Immunology Colloquium | Guide for Student Organizers

Third-year IGG students are required to participate in coordinating the Immunology Colloquium. The faculty coordinator will call a meeting of the students in early spring prior to begin scheduling. The third-year cohort will be given 4 – 5 slots and will work with the faculty coordinator to select student-invited speakers. All student-invited speakers must be approved by the faculty coordinator.

Contacts

• Jennifer Wolfe: Wolfejen@mail.med.upenn.edu, 215-898-2868
• Laurie Baker: lBaker@mail.med.upenn.edu, 215-898-2021
• Mary Taylor: Tayma@upenn.edu, 215-573-4394

Communication

• You will invite the speaker; see the attached for sample invitation emails. Jen Wolfe and Laurie Baker manage the schedule and can give you available dates.

• Speakers make their own travel reservations and will submit receipts to Jen Wolfe for reimbursement. Jen will make hotel reservations; the speaker is not required to put any money up front for the accommodations.

Schedule

You will work with Jen Wolfe or Laurie Baker to draft the schedule for the day.

• You are responsible for arranging for:
  o Someone to meet the speaker in the morning and walk them to campus. If you’d like, you may plan breakfast at the hotel for the speaker and 1 – 2 other students. Breakfast can be charged to the speaker’s room. If you go elsewhere, you will need to pay and submit your receipts to Jen.
  o Someone to escort the speaker to their next meeting after lunch.
  o Someone to escort the speaker to the dinner (save cab receipts, if applicable).
  o Ensuring that the speaker gets back to the hotel after dinner (save cab receipts, if applicable).

• The IGG coordinator coordinates the lunch.

• Jen Wolfe or Laurie Baker will coordinate faculty meetings during the day, but you will coordinate individual student meetings with the speaker.
  o In the initial invitation to students (more on that below), ask for people who are interested in meeting (for 20-30 minutes) with the speaker one-on-one. Often this is to discuss data, but this can also be a chance for someone to
meet the speaker in person if they’re unable to make the other scheduled events. Students could also be scheduled in pairs if they prefer.

- Collect a list of names.
- Coordinate with Jen or Laurie to determine how to fit these student meetings into the schedule. It’s often easiest to schedule student meetings as a block, and have the speaker meet with students in the morning and faculty in the afternoon, or vice versa.
- Once the timing is set, Jen or Laurie can book rooms for student meetings. It may be easiest to have the speaker stay in the same room while the students cycle through.

- Jen or Laurie will send the final schedule to the speaker (and you).

**Colloquium**

- Make sure the speaker gets to the auditorium with enough time to prepare their slides, get set up with AV, etc. It might be a good idea to pick them up from their last meeting and escort them to the auditorium.
- You will introduce the speaker at the start of Colloquium. This should be a short introduction describing the speaker’s career path/highlights/etc. Jen will ask for a CV when she emails the speaker to coordinate travel; this can be a helpful resource.
- After the talk, you are responsible for managing the question/answer session. Have a question or two in mind in case no one else asks a question. Try to keep the Q&A from going too far over-time.
- Between the colloquium and dinner, there may be a bit of open time. Sometimes there are additional meetings scheduled during this time if the speaker is booked up during the day. Otherwise, you should ask the speaker what they’d like to do: go back to their hotel so they get a break? Grab coffee or a drink? You may want to invite a classmate along so the speaker won’t be stuck with just you the whole time and just play it by ear. If the speaker wants to do their own thing, offer to meet them at the hotel (or wherever) to take a cab over to dinner.

**Dinner**

The visit includes a dinner with students at a faculty member’s home; typically, this dinner takes place on Tuesday night. This may be scheduled on Monday after Journal Club if the speaker’s travel schedule requires that.

- There are several faculty who live in Center City and would be convenient hosts for dinner. These include: Dave Allman, Sara Cherry, Warren Pear, and Igor Brodsky/Sunny Shin. Other faculty who are typically willing to host but live further out are: Terri Laufer, Mike Cancro, and John Wherry. You should ask these faculty if they would be willing to host. Alternatively, you could see if there’s a student who would be willing to host; please be sure that the student’s home is appropriate for a guest speaker. Contact the IGG coordinator or the colloquium faculty coordinator if you can’t find a faculty member to host the dinner.
Once you’ve confirmed a faculty host, be sure to ask them:

- What time would they like to host? (If dinner is Tuesday after the colloquium, starting around 6:30 should give enough time for transit, etc.)
- What’s their address?
- How many students can they comfortably accommodate?
- Would they like any students to arrive early to help them with set up? Or are they able to accept the food delivery on their own? (Make sure they know to get an itemized receipt and add a tip if the food hasn’t been ordered with a PO.

You will need to send out an invitation to all IGG students and collect a list of dinner attendees (in addition to the list of students interested in individual meetings). The IGG coordinator can send your email out to the IGG student email list or you can ask her for the list. See example below.

Email the speaker to ask about dietary restrictions and food preferences (provide a couple options of types of food for them to choose from).

Speaker transportation to/from the dinner. It is probably best for 1-2 students to cab with the speaker to dinner. Be sure to get a receipt. If the speaker wants to cab back to their hotel on their own, they can get a receipt and submit it to Jen for reimbursement.

