preferred dates, tell the SHC Coordinator
- Your advisor might be the best and most convenient faculty host for the speaker
- Meals
  - Choose a restaurant for dinner (and lunch if requested by faculty host) that has many options. The speaker won’t necessarily like anything on a small menu. Also, try to select locations that are close to campus and not very loud (the whole point of the meals is to have conversations with the speaker).
  - Patricia Dwyer will make reservations for dinner and lunch. Please provide her with the selected restaurants ASAP.
  - The lunch party will consist of faculty and the speaker only
    - Lunch should not exceed $35/ per person
      - Obtain an itemized bill (or separate checks for alcohol and food)
  - The dinner party will consist of the speaker, the host (you), and 4 other students, for a total of 6 people. Preference should be given to students in a variety of groups, who are not hosting an SHC speaker this year, and who have not been to an SHC dinner before.
    - You will be responsible for transportation for the speaker to dinner and back to his/her hotel. If you need to you can select a dinner guest or two specifically because they have cars and are available to drive, or you can ask a friend to borrow a car.
    - Dinner should not exceed $85 per person (including alcohol).
      - Need itemized bill (or separate checks for food and alcohol)
      - Don’t suggest that host pick wine (they might pick a very expensive one)
- For the Seminar
  - You will prepare the speaker’s introduction. Don’t forget to give some background on the speaker’s research and to point out what awards they’ve won. Try to keep it under a few minutes.
  - You will lead the Q&A session after the seminar. Remember to take questions from a student first (in the spirit of the SHC)
To: Speaker
From: Student Host
Re: Stanford University Student Hosted Colloquium Invitation

Dear Professor ________ ,

My name is _________ and I am a graduate student in __________’s research group in the Department of Chemistry at Stanford University.

On behalf of my fellow graduate students I am honored to invite you to Stanford as a speaker for the 2014-2015 Student Hosted Colloquia (SHC) series. The selection of the speaker is done solely by the students, and the colloquia are highly anticipated by the entire department.

If you are available to visit, your participation would involve informal meetings and a dinner with students, lunch with faculty members, and of course giving a seminar talk. While the seminar is open to the public, the majority of your audience will be students and faculty spanning all facets of chemistry. Therefore, if you could design your seminar to be of general interest, it would be much appreciated. For your participation, the costs of coach airfare, transportation, lodging, and meals will be covered. In addition, you will receive a $500 honorarium. [include ONLY for company-sponsored speakers: This talk likely will be sponsored by (Company X). Please let me know if this would be amenable to you.]

If you are interested in speaking during the Student Hosted Colloquia (and we truly hope you are!), please have a look at the available dates below and contact me as early as possible with your top three choices. [include ONLY for 2-day speakers: Our faculty have requested an additional day of your time for further discussion and interaction, extending your potential visit into the following Friday. If you’re open to this arrangement, please select the dates accordingly.] I will then contact the department seminar coordinator and send you a confirmation of the date and further information regarding travel plans, etc. Likewise, if you cannot participate I would greatly appreciate that information in a timely fashion as well.

I look forward to hearing from you.

Sincerely,

________________
Student Host

<table>
<thead>
<tr>
<th>Dates for the 2014-2015 SHC seminars (dates are all Mondays):</th>
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<tr>
<td>October 27, 2014</td>
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<tr>
<td>November 17, 2014</td>
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Sample Text #2 – Confirmation of date, travel info (via email)

To: Speaker  
From: Student Host  
Re: Stanford University Student Hosted Colloquium

Dear Professor _____________,

Thank you again for your participation in the Student Hosted Colloquia Series at Stanford University. After reviewing your requested seminar dates with the departmental seminar coordinator, I write to confirm the date of ___(date)___ for your visit.

As was mentioned in your invitation, the costs of coach airfare, ground transportation, and lodging will be covered by the Stanford University Department of Chemistry. We ask that you book your own flight(s), and we will reimburse you after travel is completed. Please fly into one of the Bay Area airports (San Jose, San Francisco, or Oakland) on Sunday, ___(date)___, the day before your seminar. The Department of Chemistry will reserve a hotel room for you at the Creekside Inn in Palo Alto for Sunday and Monday nights, so if you plan to return home following your visit, please book a return flight for Tuesday, ___(date)____. We will arrange for your transportation to and from the airport.

