Guidelines for Hosting a Speaker at ESF
(revised 6/2016)

With speaker series, there is often an overall coordinator that handles the items that are “consistent” among the speakers, and individual or team hosts that work with each individual speaker to ensure that the visit runs as smoothly as possible. We also want our speakers to enjoy their visit to ESF so that they remember our campus and us in a positive way.

Suggestions for Hosts:

• Start making arrangements for your speaker at least one month ahead of time. Do not leave this for the last minute! Each member of your hosting group need not do everything, but you must be on the same page to make sure each element is covered by someone!
• Amongst you, try to keep your schedule for the day that your speaker is on campus as open as possible in case she requires assistance getting around campus, or to and from her hotel and the airport.
• If you would like to become familiar with the AV equipment, schedule a time with the Coordinator, who has had a tutorial from Instructional Technology Services, and can generally can assist.

Responsibilities of the Coordinator:

1. Reserve and arrange set-up of a room for the speaker’s presentation/reception using ESF Spaces. Arrange a location for each speaker’s dinner.
2. Arrange hotel accommodations for speaker at the Skyler Hotel (1st choice) or University Sheraton.
3. Post the event on the College calendar, and update listing as information develops. A press release may also be posted through that portal.
4. Recruit and communicate with co-sponsors.
5. Create posters for each event. Three weeks before the presentation, the instructor will send e-mail notices to Knothole, Syracuse Record, CampusNews, StudentActivities, Daily Orange, esfwomen, and other routes the nominator suggests.
6. If needed: Obtain parking passes for the speaker from University Police at least one week in advance (3 weeks if it will be mailed). If pass will be picked up on arrival, email driving directions and maps.
7. If speaker has a recently published book, contact the Friends of Moon Library. In the past they have hosted a reception/book signing, and presented a signed book to Moon Library. If any are Alums, contact the Alumni Association, as they may assist with reception expenses and advertising.
8. Obtain travel receipts from speaker and her signature, SSN and HOME address on a “Travel Voucher”. If travel was initially paid for by employer (for insurance purposes), they can invoice.
9. To make each speaker’s visit as enriching as possible for her and ESF, work with nominator and cosponsors to identify individuals or groups with whom she might like to meet (in any department, including SU and UMU), which facilities she might tour, which students, student organizations or classes might benefit from a meeting, etc… What's the best way to let their folks know about her visit (e.g., flier, e-mail, a word from the faculty chair)? Is there a departmental listserv to let their students know what's happening (if so, someone will need to forward the message on our behalf).
10. Create a Welcome Packet for each speaker, containing: prints of poster, series information, sponsor information, area maps, itinerary.
Responsibilities of the Hosts:

Arrangements go most smoothly by cc: all members of hosting group and instructors. This lets us know if you are on track or need more assistance, and reduces gaps and duplicate efforts.

1. Please meet with the Speaker Coordinator as a group at least one month prior to the Lecture.
   - Discuss correspondence to date with nominator (each speaker was nominated an ESF community member—student, employee, listserv participant, etc.).
   - Decide how tasks will be completed (committee of the whole? Assign leads?). Please confirm you have the correct email addresses and phone numbers for each individual in your group. Assign target dates (and leads) for completion, and set follow up meetings. Please note: To equalize the workload among Hosting Groups, the Speaker Coordinator may task herself with some items below.

2. Introduce yourself to the speaker via e-mail.
   - Explain your role in her visit.
   - Confirm arrival and departure information. In the past speakers made all their own flight arrangements, as well as a rental car if traveling into Albany or Rochester. If there is an advance arrangement regarding which sponsor will pay for travel, we can offer assistance through the college’s travel arrangement.
   - Does she require any AV equipment? Will her presentation require internet access? Most presentation rooms on campus are very well equipped with computer projection systems; almost all allow an individual’s personnel laptop to be hooked up to the projector and speakers. Should we have available a pointer, a laser pointer, overhead markers, white board/markers, or just a cold bottle of water?
   - Is there anyone in particular she would like to visit with while here? Has she ever been to Syracuse University or ESF (if not and time permits, a campus tour would be a nice addition). Would she like any private prep time before her presentation? Will she need an opportunity to check back with the “office” via phone or e-mail?
   - Remind her about the class dinner (depending on who made initial contact with her, she may have little knowledge of this aspect), and ask if she has any dietary restrictions or preferences (some alumnae have fond, or horrible, memories of local eateries). Share this information with the individuals taking her out for other meals and the host for the speaker’s dinner.

