



## **GUIDELINES FOR HOST**

### **INTRODUCTION**

Now that your proposal has been accepted, you are considered a committed host of this event and are expected to create a hospitable experience for your invited presenter(s) as well as take an active role in facilitating your event. This document outlines your roles and responsibilities as well as the critical timeline and deadlines to ensure a successful event.

The ECCE Speaker Series course (UNI 301) is a required one-credit hour course in which students participate in Speaker Series events and reflect on them through writing assignments. Because each event represents a class meeting, it is important for the content to remain central to ECCE themes with discussion following.

Your event was evaluated and approved based on the ECCE-relevant content and event format described in your proposal. It is your responsibility to provide advanced notification of any expected event changes to the Speaker Series Academic Program Coordinator as soon as possible. Substantial changes to the approved event require committee approval.

### **SPEAKER SERIES CONTACT**

The ECCE Speaker Series Academic Program Coordinator, Chasity Bree, will be your primary contact for your event.

name: Chasity Bree  
e-mail: [cbree@uis.edu](mailto:cbree@uis.edu)  
phone: 217-206-8171  
fax: 217-206-7623

### **COMMUNICATION**

Both you and the presenter(s) must actively communicate with the program coordinator in order to plan a successful event. It is your duty to respond promptly to calls and emails from the program coordinator. You will be copied on all correspondence sent to your invited presenter to ensure all parties know what is going on at all times. If your presenter has not answered questions or provided information timely, please intervene to facilitate a response.

## EVENT HOST ROLES & RESPONSIBILITIES

When your event proposal is accepted, you are considered a committed host for your event. The presenter(s) are your invited guests and you are expected to provide accommodating hospitality for them. Additionally, you are required to take an active role in facilitating your event.

### a) Hosting Your Presenter(s)

Your responsibilities as the guest host are:

- Arrange (preferably *provide*) local transportation to and from the airport/hotel/campus as needed during their stay in Springfield
- If you want your presenter to participate in additional activities on campus in addition to the Speaker Series event, we encourage you to do so, but it is your responsibility as the host to coordinate “extras” such as classroom visits, meetings, workshops and/or meals --- Speaker series does not provide planning or funding for additional activities other than the actual event
- Develop a detailed itinerary so presenter(s) know what to expect during their time in town and can plan accordingly --- include what time you will pick them up from the airport/hotel, meal plans, etc.
- Share itinerary with presenter(s) and the Speaker Series Academic Program Coordinator

### b) Hosting Your Event

Your responsibilities as the event host are:

- Have your presenter(s) at the venue a minimum of 30 minutes before event start time for set up and sound check
- Start the event on time
- Welcome the audience and introduce the presenter --- Provide background information on how / why you chose to submit a Speaker Series proposal for this event and why you chose this particular presenter. Highlight how the event and what the presenter will talk about ties into the ECCE themes. Refer back to your program proposal as you plan the event introduction.
- Adhere to the approved event agenda and keep the event on schedule to allow plenty of time for a robust discussion
- Moderate the Q&A / discussion component of the event to engage audience in stimulating conversation about the event content as it relates to the central ECCE themes --- Establish key questions ahead of time and discuss them with your speaker(s)
- End the event on time - do not let it drag on unnecessarily

