



*Florida Institute
of Technology*
High Tech with a Human Touch™

Colloquium Speaker Guidelines

Physics and Space Sciences Department Florida Institute of Technology

Presentation Title and Abstract

Provide the colloquium host with a title, abstract, and speaker's photo no later than a week before the scheduled presentation. This information is used to advertise the talk on campus.

Audience

Colloquia are normally targeted at Physics, Astronomy, and Space Sciences undergraduate and graduate students. Faculty, postdocs, and visitors from the local broader physics community also attend the department colloquia.

Duration

The entire talk should not exceed 1 hour, including 5 minutes at the beginning for the speaker introduction and announcements, and at least 5 minutes at the end for questions and answers. Refreshments are provided 5 minutes before the presentation, around 3:55 PM.

Location and Time

All presentations are held on Fridays at 4:00 PM in Room 140 of the Olin Physical Sciences Building (see map) unless otherwise noted.

Slides and Projector

The colloquium room is equipped with a computer, a ceiling projector, and a screen. There are terminals to connect a laptop and external speakers. Please inform the host of your audiovisual needs for your colloquium in advance.

Parking

Visitor parking permits can be requested a day before arrival. Speakers can park anywhere on campus with a parking permit. The closer parking lots to the Olin Physical Sciences Building are lots 17, 20 or 24 (see parking map). Visitors can also park on the bottom floor of the parking garage as that is made specifically for campus visitors.

Last update: January 2013 by Dr. Francisco Yumiceva