3. Make arrangements for airport pick up of the speaker (assign an individual, or confirm the hotel shuttle schedule). Send the speaker contact information in case of delays.

4. Start preparing an itinerary for the speaker (this is often the most difficult task). Here’s an example:

   **Tuesday**
   - 10:00 am Speaker arrives at Syracuse Hancock Airport. _________ to pick her up and drive her to ESF.
   - 11:00 Meeting with faculty member #1, in ________
   - 12:00 pm Lunch with students, or other group, or faculty member #2 in ________
   - 1:30 Meeting with grad student #1, ________
   - 2:30 Tour of campus
   - 3:00 Speaker prep time in _________
   - 4:00 Speaker presentation(if not in the same room, where?)
   - 5:00 Speaker reception (if not in the same room, where?)
   - 6:00 Meet at dinner location; have dinner with seminar class
   - 8:30 Drive speaker to hotel

   **Wednesday**
   - 7:00 am Speaker departs hotel via hotel shuttle to airport

   Considerations for setting up the itinerary:
• Follow up with the individuals identified as those that might be interested in meeting with the speaker. Introduce yourself to these individuals; explain who the speaker is, what she will be speaking about, and when she will be speaking on campus. Also, identify any free times available on the speaker’s itinerary for meetings.

• Depending on the length of stay, meals are a wonderful opportunity for faculty and students to meet and greet the speaker. Ask folks if they’d like to take her to breakfast or lunch (we often can reimburse for this, especially for students, as long as there was no alcohol, and the payer submits an original receipt and list of participants).

• Once you’ve received information from people who’d like to meet with the speaker, confirm it, and send the speaker’s itinerary to them as soon as possible. A word of warning from previous hosts: *Do not schedule a meeting with a long-winded faculty member right before the speaker’s presentation!*

• Keep in contact with the seminar instructor as you flesh out the schedule so we know if you are having difficulty contacting people, arranging visits, etc. -- we can talk with the nominator and cosponsors for further guidance.

• Share the final itinerary with classmates. Ask if anyone in the class would like a meeting with the speaker.

• Share the itinerary with the nominator and cosponsors. Find out if the nominator would like to introduce the speaker for her presentation. If the nominator says “no,” make sure that Diane knows so that she can introduce the speaker.

6. **One week before the speaker’s visit,** confirm all arrangements with the speaker and make sure she has a campus map and a copy of her final itinerary.

7. **During the speaker’s visit,** make sure the speaker is picked up from and delivered to the airport or train station. Periodically check in with the speaker to make sure that everything is going smoothly. Take notes during the speaker’s presentation so that you can write a press release later.

8. **After the speaker’s visit:**

• Write a thank you letter to the speaker. If you would like it printed on letterhead, email to the instructor. It will be mailed with a gift from the Women’s Caucus. We often ship for speakers rather than have them check luggage.

• Write a press release about the speaker’s presentation (see attached sample). Send it to the instructor via e-mail so that she can send it to the Knothole and cosponsors, and post to the Women’s Caucus website

• Submit both of these to the instructor by the Tuesday following the speaker’s presentation.
Hosting the speaker’s reception:

- The instructors will reserve the space for the reception, and will help you with any ordering that can be paid via procurement card or purchase order. You will be responsible for purchasing items (with a tax exempt certificate) not available from these vendors, and will be reimbursed for those expenses.
- Heather has plates, cups, plastic cutlery, and toothpicks in a bin in her office, and some vendors include these with their trays, so it is unlikely that you will need to purchase more (but if you do, it’s reimbursable).
- Infused water, juice, cheese, crackers, and fruit move well. Depending on anticipated audience size, nuts, veggie trays, and gluten-free chips and salsa are good additions.
- No booze. In the first year or two, we had wine (with permission from the Office of Student Affairs two weeks in advance) at these receptions, but have found that few partake, and no one enjoyed carding. Once our account disallowed alcohol, we only served it when partners paid, arranged permission and monitored IDS. However, as of 2014, alcohol may only be served by a licensed caterer, so those collaborators that used to serve have also eliminated alcohol from the menu.
- Reception tables in the open are subject to pilfering. We’ve tried various setups to reduce this practice, including setting up a full table in advance and hiding in an unlocked janitor’s closet (after finding a janitor to unlock). The most successful model has been for someone to leave the presentation early to begin set-up, with a second person checking in at the beginning of the question and answer period, and assist if needed.

