

Procedures for Graduate Students on How to Invite Chemistry Colloquium Speakers

The NIU Graduate School requires the involvement of graduate students in selection of graduate colloquium speakers. Listed below is a summary of the procedures for graduate students on how to invite a Chemistry Colloquium Speaker.

1. Our departmental colloquium is arranged on Mondays. Check our Departmental Calendar to find out the available Mondays for the speakers you want to invite. The Departmental Calendar is available on-line at <http://www.niu.edu/chembio>.
2. Talk to your academic advisor regarding the appropriation and the budget for the speaker you want to invite.
3. Contact the potential speaker to arrange the exact date for his/her visit to NIU. **Inform Shannon Gates, slgates@niu.edu, to mark that Monday for your speaker ASAP. If you miss this step, the date can be reserved by others and you have to start over.**
4. Fill out the speaker request form available at http://www.niu.edu/chembio/seminars/request_form.doc.
5. Email the form (in Word format) to colloquium coordinator* by the deadlines for each semester.

The deadline for submission of Fall 2009 colloquium speaker selection request form is March 27, 2009.

*Current colloquium coordinator: Prof. Tao Xu Email: txu@niu.edu

Note:

1. The speaker must be a U.S citizen or a green card holder for the graduate school to pay the honorarium to him/her.
2. The annual budget for departmental colloquium will be evenly distributed among Analytical, Physical, Bio, Organic and Inorganic. **If no request is received by the deadline from certain division(s), the money will automatically be allocated to other divisions.**
3. Priority is determined by **first come, first serve**.

The total budget for Fall 2009 colloquium is \$1250, and each division is allocated for \$ 250.