The purpose of this memo is to invite areas to participate in the Psychology Department’s annual colloquium series. The goals of this program are to (1) Perpetuate our department-wide colloquium series; (2) Support specific department program areas in bringing interesting and high-quality speakers to campus, and (3) Provide an opportunity for our graduate students to meet and interact with distinguished external visitors. In addition to colloquia sponsored by areas, the department will also host several internal and external speakers.

Funding
Funding comes from departmental reserves. We no longer have a dedicated fund to support this series. The Department will support expenses as follows:

a) Up to $1,600 for use by the area to support the external speaker, including travel, lodging, and/or honorarium and to cover costs in support of graduate-student interaction with the visiting speaker. Allowable expenses might include lunch or dinner for graduate students with the speaker, or catered refreshments at a Q&A session. There must be scheduled events that include graduate students.

***Additional costs above and beyond the $1600, such as those incurred from faculty dinners or receptions will be the responsibility of the area and its faculty. Please do not ask after the fact for these costs to be reimbursed.

When inviting speakers to campus, please plan your budget in advance, including the speaker's travel costs. To repeat--the department will not cover speaker-related expenses that exceed the $1600 allotment. Receipts and reimbursement forms should be submitted to area support staff. Contact Guillermo De Paz or Yvette Massey with questions regarding financial arrangements.

Rules Governing This Program
1. Funding will be available for one colloquium per year for each of the traditional program areas in the Department--CAB, Clinical, Counseling, I/O, PIB, Quantitative and Social. Unused funds will not carry over to the next year. An area may wish to use the funding to support more than one speaker, but the total allotment as described above must be split between the two individuals.

2. Areas will be responsible for identifying speakers, inviting them and arranging their visits. It is expected that the Area Director will solicit input from area faculty and will involve faculty and students in the selection of the speaker and activities surrounding the visit. The speaker’s topic should be of broad interest within the area and, where possible, to faculty and students in other areas of the Department. Once the speaker and date are identified, areas must immediately notify Yvette Massey so that the event can be entered on the departmental calendar and any conflicts can be identified. A goal is to distribute the talks more or less evenly throughout the academic year.

3. The Department's website will announce the Departmental Colloquia, including speaker, title and abstract, date and time, and place. The hosting area is responsible for providing this information for posting, and for distributing an email announcement through the Department distribution (Yvette Massey), and for other relevant publicity. All publicity should indicate that the colloquium is part of the Psychology Department Colloquium Series. Other sponsors may also be acknowledged when appropriate.

4. The area should schedule its colloquium at a time and place that is optimally convenient for its faculty and students, and at a time that doesn't conflict with other important departmental activities (such as faculty meetings or other departmental colloquia). The Department Colloquia should be scheduled during the academic year (September through May). Please check with the Chair’s Office (e.g., Yvette Massey) before finalizing visit dates to avoid conflicts.

5. Each area is assigned area support staff (see list below) who will be fully trained to assist in the planning of this event as well as other support services. Contact the Chair’s Office if there are questions or concerns.

Area Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
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</thead>
<tbody>
<tr>
<td>Heidi Wolff</td>
<td>CAB, IO, Social, Quant</td>
</tr>
<tr>
<td>Amy Kranz</td>
<td>COUNSELING</td>
</tr>
<tr>
<td>Amanda Suchy</td>
<td>CSPR, PIB</td>
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