



Thank you for volunteering to host a speaker for the DPS Seminar Series!

Host responsibilities:

Invite the speaker. DPS seminar committee chair will provide list of available dates for upcoming semester. Seminars are on Wednesdays at 3:30 p.m., but extraordinary exceptions can be made.

- Provide speaker with statement of diversity/thank you letter from seminar committee chair or co-chair.

Provide information for seminar planning and promotion. Speaker's contact information should be sent to Whitney Sevy (sevyw@missouri.edu; 882-7511)

immediately upon confirmation of seminar date. Host may also be asked for:

- A picture of the speaker to be used on DPS website and seminar flyer.
- Brief text (~50 words) that summarizes seminar topic or speaker's bio and notable research.

Schedule meetings and meal(s) for the speaker while on campus. Host is responsible for arranging meetings between speaker and faculty/colleagues during their visit. Host is also responsible for inviting faculty/colleagues to meals with speaker and to arrange for payment, if applicable.

- Host is encouraged to target individuals or groups *campus-wide* that may be especially interested in meeting with the speaker.
- Either Procard or personal funds may be used for meals; all approved costs will be reimbursed by the seminar fund. 'Expected' meal with faculty/colleagues is dinner following seminar but may include others. (eg: Hosts often pickup speaker at hotel, have breakfast, then travel together to campus for faculty meetings.)
- It is strongly recommended that graduate students and post docs be invited to meet with the speaker over lunch or in another group setting. Contact Whitney for assistance with lunch arrangements.

Ensure broad turnout at the seminar. You are welcome and encouraged to send the flyer advertising the seminar to any groups not included in DPS seminar announcement emails. Please do not send additional emails to the 'MU PLTSCI ALL' or 'IPG' listservs.

Division responsibilities:

Speaker Travel & Lodging:

Whitney Sevy (sevyw@missouri.edu; 882-7511) will contact speakers directly to make travel and lodging arrangements. Travel itinerary will be provided to the speaker, host(s), and seminar committee chair.

- Speakers flying into Kansas City or St. Louis will take MOX shuttles to their Columbia hotel. Hosts may be asked to arrange travel to/from hotel for speakers flying directly into Columbia.
- Speakers choosing to drive to Columbia will be reimbursed mileage at the IRS rate.

Whitney will reserve the seminar venue and order refreshments.

- First choice of venue is Leadership Auditorium on second level of Student Center; backup is Monsanto Auditorium in Bond LSC. Promotion & Tenure seminars will be in 200 Waters Hall and will be recorded.
- Coffee, punch, and cookies will be served 30 minutes before all seminars.

Whitney is also available to assist with any other arrangements for on-campus activities such as reserving meeting rooms, University Club reservations, etc.

If a graduate student/post doc lunch is planned, Whitney will arrange for food and beverage and reserve a room in the Ag Building (usually Room 28 or 1-90). Host is strongly encouraged to find a graduate student or post doc to assist with promotion of the lunch and solicit RSVPs.

Seminar Promotion:

The semester's seminar schedule will be linked to the DPS Announcements webpage (<http://plantscionly.missouri.edu/>) the week before classes begin.

Seminars will also be posted on the:

- DPS homepage (<http://plantsci.missouri.edu/>)
- DPS seminar page (<https://plantsciences.missouri.edu/seminar/>)
- Mizzou Events Calendar (<http://calendar.missouri.edu/>),
- CAFNR Events Calendar (<http://cafnr.missouri.edu/calendar/>)
- All Things Science at Mizzou (<http://scienceevents.missouri.edu/>)

An email announcement will be sent on Monday and Wednesday (or day of seminar) to the 'MU PLTSCI ALL' and 'IPG' listservs. Seminars are also listed in the DPS announcements weekly email beginning two weeks prior.