

NEIL ARMSTRONG

DISTINGUISHED VISITING PROFESSORS

Organizational Sheet for Planning – Neil Armstrong Distinguished Visiting Professors Program

School/Division

- Prepare an agenda for each visit, which may include meetings with students, faculty, meals, reception, etc., involving groups or centers outside of the school/division and/or college, where there is an overlap of interest.
- Reserve and fund transportation for NADVP to and from the airport and Purdue.
- Fund and arrange for NADVP's travel, lodging, expenses, and honorarium (if applicable). Provide assistance with arranging the NADVP's flights and lodging.
- Organize a distinguished college-wide 'public' lecture, which will be recorded and live-streamed for display on the College and NADVP website.
- Work with Purdue Video to record and livestream the college-wide lecture.
- Provide details of the college-wide lecture to the Office of Academic Affairs a minimum of 6 weeks in advance of the event.
- Organize a student-focused lecture; coordinate with faculty to encourage graduate and undergraduate student participation.
- Schedule meetings with Dean and Associate Dean for Faculty as available.
- Submit a two-page summary at the conclusion of each visit detailing outcomes and provide it to the Office of Academic Affairs.

Office of Academic Affairs

- Obtains the date, time, location, title, and abstract of the lecture, including bio and materials to create promotional materials to announce the college-wide lecture.
- Updates and maintains NADVP's website.
- Responsible for coordinating the salary submission and travel and lodging reimbursements in coordination with the College and hosting school's business office.