

## Steps for inviting a speaker for the NZIAS/INMS Invited Seminar Series

Some funds in NZIAS/INMS are available to host invited speakers. Generally, we may invite anyone from within New Zealand and pay for their flights, accommodation (1 night) and meals. A limited number of people from further afield internationally will also be able to be invited, but any such invitation will only be possible on a “case-by-case” and “first-come first-served” basis and must be specifically cleared by Gaven Martin, HoI. Thus, we advise everyone to take advantage of this opportunity as soon as possible. Below are outlined the steps you need to take if you want to invite someone to come and speak.

### At least a month in advance:

- 1) **Establish what vacancies exist** according to the seminar schedule: <http://www.massey.ac.nz/massey/learning/colleges/college-of-sciences/about/natural-sciences/events.cfm>
- 2) **To invite someone from within New Zealand** you should simply write to this person, confirm that they are interested in speaking here and offer them several of the dates that are available.  
**A limited number of international speakers can be invited from further a-field.** These visits are more costly, however, and therefore require permission and clearance first from Gaven Martin, HoI.
- 3) **The institute will pay for** flights and transport, a night of accommodation and meals for the speaker. Either lunch or dinner during the visit may also be organized to be attended by the guest as well as others who would be interested in speaking casually with the invitee.
  - a. Once a date has been set your guest will need to be given the contact information for Massey Albany’s ORBIT domestic coordinator ([Massey@orbit.co.nz](mailto:Massey@orbit.co.nz)) to arrange their travel, transportation to Albany and accommodation. This should be done for them through either Annette or Vesna.
  - b. The invited seminar series coordinator should be alerted to the date, title and name of the speaker for the website. You can e-mail Luis Ortiz-Catedral ([l.ortiz-catedral@massey.ac.nz](mailto:l.ortiz-catedral@massey.ac.nz)) who will liaise with Anil and his team to ensure this information on the web is accurate and up to date.

### One week in advance:

- 4) You are responsible for **announcing the invited seminar** to everyone in NZIAS/INMS. The announcement will be an email that contains the date, time and venue of the seminar, as well as the name of the speaker and the title and abstract for their talk. Note that there are two venues, one on either side of the Albany campus (East Precinct and Oteha Rohe), which

we have booked for Wednesdays at 1-2pm specifically for these invited seminars. Thus, organize for your speaker to present their talk at the venue that is most appropriate, given their area of expertise and likely particular interest group(s). Your announcement email should be sent to Annette Warbrooke ([A.Warbrooke@massey.ac.nz](mailto:A.Warbrooke@massey.ac.nz)), Vesna Davidovic-Alexander ([v.davidovic-alexander@massey.ac.nz](mailto:v.davidovic-alexander@massey.ac.nz)) or Lyn Shave ([L.L.Shave@massey.ac.nz](mailto:L.L.Shave@massey.ac.nz)). They will then send this out to the "INMS all" list. The announcement should be made **at least twice**: one week in advance of the visit and the day before the visit is to take place.

- 5) In order to make the most of these invited speakers' time here at Massey with us, **schedule informal chats for the day of the visit**. This might include staff, students or post-docs in a variety of disciplines across the institute. Send out a general email inviting anyone interested in an informal chat to contact you, and also send e-mails directly to those who you know might be interested. Contact people at least one week in advance in order to schedule talks throughout the day for your guest. When making this schedule, 40 to 50 minutes per person (or small group) are ideal. Be sure to take into account the necessary transit times between offices or the sides of campus when completing the schedule.
- 6) **Send your guest an outline of their schedule** for the visit. This should include appointments for chats throughout the day, lunch, prep time (12:30 -1:00pm), their seminar (1-2pm) and dinner. Include the names of the people they will be interacting with so that they have the opportunity to look people up in advance.

#### **The day before the visit:**

- 7) **Send the schedule to everyone on the schedule**. This will serve to remind them that they have an appointment and let them know where they need to escort the guest for the next appointment. Office extensions and the locations of the offices should be included on the schedule.
- 8) **Re-send the announcement containing the name, title, abstract, date, time and location of the talk 24 hours in advance**. Once again, the announcement should be sent through Annette Warbrooke ([A.Warbrooke@massey.ac.nz](mailto:A.Warbrooke@massey.ac.nz)), Vesna Davidovic-Alexander ([v.davidovic-alexander@massey.ac.nz](mailto:v.davidovic-alexander@massey.ac.nz)) or Lyn Shave ([L.L.Shave@massey.ac.nz](mailto:L.L.Shave@massey.ac.nz)) who will forward this on to "INMS all".

#### **Day of the visit:**

- 9) Ensure that your guest is transported from the hotel to campus and directly introduced to their first appointment for the day.
- 10) Ensure that your guest is met during prep time in the seminar room and is assisted in working the presentation equipment.

11) Ensure that your guest is introduced to his or her next appointment after the seminar.

12) Make sure your guest is escorted back to the hotel at the end of the evening.

**After the visit:**

Submit reimbursements receipts with signatures of those in attendance on the reverse. The institute will reimburse your guest's in addition to one meal (lunch or dinner) for a small group (up to 4).

If you have other questions or suggestions regarding the Invited Seminar Series, please do not hesitate to contact someone on the Seminar Committee (listed below). Note that, in particular, Luis, Carlo or Honour are especially ready and willing to assist regarding the organization of the Invited Seminar Series:

Luis Ortiz-Catedral: [l.ortiz-catedral@massey.ac.nz](mailto:l.ortiz-catedral@massey.ac.nz)

Honour McCann: [H.Mccann@massey.ac.nz](mailto:H.Mccann@massey.ac.nz)

Carlo Laing: [C.R.Laing@massey.ac.nz](mailto:C.R.Laing@massey.ac.nz)

Marti Anderson: [m.j.anderson@massey.ac.nz](mailto:m.j.anderson@massey.ac.nz)

Heather Hendrickson: [H.hendrickson@massey.ac.nz](mailto:H.hendrickson@massey.ac.nz)

David Aguirre: [J.D.Aguirre@massey.ac.nz](mailto:J.D.Aguirre@massey.ac.nz)