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Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs, or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning title VI of the Civil rights Act of 1964.



TIPS ON HOSTING A SPEAKER

From ADVANCE Distinguished Lecture Series faculty hosts



Dr. Kumari, Anatomy and Physiology, Dr. Gehring, Clinical Sciences,
Dr. Kouba, Animal Sciences and Industry, Dr. Scoglio,
Electrical & Computer Engineering



Dr. Davis, Clinical Sciences, Dr. Dissanayake, Civil Engineering,
Dr. Totten, Geology, Dr. Wisely, Biology

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ADVANCE PROGRAM

The Kansas State University ADVANCE Institutional Transformation program is a coordinated campus effort to achieve institutional transformation by increasing the participation and advancement of women faculty in the science, mathematics and engineering disciplines. The program is supported by a \$3.5 million, five-year National Science Foundation award.

The K-State ADVANCE Distinguished Lecture Series Program establishes and expands the professional networks of women faculty members by giving them the opportunity to invite nationally recognized leaders for a lecture and campus visit. Two important roles that these leaders can play are as career mentors and as outside references for tenure and/or promotion.

Application guidelines for K-State faculty are available at www.ksu.edu/advance/adls.



All images are of previous ADVANCE Distinguished Lecture Series (ADLS) participants.

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INTERACTIONS AFTER THE VISIT



Dr. Patton,
Diagnostic
Medicine and
Pathobiology



Dr. Hutchinson,
Biological and
Agricultural
Engineering

- ☑ Send thank you letter or email to speaker
- ☑ Explore opportunities to visit at professional meetings
- ☑ Ask speaker to review manuscript and grant proposal drafts
- ☑ Send occasional email updates about your achievements to speaker
- ☑ Consider a reciprocal visit to the speaker's institution
- ☑ Ask speaker to serve as an outside reference for your tenure and promotion

DURING THE VISIT

- ☑ Consider discussing with speaker
 - Research interests
 - Research techniques
 - Teaching strategies
 - Suggestions for journal manuscripts or grant proposals
 - Potential collaborations
 - Suggestions for future ADLS speakers
 - Suggestions for your professional development
 - Progress toward tenure and promotion
 - Speaker's willingness to serve as mentor or reference for you
 - Speaker's career path/mentors



Dr. Von Ohlen,
Biology

- ☑ Preserve your one-on-one time with speaker
- ☑ Cancel as many of your normal activities as possible
- ☑ Arrange for speaker to visit with others during times you are not available



Dr. Nancy Hopkins,
Professor of Biology,
MIT, 2004

CHOOSING A SPEAKER

- ☑ Possible sources for identifying appropriate speakers:
 - Ph.D. supervisor
 - Department Faculty
 - Department Head
 - National Academy of Science membership list
 - Professional Society websites or membership lists
 - Lists of national award winners for research or teaching
 - Alumni/ae in industry
 - Conferences, professional society meetings
- ☑ Learn more about potential speakers by reviewing their websites
- ☑ Determine the benefits of interaction with each potential speaker
- ☑ Obtain input from department head and others on choice of speaker(s)
- ☑ Decide who to invite and inform department head of final choice
- ☑ Submit application to ADVANCE program

ISSUING THE INVITATION

- ☑ Possible avenues for contacting the speaker (your choice!!)
 - Email to arrange a phone call
 - Email that includes the invitation
 - Phone call
 - Letter
- ☑ Items to include in correspondence
 - Information about the ADVANCE Distinguished Lecture Series (ADVANCE website language can be used)
 - Importance of their visit to your career development (why you want them to come)
 - Information about K-State/your department
 - Audience composition for seminar
 - General timeframe for visit (at least one semester in advance)
 - Brief list of events as part of the visit
 - Reimbursement/honorarium information
- ☑ Logistics related to invitation
 - Give enough lead time when issuing an invitation (six months is not too far in advance of the visit)
 - Reschedule the visit if the speaker needs to cancel for some reason

- ☑ Try to schedule visit on Mondays or Fridays rather than midweek to facilitate travel
- ☑ Allow speaker time prior to lecture for preparation (at least 30 minutes)
- ☑ Allow time for travel between meetings when arranging times for events
- ☑ Leave sufficient breaks in the schedule and don't over schedule



Dr. Passarelli,
Biology



Dr. Alfonseca,
Mathematics



Dr. Dubnicka,
Statistics



Dr. Rayat,
Chemistry



Dr. Bopp,
Kinesiology



Dr. Ferguson,
Biology

DEVELOPING THE ITINERARY

- ☑ Schedule the seminar to allow maximum number of people to attend
 - Possibilities are normal department seminars, graduate student seminars, student professional society meetings, or class meetings
 - Select appropriate room for seminar (consider capacity and AV needs)
- ☑ Other items to include in the itinerary as appropriate
 - Meetings with faculty colleagues individually or in small groups
 - Meetings with your post docs, graduate and undergraduate students
 - Visit(s) to your lab or research facilities
 - Guest lecture(s) in classes
 - Lecture(s) to general public
 - Lunch with you and possibly others, such as students
 - Dinner with department head, dean, and others of your choice (Contact your Dean's Office to arrange payment of the evening meal)
- ☑ Schedule one-on-one time for yourself with speaker during visit (both formal and informal; at least one to two hours)



Dr. Korten,
Mathematics



Dr. Anthony,
Chemical
Engineering



Dr. Dille,
Agronomy

☑ Honorarium

- Discuss with department colleagues how honoraria are typically handled in your discipline
- Determine if there is a standard honorarium amount
- Determine when in the invitation process to inquire about the honorarium amount or when to notify the speaker of your department's standard rate



Dr. Payne,
Diagnostic
Medicine and
Pathobiology



Dr. Wang,
Statistics



Dr. Garrett,
Plant Pathology

MAKING ARRANGEMENTS FOR THE VISIT

☑ Travel

- Ask if speaker would like you to make the flight and travel arrangements
- Send information to speaker about transportation options into Manhattan (rental car, flights, or pick up in KC are preferred)
- Make plans as to when and where you will pick up the speaker (airport, hotel, etc.)

☑ Lodging and Meals

- Ask speaker for preferences with respect to lodging (smoking/non-smoking, hotel or bed & breakfast, bed size, etc.)
- Ask if speaker has any dietary restrictions or accommodation needs
- Make lodging reservations (ADVANCE Office can suggest options)
- Make reservations for all meals during visit



ADVANCE Distinguished Lecture
Series Panel Luncheon
November 17, 2005



Dr. Armbrust,
Clinical Sciences



Dr. Bormann,
Animal
Sciences and
Industry



Prof. Kramer,
Architectural
Engineering and
Construction
Science

☑ Campus Visit

- Ask speaker for:
 1. Title and abstract of seminar presentation
 2. Correct professional title and affiliation
 3. Brief bio that can be used for introduction and advertisement of seminar
 4. SSN and home address for reimbursement purposes
- Send all seminar information to the ADVANCE Office for flier creation and distribution
- Identify audiovisual needs for seminar
- Schedule rooms on campus in which events will take place