When you have purchased your plane tickets, please forward the flight information and receipt of payment to me and also send a copy to Patricia Dwyer (pdwyer@stanford.edu), who will arrange your ground transportation and hotel accommodations, as well as provide reimbursement.

I know I speak for everyone in the Chemistry Department when I say that we are excited that you are taking part in the Student Hosted Colloquia series.

Sincerely,
Student Host

Sample Text #3 – Speaker information (via email)
To: Speaker  
From: Student Host  
Re: Stanford Univ. Student Hosted Colloquium

Dear Professor ____________,

We are delighted that you will be joining us for the Student Hosted Colloquium on Monday, ___(date)__. In order to prepare for and sufficiently advertise your visit, I need to request some information from you.

Please provide me with a copy of your CV, a short bio, a short description of your research interests, and the title of your talk. Also, please indicate what resources you might require for your seminar, such as a laptop, projector, overhead projector for transparencies, video (VHS/DVD) playback, etc. Your short bio, abstract, picture, and presentation title will be published on the Stanford University Department of Chemistry website for publicity purposes. [include ONLY for company-sponsored speakers: As this talk will be sponsored by ____(Company X)____, please include their corporate logo on your title slide.]

During the day of your visit, I will be your host, escorting you around campus to meetings with students before your seminar, introducing you during your seminar, and accompanying you to dinner along with a small group of other students. We will make reservations for lunch and dinner prior to your arrival. If you have any special food requests (e.g., vegetarian) please do not hesitate to let me know, so that we can take them into account.

Again, thank you for participating in the Student Hosted Colloquia series. I look forward to meeting you.

Sincerely,
Student Host
To: chmsenators@lists.stanford.edu
Cc: Chemistry-gradstudents@stanford.edu; chemistry-faculty@lists.stanford.edu

From: Student Host
Re: Prof. [ speaker’s name ] SHC Seminar

Professor _________ from __( Affiliation ) ____ will be visiting the Stanford Chemistry department on Monday, _____(date)____ as part of our Student Hosted Colloquia series. The talk, entitled “ _______( title ) ______” is scheduled for 4:15pm in Braun Lecture Hall. The abstract for the talk can be found below.

All research groups are invited to meet with Prof. _________. If you are interested in meeting with the speaker, please have your group respond to me with two preferred time slots, a contact person, a contact phone number, and the location for the meeting. Available time slots can be found below. Please contact me with this information by _____(date)_____. I will do my best to accommodate as many groups as possible.

Also, if you are interested in attending dinner with the speaker, please contact me.

Thank you in advance for your cooperation.
Student Host

**** INSERT PARAGRAPH ABOUT SPEAKER’S RESEARCH INTERESTS *****

***** TALK TITLE AND ABSTRACT *****

Available Time Slots

9:00-9:40am
9:50-10:30am
10:40-11:20am
11:30am-12:10pm
12:10 - 1:20pm Lunch with faculty
1:30-2:10pm
2:20-3:00pm
3:10-3:50pm
3:50 - 4:15pm Seminar preparation time for speaker
4:15-5:15 pm Seminar
6:00pm - Dinner with speaker
Sample Text #5 - Faculty Lunch Invitation (via email)

To: chemistry-faculty@lists.stanford.edu
Cc: pdwyer@stanford.edu
From: Student Host
Re: Lunch with SHC Speaker [ speaker’s name ]

Dear Chemistry Faculty,

Prof. _______ from ____ (affiliation)____ will be visiting the department on ____ (date)____ for our Student Hosted Colloquia series. The talk is scheduled for 4:15pm in Braun Lecture Hall, and is entitled “ ____________ ”.

I am writing to invite you to a luncheon for Prof. _____ hosted by __(faculty host)___. The luncheon will be from 12:10pm – 1:20pm at ____(lunch location)_____. Please respond to this email if you are able to attend.