## EVENT TIMELINE & DEADLINES

TIMEFRAME	HOST TASKS	PRESENTER TASKS
Immediately	<ul style="list-style-type: none"> <li>Set up an appointment to meet with the Chasity to confirm event details and begin the planning process (event date, start time, travel plans, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Provide written email consent for permission to record your event --- a signed consent form must be completed within four weeks of the actual event</li> </ul>
From today until your event	<ul style="list-style-type: none"> <li>Actively communicate and respond promptly to calls / emails from Chasity</li> <li>Clarify outstanding questions from presenter(s) and Chasity</li> </ul>	<ul style="list-style-type: none"> <li>Actively communicate and respond promptly to calls / emails from Chasity</li> <li>Contact host and Chasity to clarify outstanding questions</li> <li>Read through presenter information / expectations</li> <li>Familiarize yourself with specific ECCE theme(s) related to your event</li> </ul>
10 weeks prior to event		<ul style="list-style-type: none"> <li>Submit completed Vendor Information Form</li> </ul>
8 weeks from event	<ul style="list-style-type: none"> <li>Proof press release providing suggested revisions / edits</li> <li>Request for book sales / signing due</li> </ul>	<ul style="list-style-type: none"> <li>Contact UIS travel agent to book flight <b>or</b> arrange other mode of travel on your own and provide receipts to Chasity</li> <li>Identify desired hotel and confirm dates of stay with Chasity</li> </ul>
6 weeks from event	<ul style="list-style-type: none"> <li>Finalize event agenda</li> <li>Determine final room set-up</li> <li>Solidify AV needs</li> <li>Re-familiarize yourself with specific ECCE themes related to your event; collaborate with presenter(s) to develop questions and complete plan for moderating discussion component</li> <li>Proof flyer providing suggested revisions / edits</li> </ul>	<ul style="list-style-type: none"> <li>Complete contract</li> <li>Determine final room set-up</li> <li>Solidify AV needs</li> <li>Re-familiarize yourself with specific ECCE themes related to your event; collaborate with host to develop questions and complete plan for moderating discussion component</li> </ul>
4 weeks from event	<ul style="list-style-type: none"> <li>Provide to Chasity and presenter a cell number that you can be reached at the day of the event</li> <li>Share itinerary of arrangements with presenter(s) and Chasity</li> <li>Post event flyers --- Speaker Series will provide up to 20 color copies if we create it in-house</li> </ul>	<ul style="list-style-type: none"> <li>Provide to Chasity and host a cell number that you can be reached at the day of the event</li> <li>Expect email from host with itinerary of arrangements</li> <li>Sign and return recording consent form</li> </ul>
Day of event	<ul style="list-style-type: none"> <li>Arrive at venue 30 minutes prior to start time for sound check</li> </ul>	<ul style="list-style-type: none"> <li>Arrive at venue 30 minutes prior to start time for sound check</li> </ul>

	<ul style="list-style-type: none"> <li>• Execute event as laid out in event agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Execute event as laid out in event agenda</li> </ul>
Immediately after event	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Submit receipts, mileage, etc. to Chasity for reimbursement</li> </ul>
4-6 weeks following event	<ul style="list-style-type: none"> <li>• Department will receive transfer of funds if applicable</li> </ul>	
6-8 weeks following event		<ul style="list-style-type: none"> <li>• Receive payment / reimbursement check from the University if applicable</li> </ul>

## FUNDING & EXPENSES

The amount of funding allocated toward event expenses varies. ECCE Speaker Series may provide full or partial coverage. You will be informed which expenses and how much will be covered by ECCE Speaker Series. Event expenses should not go over budgeted amount. Event host / department / organization could be responsible for any overage.

Speaker Series cannot provide or reimburse for food or meal expenses and does not provide per diem.

The program coordinator will be in touch with the presenter to discuss contract preparation, travel arrangements and hotel reservations. As the host, you will be copied on email communications and /or sent a final flight itinerary and copy of the hotel reservation.

All payments/reimbursements associated with the event that are covered by Speaker Series will be processed after services have been rendered. Speaker(s) should expect their check from the University of Illinois to arrive approximately 6-8 weeks from event date. If applicable, departments should anticipate a transfer of funds within 4-6 weeks from the event date.

## PRESENTATION REQUIREMENTS

### a) Length

Speaker Series events vary in length depending on the type of event. Ideally a lecture or panel format should fall within the range of 45-60 minutes followed by 15 to 20-minutes of productive Q&A or discussion. Any event projected to exceed two hours should be discussed with the Speaker Series program coordinator in advance.

### b) Content Tied to ECCE Relevance

The Engaged Citizenship Common Experience (ECCE) is an interdisciplinary curriculum, so offering multiple perspectives or discussing the intersections of disciplinary approaches is highly encouraged. The approved event includes at least one of the six learning outcomes/themes of engaged citizenship below which must be clearly reflected in the presentation and discussion component.

- Recognize their individual social responsibility within a larger community
- Practice awareness of and respect for the diversity of cultures and peoples in this country and in the world
- Reflect on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels

- Identify how economic, political, and social systems operate now and have operated in the past
- Engage in open-minded and ethical decision-making and action
- Distinguish the possibilities and limitations of social change

### c) Audience Engagement Component

Audience engagement is an integral part of ECCE Speaker Series events. Open discussion and participation are valued and required with each event. Presentation must include a discussion, question and answer, or other activity component that requires audience participation relevant to the topic.

