

September 2003

## Proposal Protocol for NSP Student Mini-symposia

(Originally designed by M. Luo, J. Ren, & X. Dai; Adapted by the NSP GSC)

The initial goal of the NSP student mini-symposia was to create a venue where NSP graduate students could play an active role in the program seminar series. Originally, it was expected that the graduate students would organize *one* mini-symposium per academic year, either in the fall or spring semester. While there is some flexibility in this matter, all proposals should be made with the assumption that they may “compete” with other proposals in a given year. It should be stressed that planning and organization should commence well in advance of the anticipated seminar dates. As such, all proposals should be completed and submitted to the NSP GSC by the graduate student annual meeting (held in Fall Term) for the following academic year. The NSP GSC will then obtain majority approval from the entire student body at the annual meeting. Once the graduate student body has approved a proposal, the proposal will be forwarded to the NSP director for final approval. Following final approval, the organizing students can commence invitations and further planning.

To be completed and submitted to the NSP GSC:

**Topic:** What will be the main underlying topic/focus of the mini-symposium?

**Who:** Which student(s) are submitting the proposal?

**When:** Which semester/year is the symposium planned for?

**Rationale:** Why was this topic chosen? What does this topic “bring” to the program?

**Plans:** There will be 3 consecutive talks for this miniseries. Specific plans are, of course, flexible but here is a very useful plan outlined by Min, Jim, & Xiaoling. Assuming 3 students are working together, each student selects/proposes 3 speakers and ranks them. Plan A is comprised of the first speaker choice of each student. If in Plan A a proposed speaker cannot come, that person will invite his/her proposed speaker in Plan B or C (i.e. the speakers proposed in Plans B and C are alternative speakers). Having alternate choices is highly recommended as it assists with scheduling speakers in consecutive weeks. The order of the talks will be finalized according to the schedule of speakers. The recommended layout for organization is outlined below.

**Preliminary budget:** Given the high cost (to the NSP) of bringing in and hosting speakers, students submitting a proposal should provide a rough estimate of the

finances required for a given mini-symposium. This preliminary budget should include estimates for plane fare (obtained from Spartan Travel – e.g. if a speaker is located at NYU then what is the fare from New York to Lansing?) as well as meals, taxis etc.

**Procedures:** Each student who proposes a speaker will be primarily responsible for that speaker. This includes, but is not necessarily limited to, inviting the speaker, scheduling the talk and trip of that speaker, and serving as host. After the proposal has been approved (at all levels), the organizing students should meet with Cheryl and Laraine to confirm which semester/month is best suited for the symposium. Then the first 3 speakers should be invited (by the respective host students). Each student should clearly know/understand his/her responsibility.

### *Plan A*

**Speaker 1:**

**Institution/Department:**

**Title (e.g. Director, Chair, Professor, etc):**

**Research description:**

**Highlights/selling points (i.e. what makes them a great choice?):**

**Speaker 2:**

**Institution/Department:**

**Title:**

**Research description:**

**Highlights:**

**Speaker 3:**

**Institution:**

**Title:**

**Research description:**

**Highlights:**

### *Plan B*

**Speaker 1:**

**Institution/Department:**

**Title (e.g. Director, Chair, Professor, etc):**

**Research description:**

**Highlights/selling points (i.e. what makes them a great choice?):**

**Speaker 2:**

**Institution/Department:**

**Title:**

**Research description:**

**Highlights:**

**Speaker 3:**

**Institution:**

**Title:**

**Research description:**

**Highlights:**

### ***Plan C***

**Speaker 1:**

**Institution/Department:**

**Title (e.g. Director, Chair, Professor, etc):**

**Research description:**

**Highlights/selling points (i.e. what makes them a great choice?):**

**Speaker 2:**

**Institution/Department:**

**Title:**

**Research description:**

**Highlights:**

**Speaker 3:**

**Institution:**

**Title:**

**Research description:**

**Highlights:**