

## **Physics Colloquium Guidelines**

### **Guidelines for Hosts**

- The physics colloquia aim to be comprehensible not only to the physics community but also to students and faculty from other disciplines. Therefore, it is vital to choose a speaker who can deliver a detailed yet accessible presentation to ensure the engagement of the entire audience.
- Before extending an official invitation to a speaker, please contact either Dr. Mohan Pereira or Dr. Steven Gollmer. They will provide further guidance and assistance in this regard.
- The host should provide the title and abstract of the colloquium in advance to notify potential attendees.
- The School of Science and Mathematics administrative assistant will handle transportation arrangements for the speaker and address any logistical issues that may arise.
- The host is responsible for introducing the speaker unless alternative arrangements have been made. Please ensure that the colloquium begins on time.
- The host should ensure that the audience remains attentive during the presentation and refrains from causing distractions.

### **Guidelines for Speakers**

- Our colloquia primarily cater to undergraduate students and faculty from the School of Science and Mathematics and the School of Engineering and Computer Science. Therefore, the talk should be delivered in a manner that is understandable to a diverse audience, and it should refrain from delving into overly specialized details that would require technical knowledge to understand the presentation.
- Please limit your colloquium to a duration of 50 minutes, allowing time for discussion at the end. Kindly provide the title and abstract of your colloquium to your host in advance.
- Generally, the physics colloquia take place in Room 245 of the Engineering and Science Center at 4 p.m. Please arrive 10-15 minutes early to allow time for set-up and preparation.
- Refreshments will be available from 3:30 p.m. onwards.
- You are invited to join the physics colloquium committee, along with faculty and students, for a meal on the day of your presentation.
- Your colloquium will be recorded. If you have any concerns or reservations about your talk being recorded, please inform us in advance.
- Before making any travel arrangements, please get in touch with your host for further guidance.