

Media Studies Colloquium Guest FAQ

In most cases, the RTF Colloquium is scheduled to take place the **first and third Thursdays** of each month, from 3:30-4:45 p.m. usually in Belo 5.102 (holding 72 people). The Colloquium's primary audience is RTF Studies graduate students and faculty, though others from across the University are welcome to attend.

The Colloquium takes the form of a lecture series in which faculty across UT, advanced doctoral students, and visiting scholars present their research. This series is designed to expose students to the diversity of media studies scholarship, provide models for research presentations, and enable graduate students to prepare for job talks.

- The individual extending the invitation should be prepared to procure funding for their guest (including honorarium, if you wish to provide it), coordinate their guest's trip/schedule, and introduce the guest during the colloquium session. *Please be sure to cc the Studies Director with pertinent details regarding scheduling.*
- Colloquium speakers should prepare talks running roughly 35-40 minutes, followed by about 30 minutes of Q&A.
- Events with outside speakers should include a happy hour at the Hole in the Wall, schedules permitting.

Interested in bringing in a colloquium guest or presenting during the colloquium?

- Please make your suggestions to the Media Studies Director by **August 6th** of each year. The Studies Director will determine if/when slots are available and follow up accordingly.
- Additional speakers may be added to the schedule as long as available slots are available.
- The Media Studies area has a very limited budget. Due to these limited funds, **you should plan to secure funding** from others (whether departments, centers, or faculty with professorships); this will make it easier for the Studies Director to prioritize scheduling the suggested guest.
 - RTF faculty with fellowships who may be able to provide funding include Kathy Fuller-Seeley, Charles Ramirez-Berg, Tom Schatz, Joe Straubhaar, Sharon Strover, and Karin Wilkins.

Upon securing a guest, you should:

- Inform Communications & Programs Coordinator, Elana Wakeman (ewakeman@austin.utexas.edu), so she can initiate publicity via emails, promotional flyers, and through the department's website.
 - *Please provide Elana with the guest's photo and bio, as well as the title of their talk and a brief abstract ASAP.*
- Fill out the new online **Guest Speaker / Professional Services payment request form** (available from Department Accountant, wendy.stuessy@austin.utexas.edu)

Upon approval for travel from the Department Accountant:

- Work with Wendy Stuessy to begin arranging your guest's travel. She will put you in contact with a travel agent to book air travel and hotel.
- For additional information regarding University regulations see the attached **Travel Guidelines for Guests** document; adhering to these guidelines will ensure reimbursement takes place efficiently.
- It may be worth considering asking the guest if they would prefer a flat fee as honorarium in lieu of having you book their trip and/or reimburse for payments. If you choose this option, they will need to book their own travel. Their honorarium will be sent following their visit. *Please note an honorarium is treated as taxable income.*
- If the guest is coming from outside the United States, please try to avoid offering an honorarium, as the guest is taxed at 30%.

Items you may wish to secure for your guest prior during their visit:

- UT/RTF promotional materials (T-shirt, mug, pen, etc.)
- A parking pass (request in advance from Bert, RTF's Office Manager)
- An AT&T card to provide one-day access to the Internet (available through Bert, RTF's Office Manager)
- Office space for downtime (contact Bert or Rachel regarding this)

At least one month prior to the guest's arrival, please provide Elana with:

- A digital photo and bio for the guest;
- A title and abstract (approx. 150-200 words) for their talk

When the guest arrives, please be sure to:

- Have them fill out a Payee Information Form (PIF)
- Provide a copy of a driver's license or passport
- Sign the Authorization for Professional Services form
- *Please note that they cannot be reimbursed/provided with an honorarium (should one be provided) until these items are provided.* Reimbursement in the form of a check will be sent to them approximately one to four weeks after their visit.