



COLLEGE OF SCIENCE

Theoretical Astrophysics
Program

Guidelines for Hosting TAP Colloquium Speakers

A. Before the Speaker Visits

1. The host shall complete the following items approximately 1-2 weeks before the colloquium.
 - a. Contact the speaker and introduce yourself as their official host; inquire about any information they may need.
 - b. Coordinate with the TAP Administrative Assistant, including scheduling and visitor office with the Steward Theory/TAP Administrative Assistant.
 - c. Review the Google doc "TAP Invited Speaker Schedule" and assist with facilitating sign-ups to utilize the visitor's time with a full meeting schedule. Email the speaker the link to their schedule.
 - d. Help facilitate meetings with student groups such as GEMS (Gender Minorities Group), TIMESTEP (Tucson Initiative for Minoritized student Engagement in Science and Technology Program and others (see links on page 2) to honor our commitment to diversity and inclusion and promote work and learning environments that welcome everyone.

B. During TAP Colloquium Zoom Presentation

1. Thank everyone for attending, and welcome to today's colloquium.
2. Before introducing the speaker.
 - a. Request that everyone turns off their audio to avoid background noise.
 - b. Suggest that turning off video might improve bandwidth.
 - c. Request that questions be held until after the colloquium for the speaker to address.
3. Introduce the speaker.
4. Closing/Q&A
 - a. Questions during colloquium are okay if the speaker agrees.
 - b. Review questions to avoid duplication.
 - c. Direct questions to the speaker as needed to support smooth Q&A.
5. Log out of Zoom and log off the computer in the meeting room.

C. Hosting Meals

1. Meals should be limited to 6 guests, including the speaker.
2. The State of Arizona prohibits reimbursement for alcoholic beverages. If alcohol is purchased, make sure it is billed separately.
3. All receipts MUST be itemized. The gratuity amount must be at most 20% before tax.
4. Receipts should include a list of attendees that matches the Google Invited Speaker Schedule doc.
5. Turn in the itemized receipts and guest list to the Steward Theory/TAP Administrative Assistant within seven (7) business days for reimbursement.

NOTE:

1. The TAP Administrative Assistant shall coordinate with the speaker regarding travel and lodging, obtain the speaker's information about the talk and prepare an email flyer and distribute it, reserve a guest office and pick up the key, order refreshments and set up and tear down the reception, set up the meeting room, and the Zoom recording, edit the recording and upload it to YouTube, make lunch and dinner reservations (upon request), and process Host and Speaker expenses for reimbursement.



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Links to Student Groups

ASUA

The Associated Students of the University of Arizona (ASUA)
<https://asuatoday.arizona.edu/>

GEMS Group

Gender Minorities Group at the Department of Astronomy
<https://www.as.arizona.edu/gems-group>

LPL Allyship Auxiliary

<https://www.lpl.arizona.edu/about/department-life/allyship>

PLANETS-LPL

Planetary Agender, Trans, Women and Non-Binary Scientists and Staff at LPL
<https://www.lpl.arizona.edu/about/department-life/planets-lpl>

TIMESTEP

Tucson Initiative for Minoritized student Engagement in Science and Technology Program
<https://lavinia.as.arizona.edu/~timestep/>

WIP

Women in Physics

<https://www.azwip.com/>