

PURDUE ENGINEERING

FRONTIERS LECTURES

ORGANIZATIONAL SHEET FOR PLANNING PURDUE ENGINEERING FRONTIER LECTURE

OFFICE OF ACADEMIC AFFAIRS

- Obtains title of lecture and abstract, bio and materials for the website from speaker or administrative assistant.
- Schedules, reserves and funds space for the lecture.
- Creates Qualtrics, QR code to coincide with invitation for ECOM to distribute.
- Communicates with ECOM to generate and provide promotional materials including evite, individual posters, flyers and slide screen dress.
- Secures and funds Elliott Hall of Music (HOM) for set up of stage, equipment and chairs in venue.
- Funds and coordinates with Information Technology (IT) and Purdue Video Productions (PVP) for the lecture to be recorded, live streamed (if applicable), edited and posted on the PEFLS site after the event.
- Initiates the agenda template for the speaker's visit and provides it to the school administrator or appropriate contact.
- Provides on site management of lecture including signage, A/V and other logistical needs.

SCHOOLS/DIVISION

- Prepares and implements 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. (Template provided by Academic Affairs).
- Reserves and funds transportation for speaker to and from airport to Purdue.
- Funds and arranges for speaker's travel, lodging, expenses and honorarium (if applicable). Purdue requests the speaker arranges their flights, and submits for reimbursement following the visit.
- Schedules dinner with Dean, Head, David Bahr and others on the evening upon arrival, if speaker's travel allows or the evening of the lecture.
 - Contact Jill Kimbrell (jvigar@purdue.edu) for the Dean's availability and Shawn Flora (florask@purdue.edu) for David Bahr's availability.
- Promotes lecture to students, offering credit to attend events, as appropriate.
- Coordinate with faculty to encourage graduate and undergraduate student participation.
- Designates a student or faculty to escort the speaker if needed.
- Day of the lecture, Head introduces the Dean or Associate Dean prior to introduction of speaker.
- Appoints a person to moderate Q & A and conclude lecture.
- Provides microphone runners needed for Q & A.