



COLLEGE OF SCIENCE

Theoretical Astrophysics Program

Greetings, Respected Guest -

Thank you for agreeing to speak at the Theoretical Astrophysics Program Colloquia Series at the University of Arizona. I'm coordinating the details of your trip and will serve as your main point of contact in addition to your host. Please review the following information.

- About You.** Send me your bio, talk title, abstract, an image from your research, and a headshot for the announcement flyer at your earliest convenience. Sign and return the attached Multi-media Consent and Release Form.
- Airlines.** Book your flight and note that reimbursement is for economy-class fares only. Payments should be made personally by you, not your institution. If traveling on a multi-leg itinerary, conduct a flight comparison using direct flights and provide me with a copy of that information.
- Citizenship.** Provide your citizenship status: (1) a born U.S. citizen; (2) a naturalized U.S. citizen; (3) a U.S. national; or (4) a person born outside the U.S. If you are not a US Citizen, email me a copy of your DS-2019, Visa and Passport or any other pertinent information.
- Expense Reimbursement.** Send me your mailing address and cell phone number so I can set you up as a new vendor. Receipts for airfare, baggage fees, ground transportation, etc., should be emailed to me within three weeks after your talk. Meal receipts are not needed as meals will be calculated using per diem rates established by the State of Arizona. Reimbursement for travel expenses is contingent upon the completion of the trip.
- Ground Transportation.** Use ride-sourcing such as Uber or Lyft when traveling to and from the airport. Use the SunLink streetcar, free until June 2023, for transportation between the hotel and Steward Observatory. It stops in front of the hotel (stop# 16177 700 Sunk Link East) and goes directly to Steward Observatory (stop# 15151 SL/2nd St/Cherry Ave).
- Lodging.** Hotel accommodations for two nights (checking in the Sunday before your talk and checking out Tuesday morning, the day after your colloquium) will be made in your name, and prepaid, at the [Hampton Inn Tucson Downtown](#), 141 South Stone Ave, Tucson. Phone (520) 274-7400. If you plan to stay longer than two nights, please let me know as soon as possible and include the business purpose for the extended stay.
- Meetings.** An online scheduling document will be sent to participants and shared with you in advance of your talk. Please email me the names of any groups or individuals you would like to meet with during your visit, allowing ample time to arrange meetings before your arrival.
- Where and When.** Your talk will be held on Monday at 3:30 pm at Kuiper Space Sciences in Room 312. A semi-private office will be provided for your convenience at the Steward Observatory.

We are committed to diversity and inclusion and promote work and learning environments that welcome everyone. Groups that help promote our commitment include [GEMS](#) (Gender Minorities Group), [TIMESTEP](#) (Tucson Initiative for Minoritized student Engagement in Science and Technology Program), [PLANETS-LPL](#) (Planetary Agender, Non-binary, WomEn and Trans Scientists & Staff), [Allyship Auxiliary](#), [WiP](#) (Women in Physics), and many [others](#). I am happy to contact these groups and coordinate a meeting time.

I look forward to working together. Please feel free to reach out to me at any time.

Thanks again,

Nicole

Nicole L. Divine, *She/her/hers*

TAP/Steward Theory, Steward Observatory Room N334
Office: 520-621-4681 nicoledivine@arizona.edu