Hosting the speaker’s dinner:

- The instructors will secure an on-campus conference room for dinner, or will identify locations of off-campus host home.
- The Hosting Group is responsible for purchasing food, and paper goods (only if supply bin will be insufficient). You may coordinate with Heather to pay via procard, or submit your receipts immediately.
- Ask class members, the speaker, and any other invited guests if they have any food allergies or constraints. Plan the meal assuming that some are vegetarian.
- The meal you plan can either be home-cooked or purchased at a restaurant. Some ideas from past dinners include chili (both vegetarian and chicken were made), vegetarian lasagna, make-your-own burritos (the ingredients were purchased at Alto Cinco), gourmet pizzas, etc… Side dishes such as bread and/or salad have also been included.
- Dessert is always popular!
SAMPLE PRESS RELEASE

“Swackhammer Speaks on Estrogen Mimics and Sex Education for Fishes”

By ________________

Dr. Deborah L. Swackhamer, Professor of Environmental Chemistry in the School of Public Health at the University of Minnesota, presented her research on *Estrogen Mimics and Sex Education for Fishes* at ESF on Tuesday, January 27, 2004 as part of SUNY ESF’s Women in Scientific and Environmental Professions Spring Seminar Series. The Departments of Chemistry and Environmental and Forest Biology, the Graduate Student Association, and the ESF Women’s Caucus jointly sponsored the seminar.

Dr. Swackhamer discussed a variety of endocrine disrupting compounds in the environment (also called EDCs) that mimic endogenous hormones. Examples include synthetic hormones, organohalogens, pesticides, detergent components, and plasticizers. These compounds bind to estrogen receptors in organisms. The effects of these compounds on organisms and the levels of exposure required to cause effects are still widely unknown.

Attention was first focused on EDCs through observations of their effects in the field. Colonial nesting birds around the Great Lakes have been greatly affected by DDT (through eggshell thinning) as well as PCBs and dioxins, which cause developmental deformities resulting in early death. Nearly 50% of the beluga whales in the St. Lawrence River exhibit hermaphroditic characteristics thought to be caused by organochlorine exposure. These and similar cases led Congress in 1998 to enact regulations requiring the screening of all commercially available chemicals for endocrine disrupting ability. This screening has been delayed to date by the lack of validated assays.

Within Dr. Swackhamer’s research group, studies have been conducted to determine the effects of EDCs on walleye and carp. They have found that wild fish captured during the spawning season in the discharge channel from a sewage treatment plant exhibit high levels of estradiol, low testosterone levels, smaller gonads than reference fish, and a lack of milt. However, a controlled laboratory study exposing fish directly to the effluent from the treatment plant produced no reduction in sperm quantity or quality but did indicate a behavioral failure to compete for females during spawning. Current and future research is focused on the identification of an appropriate indicator compound that could be used in the field to identify populations affected by EDCs.

Dr. Swackhamer received her B.A. in Chemistry from Grinnell College, and her M.S. in Water Chemistry and Ph.D. in Oceanography and Limnology from the University of Wisconsin at Madison. She serves as co-director of the Water Resources Center at the University of Minnesota. She sits on the Science Advisory Board of the International Joint Commission of the U.S. and Canada, and serves on the Advisory Board for the National Undersea Research Program of NOAA for the North Atlantic-Great Lakes Region.

For more information about the WiSE Professions Series, please visit [http://www.esf.edu/womenscaucus](http://www.esf.edu/womenscaucus). OR For upcoming lectures, please visit the College Calendar at [http://www.esf.edu/calendar](http://www.esf.edu/calendar).

### (or ENDS)