

## Preparing for a seminar speaker

Updated 2-25-14

1. After your speaker has chosen a date, be sure to communicate with the speaker well in advance of their visit with regard to when and how they will arrive and depart. You should check in with Susan first to find out if she has already taken care of this. Contact them at least 2 months before their speaking date. If they will be flying, typically the speaker books the flight and Susan works with them to get reimbursed. If they are local, you still want to find out when they will arrive and if they can meet with students and faculty beforehand. If they need a hotel, communicate with Susan so she can make the arrangements. We cover up to 2 nights hotel for out of town guests. If they are driving and need a parking pass, let Susan know well in advance so she can mail it to the speaker.
2. Find out if they will have time to meet with students and faculty before the talk on Thursday or after the talk on Friday morning. Determine the times they will be available and then start contacting students and faculty about setting up meeting times. If they will be available for lunch on Thursday, it is often nice to organize a grad student lunch with them (usually pizza in the grad student lounge). Work with Susan on ordering the pizza ahead of time.
3. Arrange for dinner with the speaker after the talk. Typically ~6 people attend. Choose a restaurant that is nice but not too expensive. Below are some examples in Evanston. While there is not a strict price limit, typically the total cost of the meal is on average no more than \$30/person.
4. Be sure to have a schedule ready for the speaker at least a few days in advance of their visit. Ideally you will have it worked out and can send it to the speaker by the Monday of the week they are coming.
5. On the day they will arrive, you will be responsible for making sure they get to where they need to be.
6. You will be responsible for getting refreshments for the talk. You have a budget of \$40. Save the receipt for reimbursement. There are plates, napkins, bowls, etc. in the PBC office in Hogan that you can use. If you notice supplies getting low, let Nyree and Susan know so we can get more supplies.
7. You will be responsible for introducing the speaker before the talk, so make sure you ask them questions and/or look over their background beforehand. It is helpful to ask them for a recent bio/CV ahead of time.
8. You will be responsible for getting a list of all the attendees at the seminar as you will need to turn this in as part of the refreshment reimbursement.
9. If you purchase any meals with them, save your receipts to get reimbursed. **MAKE SURE ALL RECEIPTS ARE ITEMIZED (NOT JUST THE SIGNED CREDIT CARD RECEIPT) AND THAT ALCOHOL IS ON A SEPARATE BILL.**
10. Feel free to ask Nyree or Susan questions if you need help with something.

### List of some Evanston restaurants near Northwestern

#### **Pub/American cuisine**

Bar Louis

<http://www.barlouieamerica.com/home/>

Bat 17

<http://www.bat17evanston.com/>

**Prairie Moon**  
<http://www.prairiemoonrestaurant.com/v3/>

**Vegetarian**  
Blind Faith  
<http://www.blindfaithcafe.com/>

**Italian**  
Dave's Italian Kitchen  
<http://www.davesik.com/>

**Southern style food**  
Dixie Kitchen  
<http://www.dixiekitchenchicago.com/>

**Asian (Chinese, Japanese, Korean, Malaysian)**  
Koi  
<http://www.koievanson.com/>

FlatTop Grill  
<http://flattopgrill.com/>

Joy Yee's Noodles  
<http://joyyee.com/>

**Indian/Nepalese**  
Mt. Everest  
<http://www.mteverestrestaurant.com/>

**Middle Eastern**  
Olive Mountain  
<http://olivemountainrestaurant.com/>

**Thai**  
Thai Sookdee  
<http://www.thaisookdee.com/>

**Mexican**  
That Little Mexican Café  
<http://www.tlmcafe.com/>

**Tapas**  
Tapas Barcelona  
<http://www.evanstonillinois.net/tapasbarcelona.html>