

Colloquia Planning Checklist and Contacts

***For use by host faculty*

Recommended at least 3 months out:

1. Inform and obtain approval from the Chair for colloquium.
 - a. Send email to Chair [*Leah Doane*] and include Assistant to Chair [*Andrea Moses*] for department event calendar coordination.
 - i. Be sure to obtain approval from the Chair before confirming with the speaker and/or booking travel.
 - b. Reserve space for colloquium.
 - i. PSY230 is typically used - Andrea can confirm and reserve.
 - c. If you plan on reimbursing travel costs, offering an honorarium for your guest speaker, and/or providing food before the colloquium the host faculty should estimate the total cost and confirm funding with the Business Office [*Andrew Powers*]. *Please note that department funds can no longer be used for travel, honorarium, or food expenses.*

One month out:

2. Complete SAP (Speaker Artist Performer) Agreement:
 - a. [Speaker Artist Performer agreements | Arizona State University \(asu.edu\)](https://asu.edu/sap) [*Andrew Powers, for processing*]
3. Host Faculty (or designee) to provide the following information to Marketing and Communications Manager [*Laura Fields*] for event flyer, calendar invite and email communications:
 - a. Portrait Photo
 - b. Brief Bio (in third person)
 - c. Title of Colloquia
 - d. Abstract of Colloquia
 - e. Will there be a Zoom option?
 - i. Host faculty (or designee) will be in charge of meeting AV/Zoom coordination.
 - f. Will the Zoom meeting be recorded for later viewing?
 - i. Host faculty should confirm they've received permission from the speaker if recording.
4. Host Faculty (or designee) to provide speaker with ASU travel information so they can book their airfare:
 - a. [Travel Information for ASU Campus Visitors | Arizona State University](https://asu.edu/travel)
 - i. Allowable Expenses include:
 1. Airfare at coach/economy rate only. Only expenses up to the economy rate will be reimbursed. The speaker should purchase their own coach ticket and receive reimbursement after the trip. If a traveler is coming from CA, flying is less expensive and those

wishing to drive require justification in advance, to follow ASU travel policy.

2. Local Transportation (including costs to home airport) such as mileage, taxi, parking, etc.
5. Coordinate with Andrew Powers so he can make the hotel accommodations for speaker.
6. Coordinate with staff *[Andrea Moses and/or Andrew Powers]* on food/catering order if being offered.
 - a. Reminder: Staff will assist with placing the food order, but is not available for delivery, set up, or clean up. Please provide an onsite contact.
7. Host faculty brings laptop to colloquium to monitor virtual Zoom Chat if virtual option is being offered
 - a. Staff assistance is only provided for initial meeting set-up
 - i. *[Contact: Andrea Moses, Andrew Powers, or Laura Fields]*

After colloquium:

8. Speaker provides receipts for reimbursement (to include hotel, meals/food & ground transportation)
[Contact: Andrew Powers, for reimbursement processing, if funding allows]
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Quick Reference Action & Point of Contact Guide:

Action:	Point of Contact:	Notes:
SAP (Speaker Artist Performer) Agreement	Andrew Powers (for processing)	Host Faculty completes form: Speaker Artist Performer agreements Arizona State University (asu.edu)
PSY Room Reservations	Andrea Moses, Laura Minnick, Andrew Powers	PSY230 is typically used for colloquia
Comms/Marketing	Laura Fields	Host Faculty provides to Laura for event flyer/invite/email comms: <ul style="list-style-type: none">● Portrait Photo● Brief Bio (in third person)● Title of Colloquium● Abstract of Colloquium● Hybrid attendance option?● Zoom recording approved by speaker?
Travel Arrangements	Travel Information for ASU Campus Visitors Arizona State University Andrew Powers for reimbursement processing	Speaker arranges their airfare, Andrew Powers arranges hotel reservation. Speaker provides receipts for reimbursement (to include meals/food & ground transportation) <i>*Reimbursements are only if you have an approved funding source.</i>
Food/Catering	Andrea Moses, Andrew Powers	<i>Staff will assist with placing the food order, but is not available for delivery, set up, or clean up. Please provide an onsite contact.</i>
AV Set-up	Andrea Moses, Andrew Powers, or Laura Fields	<i>*Host faculty is responsible for managing virtual chat if virtual option and/or recording is being offered – staff only available for assistance w/ initial setup.</i>