Food and drink

- You have approximately $400 to spend on food and drink, including tax and tip. Typically, this will feed approximately 15 students (and the speaker and faculty host). You should place all orders at least two weeks in advance of the dinner.
- You can purchase food on your own and get reimbursed. Alternatively, you can order from one of Penn’s Approved Caterers: http://www.purchasing.upenn.edu/buyinfo/suppliers/caterers.php. You have two options: 1) place the order yourself and give the invoice to Jen Wolfe for payment; or 2) ask the IGG coordinator to place the order and handle payment for you.
  - When ordering, check that the caterer will supply plates/napkins/utensils.
- You can purchase the beer/soda/wine and get reimbursed. Alternatively, you can purchase beer and soda through Springfield Beer Distributor. You have two options: 1) place the order yourself and give the invoice to Jen Wolfe for payment; or 2) ask the IGG coordinator to place the order and handle payment for you.
  - Springfield Beer Distributor can deliver, but they require a 3-hour window for the delivery. If you’re going this route, coordinate with the faculty host where/when they’d like beer delivered.
- Contact the IGG coordinator for wine and cups.
• NOTE: In order to get reimbursed, you must have both an itemized and a credit card receipt for each reimbursement request. If you pay with cash, the itemized receipt must also show proof of payment.

• At the dinner, offer to set up and clean up. Be on the safe side by offering to do anything and everything, then let them turn you down. Some faculty members may want to handle everything, but others may just intend to provide a space for dinner and let you run the show.

After the Visit

• Give any and all receipts to Jen Wolfe. You will also need to provide Jen with a list of students who attended the dinner.

• Send a thank you note to the speaker.

• Send an email to the faculty member to thank them for hosting.
Suggested Timeline

- Spring semester 2nd year
  - Invite the speaker and confirm their date.

- Several months prior to the event
  - Jen Wolfe will start coordinating travel arrangements with the speaker and will copy you on these emails.

- Four weeks prior to the event
  - Email Penn faculty to find a host for the dinner
  - Email the speaker to re-introduce yourself as the student coordinator, tell him/her that you and the students are looking forward to their visit, and ask about dietary restrictions/food preferences for the dinner. Mostly this is just so they have another point of contact if they have questions.

- Three weeks prior to the event
  - Email the IGG student body to ask for students interested in meeting and/or dining with the speaker.
  - Confirm with students who will be attending the dinner and ask about dietary restrictions.

- Two weeks prior to the event
  - Order food and drinks.
  - Finalize student meeting schedule with Jen. Ask her to book a room. Email those students to confirm meeting location/time.

- One week prior to the event
  - Jen will email the final schedule to you, the speaker, and all faculty/students meeting with the speaker.
  - Send a reminder email to all students signed up for the dinner.
  - Confirm with all who are escorting the speaker to/from the hotel, to/from meetings, etc.

- Monday before the event
  - Touch base with the faculty host (and caterer if necessary) to be sure everything is set for the dinner.

- The day of event
  - Make yourself available for the entire day so that you can escort/coordinate/deal with issues that arise.

- Wednesday after the event
  - Submit receipts and send thank you notes.
Sample Email to Speaker

Dear Dr. Yewdell,

My name is Julia and I'm an MD/PhD student at the University of Pennsylvania. Every year, the students in the Immunology Graduate Group select a few researchers to come to Penn and present a talk for our weekly Immunology Colloquium. Given your seminal contributions to the fields of viral immunology and antigen presentation, as well as your dedication to mentoring young scientists, we think you would be an excellent person to speak to the Penn community. On behalf of the student body, I'd like to invite you to Penn to share your recent work.

If you are able to come, the seminar would take place during the upcoming 2014-2015 academic year. Speakers usually arrive in Philly on a Monday night, spend the day at Penn on Tuesday, and leave either Tuesday night or Wednesday morning. The Immunology Colloquium is held on Tuesdays at 4pm and is attended by graduate students, post-docs, and faculty of the Immunology and Molecular Biology communities at Penn. As a student-invited speaker, a good part of your day would be spent meeting with students, and some part of the day would be available for meeting with faculty members. We would host a dinner for you after your seminar with students, often at the home of one of our faculty.

Please let me know if you'd be willing to visit Penn, and I'll send you a list of available dates. I look forward to hearing from you.

Best,
Julia Rood
Sample Email Invitation to Students

Hi everyone,

Jon Yewdell will be visiting in a few weeks (October 28th) as one of our student-invited speakers for Immunology Colloquium. He is one of the few speakers selected by IGG students for this academic year, which means that we students have the opportunity to meet him individually during the day on Tuesday to talk about his research and our research! We will also have a dinner at a faculty member’s home in the evening after his talk (details to come).

Dr. Yewdell is a Penn MD/PhD alum and currently Chief of the Cellular Biology Section in the Laboratory of Viral Diseases in the NIAID. He is a leader in the field of viral immunology and has made seminal contributions to our understanding of viral antigen processing and presentation, immunodominance, and CD8 T cell recognition of viral antigens, among many other topics. His recent work has focused on antigenic variation of influenza hemagglutinin and the search for a universal flu vaccine. I’m personally very excited to hear his talk and hope that others would be willing to meet with him throughout the day.

Please email me directly (jrood@mail.med.upenn.edu) if you would be interested in meeting with Dr. Yewdell for 20 to 30 minutes the morning of Tuesday, Oct. 28 and/or if you would like to join us for dinner that evening.

Thanks!