

## Colloquium Guest FAQ

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

- Colloquium speakers should prepare talks running roughly 40-45 minutes, followed by about 30 minutes of Q&A.
- The individual extending the invitation should be prepared to arrange their guest's trip/schedule and introduce the guest during the colloquium session.
- Most events will be followed by a happy hour at the Hole in the Wall.

**Interested in bringing in a colloquium guest or presenting during the colloquium?** Please make your suggestions to the Media Studies Director by August 1<sup>st</sup> of each year.

- Additional speakers can be added to the schedule at any time (and on other days besides First Thursday), but our limited funds for speakers are to be directed first toward colloquium guests.
- Due to these limited funds, you are **encouraged to secure funding** from others (whether departments and centers or faculty with fellowships); this will make it easier for the Studies Director to prioritize scheduling the suggested guest.
- Each year, the Colloquium aims to secure guests that represent the breadth of the department's research areas. While you are encouraged to make the arrangements for the speaker, *before booking them, please work with the Studies Director to secure a date and ensure funding is available.*

### **Upon securing a guest, you should:**

- Confirm the date with the Studies Director. S/he will then work with the Graduate Coordinator, Char Burke ([char.burke@austin.utexas.edu](mailto:char.burke@austin.utexas.edu)) to make sure a room is reserved and the event is on the departmental calendar.
- Inform Communications & Programs Coordinator, Elana Wakeman ([ewakeman@austin.utexas.edu](mailto: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 **[Guest Artist/Visiting Scholar Authorization of payment form](#)** (available from Department Accountant, [ajb@utexas.edu](mailto:ajb@utexas.edu))

### **Upon approval for travel from the Department Accountant:**

- Begin arranging your guest's travel. Please see the **document** ("[Travel and Event Planning](#)") regarding University regulations; 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 Michelle 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 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.