

**Guidelines for hosts of Colloquium Speakers**  
**Department of Mathematics**  
**University of Illinois at Urbana-Champaign**

Here are some of the things that faculty members should keep in mind when suggesting colloquium speaker:

1. Is the suggested person known to be a good speaker?
2. Are there many people in our department interested in the topic?

The host of a colloquium speaker is responsible for the following:

1. Arrange for a hotel. Ann Byers in our business office can help you with this.
2. Send out an email message, a few days before the colloquium, to remind our faculty of the colloquium.
3. Take the speaker to the business office to fill out the necessary form for reimbursement.

Since the colloquium budget is limited, we have the following guidelines for reimbursing our speakers:

1. Total cost per speaker paid out of the colloquium fund not to exceed \$800. This includes the hotel, travel and honorarium. If the speaker stays at the Union, then in calculating the total, the host may assume the rate of \$94 per night. The actual rate may be higher and unknown to our business office at the time it is paid. If the total cost is above \$800, we hope the host can pay the rest from his/her grant or some other sources.
2. Maximum honorarium paid out of the colloquium fund is \$200.
3. Exceeding these limits requires the Colloquium Committee's approval.