Sincerely,
Student Host
Sample Text #6 – Speaker’s Schedule to Students (via email)

To: chemistry-gradstudents@stanford.edu
Cc: pdwyer@stanford.edu
From: Student Host
Re: Prof. [speaker’s name] SHC Seminar

As a reminder, Professor _________ from __( Affiliation )___ will be visiting the Stanford Chemistry department on Monday, _____ (date) ______ as part of our Student Hosted Colloquia series. The talk, entitled “ _______ ( title ) ______” is scheduled for 4:15pm in Braun Lecture Hall.

Please find Professor _____________’s visiting schedule below

Thanks,
Student Host

Schedule: ___________________________________________

9:00-9:40am – Group; Phone #; Location
9:50-10:30am – Group; Phone #; Location
10:40-11:20am – Group; Phone #; Location
11:30am-12:10pm – Group; Phone #; Location

12:10 - 1:20pm Faculty lunch with speaker

1:30-2:10pm – Group; Phone #; Location
2:20-3:00pm – Group; Phone #; Location
3:10-3:50pm – Group; Phone #; Location

3:50 - 4:15pm Seminar preparation time for speaker
4:15 - 5:15 pm Seminar
6:00pm - Student dinner with speaker
Sample Text #7 – Confirmation of travel and schedule (via email)

To: Speaker
CC: Patricia Dwyer (pdwyer@stanford.edu)
From: Student Host
Re: Stanford Univ. Student Hosted Colloquium

Dear Professor ________,

We are very excited to have your upcoming seminar as part of the Student Hosted Colloquia series, hosted by the Stanford University Department of Chemistry. This email serves as a confirmation of your seminar and travel plans, and also contains your schedule for the day of your seminar.

_________ (transportation company) ___________ will be picking you up from the __________ airport on ___(date)________ following your arrival on flight # __________. They will be awaiting your arrival in the baggage claim area, holding a sign with your last name.

Transportation company: _____________ ➞ Provided by Patricia Dwyer
Phone #: ______________
Confirmation #: ______________

Your hotel reservation is at the Creekside Inn in Palo Alto, California.

Creekside Inn
3400 El Camino Real
Palo Alto, CA 94306
800-492-7335
www.creekside-inn.com

Check in date: Sun, ________ ➞ Provided by Patricia Dwyer
Check out date: Tue, __________
Confirmation #: ______________

There is a complimentary breakfast of coffee, tea, and muffins in the lobby of the hotel from 6:30am – 9:00am. Every evening they offer complimentary wine service, also in the lobby, from 5:00 – 8:00pm.

The hotel has a shuttle to bring you to and from Stanford. Your first meeting at Stanford is at the ______(location of first meeting)___ building at 9am (OR FIRST MEETING TIME). Please let the hotel know that you will need the 8:30am shuttle when you check in. I will meet you at the corner of Roth Way and Campus Drive when you arrive at Stanford, and I will escort you to your first meeting.
(transportation company) will also be taking you back to the airport on (date). They will pick you at the Creekside Inn at (time) for your flight (#
______).

On the day of your seminar, I will be your host, escorting you to and from meetings and dinner with students and lunch with faculty. Your visiting schedule is as follows:

Date of seminar: __________
9:00-9:40am – Group; Phone #; Location
9:50-10:30am – Group; Phone #; Location
10:40-11:20am – Group; Phone #; Location
11:30am-12:10pm – Group; Phone #; Location

12:10 - 1:20pm Faculty lunch with speaker at _________
    ---List Attendees

1:30-2:10pm – Group; Phone #; Location
2:20-3:00pm – Group; Phone #; Location
3:10-3:50pm – Group; Phone #; Location

3:50 - 4:15pm Seminar preparation time for speaker
4:15 - 5:15pm Seminar
6:00pm - Student dinner with speaker at _________
    --List Attendees

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I hope that you have a safe trip and I look forward to meeting you,
Student Host

PLEASE CONSIDER INCLUDING CONTACT INFO SUCH AS CELL PHONE #.