

AY21/22 CHECKLIST FOR HOSTING LAB

Your speaker nomination has been accepted and they have confirmed a date—congrats! Now what? Now, you can follow this checklist! All resources can also be found in this [GoogleDrive](#) folder. For questions, please contact ebio-colloquium@colorado.edu.

If you are giving an Exit Talk, please see the [Exit Talk Checklist](#) instead.

CANCELLATION?

If your speaker cancels, please let EBIO Colloquium (ebio-colloquium@colorado.edu) know ASAP. In the event of a cancellation, **the hosting lab is NOT allowed to invite a replacement speaker**. The colloquium committee already has a ranked back-up list (determined through graduate student votes) from which we will draw the replacement.

NEW ATTENDEES?

Colloquium emails will be sent out to the departmental (EBIO-DL-DEPARTMENT-ALL@colorado.edu) and affiliates (eeb-affiliates@lists.colorado.edu) list servs. If a non-EBIO affiliate who would like to receive colloquium seminar weekly emails (including emails that link the Zoom seminar), please email [Anna Paraskevopoulos](mailto:Anna.Paraskevopoulos@colorado.edu) to be added to our [supplemental Colloquium emailing list](#).

Task	Description	Resources	DONE? (or person(s) responsible)
ASAP, >ONE MONTH BEFORE TALK			
Assess whether your speaker is local or remote. Inform the colloquium committee whether talk is in-person or remote. ASAP, at least 1 month before talk.	Any local speakers (e.g., live within a reasonable drive of Boulder or will already be in the area) have the option of giving their talk in-person or remote. Any remote speakers who require travel will give their talk remotely. Communicate with your speaker to determine their category, ask their preferences, and confirm that they approve of the expectations. Share these with the colloquium committee.	Contact: ebio-colloquium@colorado.edu	
TWO WEEKS BEFORE TALK			
Organize speaker's schedule. If remote, ask your speaker which schedule they prefer	In-person talks are at 3:30pm ; speakers are expected to meet with EBIO members throughout the day of their talk. Remote talks are at 11:30am ; speakers are asked to participate in up to 2 hours of one-on-one meetings over Zoom (in addition to grad hour). We have created 4 different "template" schedules—please download and adjust for your speaker as needed. Remember to take note of the speaker's time zone!	LINK TO SCHEDULE TEMPLATES	
Fill out the "Speaker Honorarium Form" for your speaker and submit to Addie Darling	Please submit at least 1 week before your speaker's talk to ensure timely payment. Please cc Colloquium Committee so we can keep track of all submitted documents. This pertains to remote <i>and</i> in-person speakers.	Link to instructions: INSTRUCTIONS Adalee.darling@colorado.edu Cc: ebio-colloquium@colorado.edu	
Provide website coordinator with speaker talk title	Let website coordinator know the talk title so that the colloquium website can be updated with talk title.	Website coordinator contact: anna.paraskevopoulos@colorado.edu	
Create and print flyer to advertise speaker's talk (1 person)	Poster should include speaker's name & title, modality (in-person or remote), time, and location/zoom link. Print out 20-25 COLORED	Contact for questions: EBIO office	

	posters in the Ramaley main office, and leave your posters on the student workstation just behind the printer. An EBIO student worker will put your posters up around the building.	Room for in-person : Ramaley N1B23 Zoom for remote : ZOOM IDs	
ONE WEEK BEFORE TALK			
Email department to announce your speaker's "visit", and provide speaker's meeting schedule.	In this announcement, you should include: name of speaker, hosting lab, talk title, time and zoom link of talk. Include a brief summary of the speaker's research focus (and perhaps a link to their lab website/Google scholar profile). Finally, include a link to the meeting spreadsheet you made above so people can sign up to talk with the speaker.	Recurring seminar Zoom links found at: ZOOM IDs Mailing lists to include in email: eebgradstudents@lists.colorado.edu EEB-RA@lists.colorado.edu eeb_fac@lists.colorado.edu eeb-affiliates@lists.colorado.edu eeb-affiliates@lists.colorado.edu Colloquium supplemental list Remember to BCC emails	
Ask your speaker to fill out the Grad Hour discussion form	We offer for all speakers to complete a form that helps guide/prioritize discussion over grad hour. Speaker responses will be disseminated to graduate students.	LINK TO FORM	
If remote , email Colloquium Committee with the list of hosting lab representatives who will manage the Zoom seminar, small-group meetings, and the Grad Hour	We recommend 2 hosts from the seminar talk, 1 host to manage the small-group meetings link, and 1 host for the graduate hour. The latter should be a graduate student. If you have any questions after reviewing your Zoom hosting guide (see link on right), please contact us for clarification.	Ebio-colloquium@colorado.edu LINK TO ZOOM HOSTING GUIDE	
DAY OF TALK			
Email department to remind them of your speaker's talk	Please include modality, time, and room/Zoom links.	For in-person , room: Ramaley N1B23 For remote , recurring Zoom links found at: ZOOM IDs	
Facilitate meetings If remote , ensure that the Zoom link for small-group meetings is working, and provided on your meeting schedule sheet. If in-person , make sure speaker knows where meeting locations are	For remote , we recommend joining the beginning of the first meeting to ensure everything is working—after that, you are not expected to stay. Enabling "Join before host" and making the speaker co-host will allow you to leave the meeting without ending for all.		
Have one graduate student representative from the hosting lab "lead" the graduate student hour	The role of the hosting lab representative is to start introductions and facilitate conversations between the invited speaker and other graduate students. It is the hosting lab's responsibility to provide one person for this task.	If remote , Zoom Meeting IDs and passwords: ZOOM IDs	
Arrive to talk early for setup and troubleshooting. If remote , join zoom meeting at 11:15am; if in-person , arrive to N1B23 at 3:00pm.	You should arrive early (whether remote or in-person) to ensure the visual/audio components are working. We will have 1 colloquium representative present to help with this. If remote , tell IT personnel whether you want the talk recorded; by default talks are not recorded . It is customary for exit talkers' PIs to give a quick introduction for their student. After the talk, we recommend that students manage their own Q&A session. If you would like an EBIO committee	To contact Colloquium IT: Ebio-colloquium@colorado.edu If remote , see our ZOOM HOSTING GUIDE (information is geared toward invited speakers; see "Seminar" section for recommended Zoom settings)	

	member to help with managing the Q&A session, please feel free to reach out. For in-person talks, speakers must have their talk saved to either a flash drive or Google Drive. In order to have the talks streamed online (hybrid format), we will be using a colloquium laptop. The colloquium representative (IT) will set this up but needs to be able to access the speaker's presentation on the department laptop.		
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