If the audience does not come up with questions on their own, we ask that you facilitate the discussion by posing questions to stimulate audience engagement surrounding the subject matter of your presentation. As part of their course assignments, UNI 301 students must relate the content of the events in which they attend to the central themes of engaged citizenship previously mentioned. Framing questions around the main theme(s) of your event reinforces student learning and is highly encouraged. Refer back to the discussion questions you posed in your event proposal. Program coordinator will provide a handout for suggestions on planning and facilitating a successful discussion.

Collaborate with your presenter(s) to develop questions and complete an action plan for leading a discussion that is relevant to ECCE themes.

### d) Introduction and Closing Remarks

As most Speaker Series events are recorded and/or close captioned, we do require that microphones are used by all audience members who participate during the discussion portion of the event. **For this reason, we ask that, at some point during your introduction, a request is made of the audience to please wait for a microphone prior to speaking.**

The Speaker Series student assistant will be passing the microphone to audience members as needed throughout the discussion portion. The Speaker Series student assistant also needs to set up to swipe students out after the event. In order to give the student assistant time to transition from the discussion to setting up swipe out, **we also ask that the moderator announce when the last question is being asked prior to closing remarks.**

## LOGISTICS & PLANNING

### a) Date, Time, Location

Speaker Series will work with you to find an event date, time, and venue that works for you, Speaker Series and the presenter(s). Best intentions will be made to accommodate your request, but we cannot guarantee your preferences will be granted due to scheduling complexities and limited venue options.

### b) Room Set-up

Depending on the venue, there may be flexibility in seating and set up options. Discuss preferences with the presenter(s) and share your vision with the program coordinator. There is no guarantee that we can accommodate last minute requests or changes. **Set-up needs must be solidified with the program coordinator a minimum of six weeks before the event.**

### c) Technology and Accessories

A range of technology and accessories listed below are available to support your event. There is no guarantee

that we can accommodate last minute requests or changes. **AV needs must be shared with the program coordinator a minimum of six weeks before the event.** The following AV equipment is available if requested in advance:

- PC computer or laptop connection for a PC or Mac
- LCD projector and screen
- Internet connection
- PowerPoint
- DVD / CD player
- Lectern
- Lectern light - must request electrical
- Step stool behind lectern for presenters small in stature
- Stage / Risers
- Microphone (podium, hand held, hands-free)
- Laser pointer, remote presentation mouse, audience response system (clickers)
- Easel, flip chart, whiteboard, markers, eraser

Sound check and technology assistance is required 30 minutes prior to event start time! This designated time allows UIS IT staff to assist with set up and problem solve sound, tech, or connection issues in advance.

#### **d) Importance of Timeliness**

It is unacceptable for dinner or social plans to interfere with / delay the set-up, sound check, and ultimately the start time of your event. To plan accordingly, off campus dinner reservations must be made well in advance of your confirmed event sound check. Preferably, dinner arrangements are scheduled after the event to eliminate conflicts.

PLEASE factor in the commute time and the time it takes to find a parking spot and walk to the venue when planning a pre-event social or meal. Allow plenty of time for presenter(s) to prepare and not be rushed.

#### **e) Book Sale / Signing**

If your presenter requests to sell and sign books at your event, you must make these arrangements with the program coordinator. Unless you expect your event to draw a large audience from the general public, hosting a book sale at your event is not recommended. Students seldom buy books at Speaker Series events. If you do request your presenter's book to be sold at your event, note the UIS (Follett) Bookstore is the only authorized vendor permitted to sell books and other merchandise on the UIS campus. Per University policy, no external vendor can sell books or merchandise on the UIS campus. The current UIS contract with Follett states:

*The University of Illinois Springfield contract with Follett provides them with the exclusive rights, with respect to bookstores serving the University's Springfield campus, free from any alternative bookstore source endorsed, licensed or otherwise approved or supported by the University (whether on campus, by catalog or through electronic commerce, including hyperlinks to alternative sources) to buy, sell, distribute (including the right to select vendors) merchandise and services traditionally offered in college and university bookstores...*

**Book sale / signing requests along with book title and publisher must be shared with the program coordinator a minimum of eight weeks before the event to ensure book orders will arrive on time.**

## f) Media Availability

If media outlets choose to cover your event, you will be contacted at the cell phone number provided. Media requests typically come at the last minute (depending on the news of the day) and require a quick turnaround, especially if reporters want to capture a highlight for the 5:00 pm or 6:00 pm news.

