

## Procedures for Graduate Students on How to Invite Chemistry/Biochemistry Colloquium Speakers

The NIU graduate colloquium speakers are funded through graduate student fees, and the Graduate School requires the involvement of graduate students in the selection of speakers. Below is a summary of the procedures for graduate students inviting a Chemistry/ Biochemistry Colloquium Speaker.

1. The department receives an allocation of funds for the year (currently \$3250). This is generally split evenly between the five divisions (analytical, biochemistry, inorganic, organic, and physical, giving currently \$650 per year per division. Interdivisional invitations are encouraged.
2. Students within each division should consider who they would like to invite to NIU. Keep in mind that travel expenses dictate that only one or two invitations per year can be from long distances. A divisional seminar meeting is a good way to come up with speakers that have broad appeal. Faculty can also be a good source of advice on potential speakers.
3. Discussions about invitations should be initially between grad students and faculty within a division. When a consensus is reached, a representative from the division can talk to the seminar coordinator. The representative is generally the host for the potential speaker. Hosting a speaker is a great way to get more involved in the department and the wider scientific community, and it is a good idea for grad students to host at least one speaker during their time at NIU.
4. The coordinator (currently Lee Sunderlin, 753-6870 or [sunder@niu.edu](mailto:sunder@niu.edu)) will tell the representative what days are available and what funds are available.
5. The representative can then contact the potential speaker to arrange the seminar. When the details are arranged, the coordinator should be informed so that there are no conflicts on the schedule and the budget is not overspent. Seminar dates are generally first come, first served.
6. Give the necessary information to the coordinator for the application for Graduate School funding. The coordinator can give details, but the main items are a speaker biography, a speaker justification, and a date and title for the talk.
7. The deadlines for colloquium proposal submission to the Graduate School are very early. For the fall, the deadline has been April 15, and for the spring, the deadline has been October 15. The necessary information needs to be submitted to the department about a week before these dates. Invitations at other times are typically not funded by the Graduate School.

If no request is received by the deadline from certain division(s), the money may be allocated to other divisions.