EVENTS WITH UNIVERSITY FACULTY SPEAKER

Hosting University faculty speaker events in your region is a unique way to bring UChicago to your area. University speakers present on a range of topics, from their latest research to updates about recent events or the history of UChicago. These events give alumni a glimpse into some of the amazing things happening on campus and beyond.

While the Alumni Association’s Harper Lecture program underwrites faculty travel and speaking events in 10-15 international and domestic regions each year, alumni clubs or affinity groups are responsible for funding and hosting any additional faculty speakers during the year.

The Alumni Association will do its best to support your efforts in securing a faculty member. Due to the nature of the academic year and each individual faculty member’s schedule, we cannot make any guarantees. Begin planning five months in advance, and consider the below items to assist with the process.

Step 1: Identify topics of interest on which you would like a faculty member to present.

Step 2: Use the online directory, the Alumni Association Short List e-newsletter, and the University of Chicago Magazine to identify faculty with relevant expertise.

Step 3: Once you have located one or more faculty members as potential speakers, coordinate outreach by contacting the staff liaison. If you do not know who the staff liaison for your region is, please email alumniassociation@uchicago.edu to find out.

TIPS FOR RECRUITING FACULTY SPEAKERS

- The start and end of each quarter are the busiest times for many professors.
- Consider PhD students, faculty emeriti, or alumni in your area. Many UChicago alumni are now faculty at universities all around the world.
RESPONSIBILITIES OF THE CLUB/AFFINITY GROUP

- Serve as a point of contact, assuring that faculty speakers are fully informed of all event details and have a great experience before, during, and after the event.
- Ensure all costs associated with the event venue including room fees, catering, audiovisual technology, security, etc., are handled in advance of event.
- Provide a speaker honorarium or gift if applicable or required. The Alumni Association Grant Program does not cover honorariums, gift certificates, but the staff liaison can send an UChicago gift from a selection of available gifts.
- Arrange reservations and payment for speaker hotel accommodations, meals, and incidentals.
- Arrange speaker transportation to/from the airport, hotel, and event venue.