## PLANNING DOCUMENTS

### a) Event Agenda

The event agenda describes the flow and outlines the order of event proceedings from start to finish. Ideally the flow has an action item, who is responsible, and allotted time in which item will take place. **Agenda must be shared with the program coordinator a minimum of six weeks before the event.** Below is a sample of an event agenda.

*Event Title & Presenter: Using Passion to Create Change - Dr. Cruz Finn*

*Date & Start time: Thursday, September 21, 2017 at 6 pm*

Pre-Event A/V Requests:

- Dr. Finn requests his "Change" video be displayed to the audience during seating
- Dr. Finn will be using his Mac to show Power Point
- Speaker Series event display slide

Pre-Event Agenda: Pre-Event A/V display slide & Sound Check - 5:25 pm:

- 5:25 pm UIS IT starts the video loop to be displayed on the auditorium screen
- 5:30 pm UIS IT staff fits Dr. Finn and host with wireless lapel mics
- 5:35 pm UIS IT staff assists Dr. Finn in setting up his computer and Power Point
- 5:50 pm – Sound check concludes / Dr. Finn is given some time to collect his thoughts
- 5:58 pm – UIS IT stops the "Change" video and displays Speaker Series event display slide

Event Agenda

- 6:00 pm Event Welcome by host Tate O'Malley (3 minutes)
- Introduction of Speaker – Department Chair Victor DeLuna (5 minutes)
- Presentation - Dr. Cruz Finn Speaks (60 minutes)
- Audience Q&A / Probing Questions from event Moderator – Tate O'Malley (15 to 20 minutes)
- Closing Remarks - Department Chair Victor DeLuna (2 minutes)

### b) Detailed Itinerary

Provide a detailed itinerary for presenter(s) and program coordinator. **Agenda must be shared a minimum of four weeks before the event.** A sample is provided below.

#### Itinerary for Dr. Cruz Finn

**Wednesday-Friday, September 20-22, 2017**

#### **Wednesday, September 20<sup>th</sup>**

7:08 pm - Flight arrives in Springfield on United Airlines Flight 5077 from Chicago O'Hare  
Professor Lilly Ellsworth will pick Dr. Finn up from the airport and take him to Drury Inn hotel (Confirmation #3408428). Remind Drury front desk staff to charge the UIS card that is on file for Chasity Bree.

### **Thursday, September 21<sup>st</sup>**

9:00 am - Host / Professor Tate O'Malley, will pick Dr. Finn up at Drury Inn Lobby

9:30 am-- Coffee at Capitol Perks

10-11:15 pm - Classroom presentation in CAP 122

11:30-2 pm - Lunch & Faculty Roundtable Discussion

2:30 pm - Professor Lilly Ellsworth will drop Dr. Finn off at Drury Inn

5:00 pm - Host, Professor Tate O'Malley, will pick Dr. Finn up from Drury Inn Lobby and take him to UIS

5:30 pm - Sound Check & Pre-Event A/V in Brookens Auditorium

6:00 pm - ECCE Speaker Series Presentation followed by Q and A with students, faculty, staff, and public; Host / Professor Tate O'Malley will take to dinner

8:15 pm - Dinner reservations at Lake Pointe Grill with department faculty members; Professor Nala Sullivan will drop Dr. Finn off at hotel afterwards

### **Friday, September 22<sup>nd</sup>**

8:45 am - Professor Nala Sullivan will pick Dr. Finn up at Drury Inn Lobby and take him to the airport

Remind Drury front desk staff to charge the UIS card that is on file for Chasity Bree.

10:27 am - Flight on United Airlines Flight 5089 leaves Springfield airport

## **EVENT CANCELLATION POLICIES**

Speaker Series reserves the right to cancel an event for non-compliance with stated deadlines or policies or blatant disrespect to Speaker Series staff or administration by any affiliates of the event.

As the proposer of the event, you are accountable for the actions of the individuals(s) you are bringing to campus. If presenter(s) are not responding to / providing required information to the Speaker Series Academic Program Coordinator by designated deadlines, this is grounds for cancelling your event.