

## Guidelines for the Cologne Geosciences Colloquium series

**When?** Fortnightly (even week Nos.) on Mondays during semester time at 5:00 pm

**Where?** Geo-/Bio-Hörsaal, Zülpicher Str. 49a, 50674 Cologne

Involved are:

- **Department *Ausschuss*** (DA, department panel)
- **3 scientific coordinators:** 1 professor per Institute
- **1 logistics coordinator:** currently the manager of the GSGS, Karin Boessenkool
- **Proposers:** all profs, academic staff and doctoral candidates can propose potential speakers
- up to **7 hosts:** The people whose proposed speaker is selected to be invited in this semester

During the first DA meeting of each semester, the scientific coordinators are elected. They are responsible for the contents of the colloquium programme of the next semester.

### Scientific coordinators' responsibilities

Collecting proposals in their institute and providing a list of 2-3 potential speakers covering topics from their Institute to the logistics coordinator **by the date of the second DA meeting of the semester**. Should it not be possible to fill the available time slots with the proposed speakers, the scientific coordinators are expected to find a replacement.

Selection criteria are: scientific excellence, good presentation skills, ability to address a wide geosciences audience in an engaging way.

The scientific coordinators are asked to keep diversity (age, gender, topic, nationality, etc.) in mind (and coordinate with each-other if necessary) when preparing their proposals.

At least 2 speakers per Institute are scheduled each semester. If there is a 7<sup>th</sup> time slot available, it will be filled in mutual agreement.

### Proposers' responsibilities

Send an email to your scientific coordinator by the announced date. Please include the following information:

- 1) Your name;
- 2) Name, affiliation and email address of the proposed speaker;
- 3) Topic you think this person could talk about;
- 4) A link to a website or other information source for the proposed speaker;
- 5) If you had previous contact with the proposed speaker, and if you would be willing to contact them. Please do not contact them before you get the go-ahead.

### Hosts' responsibilities

- 1) Sending an invitation e-mail to the potential speakers with 1, 2 or 3 specific dates. See <http://www.geosciences.uni-koeln.de/colloquium.html> (under "Planned Colloquia") for dates - previously check available dates with the logistics coordinator.
- 2) Giving the potential speakers information about the framework of the Cologne Geosciences Colloquium (see <http://www.geosciences.uni-koeln.de/13585.html>);
- 3) **Letting the logistics coordinator know as soon as a date is fixed;**

- 4) Making sure that the speakers provide:
  - a. The **title** of the talk (**deadline: 15 March (for summer) / 15 September (for winter)**);
  - b. An appealing **picture** or figure connected to the theme of the talk with copyright information that we use on our website and/or the poster to announce the talk (**deadline: 15 March (for summer) / 15 September (for winter)**);
  - c. An **Abstract (preferably by 1 April (for summer) / 1 October (for winter)**, deadline 1 month before the talk)
  - d. Sending the information in a-c to the logistics coordinator as soon as possible.
- 5) Informing the speakers that we can cover their travel expenses and up to two nights in a hotel (paid by the GSGS, at least until the end of 2018). If you want them to stay longer, arrange additional funding from another source.
- 6) Asking which travel arrangements the speaker prefers (airport/station from/to, flight/train numbers or times);
- 7) For foreign guests, air/train tickets and the hotel should be booked by "us" (=someone in the Department, e.g. a secretary). If we reimburse foreign guests after they have paid for their own trip or hotel, we pay an extra 19% tax on top. Also, they will need to send us a bill (template available from logistics coordinator). Please try and keep fares reasonable and contact logistics coordinator before booking anything, also to get the appropriate account number;
- 8) For speakers based in Germany, arrangements can be made as for foreign guest, but if they prefer, they can make their travel arrangements themselves. In the latter case, we reimburse them to their private account in the form of an honorarium payment, which they will need to include in their tax return (any costs can be subtracted, so it is a zero-sum-exercise). They will need to keep any receipts for their tax return;
- 9) Arranging a student assistant to help ("an extra pair of hands") with the drinks (17:30-19:30 h) during the colloquium following their "own". In this way, student assistants who are close to the topic can attend "your" colloquium. Please send the student assistant's name and email address to the logistics coordinator. Her student assistant is in charge of the drinks and will contact your student assistant for any detailed arrangements;
- 10) Informing the speakers when and where they are expected on the day, and whether you have arranged anything else for them while they are here. Others might also want to spend some time with the guest and maybe you can combine their visit with further talks/workshops/meetings;
- 11) The wellbeing of the speakers during their visit;
- 12) For the colloquium itself:
  - a. technical preparation including test from about 16:45 h (laptop; HDMI/VGA adapter, pointer/presenter, (if necessary) collecting and returning the microphone (from the GeoBibliothek (library) next door to the lecture theatre);
  - b. arrange a drink for the speaker (e.g. water from the vending machine outside and/or a glass);
  - c. reminding the speaker that they have 40-45 minutes for their presentation and arranging with them how you will signify that time is (nearly) up;
  - d. Introducing yourself and the speaker (max. 5 minutes);
  - e. Leading the Q&A. This includes having a question ready yourself to open the discussion, if necessary;
  - f. Making sure that the discussion is closed around 18:00 h, or proposing to continue the discussion over drinks (outside);
  - g. Thanking the speaker again and inviting everyone to the next colloquium by xxxxx on topic yyyyyy on date zzzzzz.

## **Responsibilities of the logistics coordinator**

- 1) Define the list of available dates for a semester before the first DA meeting of the previous semester;
- 2) Collect proposals by the scientific coordinators;
- 3) Propose a preferred order in which the potential speakers are to be invited, based on
  - Preferential treatment (justification from host & scientific coordinator required);
  - Travel distance;
  - Gender diversity (at least one man and one woman should be presenting each semester)
  - Uploading any confirmed dates and further information on:  
<http://www.geosciences.uni-koeln.de/colloquium.html>
- 4) sending an update of the next steps to be taken to all scientific coordinators/ hosts involved;
- 5) Helping with travel/hotel arrangements, if necessary;
- 6) Preparing the announcement poster;
- 7) Announcing each lecture in the central university diary;
- 8) Sending announcement posters to other departments in the Faculty
- 9) Sending announcement posters to the Institutes in the department, Geoverbund ABC/J and partner institutes;
- 10) Send email announcements for each colloquium to the department's various mailing lists;
- 11) Financial controlling;
- 12) Providing an attendance list for each lecture;
- 13) Arranging any travel expense reimbursements (in the form of a honorarium payment);
- 14) Arranging drinks and snacks;
- 15) Providing a student assistant to set up, attend and clear away the drinks;
- 16) Being available for questions and support.