

ORGANIZATIONAL SHEET FOR PLANNING PURDUE ENGINEERING DISTINGUISHED LECTURE SERIES (2025-2026)**OFFICE OF ACADEMIC AFFAIRS**

- Serves as point of contact with the speaker. (Requests biography, talk title and abstract, photo. Sends final agenda prior to arrival)
- Coordinates reimbursement for speaker's travel, expenses and honorarium through the College funds.
- Reserves hotel accommodations for the speaker.
- Reserves transportation to and from airport to Purdue.
- Schedules, reserves space and funds the set up for the lecture and panel session.
- Provides promotional materials including individual posters prepared for each lecture.
- Creates Qualtrics, QR code to coincide with invitation for ECOM to distribute.
- Arranges for Elliott Hall of Music and Purdue Video Production to record, livestream (if desired) and post lecture/panel on YouTube. PVP records and edits panel session videos for posting on website.
- Sends draft template to school to start populating agenda.

SCHOOL/DIVISION

- Uses draft agenda to prepare and implement an agenda for the visit that could include meetings with students, faculty, meals, reception, etc., involving schools, groups or centers outside of the school/division and/or college, where there is an overlap of interest.
- Schedules dinner with Dean, Head, David Bahr and others on the evening upon arrival, if speaker's travel allows.
 - Contact Jill Kimbrell (jvigar@purdue.edu) for Dean's the availability and Shawn Flora (florask@purdue.edu) for David Bahr's availability.
- Organizes panel session in consultation with David Bahr.
- Promotes lecture and panel sessions to students, offering credit to attend events, as appropriate.
- Coordinate with faculty to encourage graduate and undergraduate student participation.
- Assigns a dedicated faculty or student to escort the speaker around campus.

LECTURE

- Provides on site management including signage, set up, AV and other logistical needs.
- Day of the lecture - Head introduces Dean Arvind Raman or Sr. Associate Dean David Bahr, and one of them introduces speaker.
- School appoints person to moderate Q & A and conclude lecture.
- School provides microphone runners needed for Q & A.

PANEL

- **HEAD/FAC HOST** - Panels consisting of the speaker and 3-4 faculty members on the stage work well. The panel should be diverse in demographics and fields of thought.
- **HEAD/FAC HOST** - Frame the goal of the panel with a big picture/grand challenge level question and develop a brief abstract (2-3 sentences) to promote the event.
- **HEAD/FAC HOST** - Identify a moderator and plan for a series of questions, in case there are no questions from the audience.
- **SCHOOL** - Arranging breakfast with speaker, panelists, and moderator before the panel session can provide an opportunity for them to "rehearse."
- **HEAD/FAC HOST** - Consider organizing readings related to the speaker's area within graduate student organizations.
- **HEAD** - Head introduces moderator. Moderator briefly introduces panelists.