Dear Guest Speaker,

We are delighted to have you visit the Department of Mathematics at Oregon State University and give a talk in our colloquium series. We hope you enjoy your time in Corvallis, and we hope to make your stay enjoyable and intellectually stimulating. Below, you will find information to help prepare your talk, help for arranging your travel, funding information as well as the reimbursement process to receive that funding, which includes saving certain receipts. Please do not hesitate to email the Colloquium Chair, Dr. Vrushali Bokil, at bokilv@math.oregonstate.edu for further information. We look forward to seeing you in Corvallis.

The Talk

As soon as you are able, and preferably at least two weeks before your talk please email Vrushali Bokil (bokilv at math dot oregonstate dot edu) your title and abstract. Your talk will be advertised here. Please let Vrushali know if anything seems amiss.

Our colloquia are held from 4pm to 4:50 pm on Mondays. In Fall 2018 the colloquia will take place in Kearney 212, and we will update this page with the room number for later academic quarters. The colloquia room is equipped with a large chalkboard, a document cam, and a computer with projector. If using the projector, you may bring your talk on a memory stick, or bring your own laptop to connect. We recommend also emailing the talk to yourself as a precaution against rare technology malfunctions.

We have a colloquium tea before the talk with coffee, tea, cookies, and popcorn at 3:00pm in the faculty lounge located on the 3rd floor of Kidder Hall in room 302. This provides an excellent opportunity to meet faculty and graduate students in the department before the talk.

The OSU math department includes faculty, instructors, and graduate students of diverse mathematical backgrounds. We kindly request that your talk be

- about 45-50 minutes in length, to leave time for questions (5-10 minutes).
- aimed at a general audience,
- accessible to graduate students.

Please feel free to contact Vrushali Bokil (bokilv at math dot oregonstate dot edu) with any questions or concerns.

Travel

The mathematics department at Oregon State is located in Kidder Hall, on the corner of Campus Way and Waldo Ave. (See maps). The main office is located in Kidder 368 on the third floor.

(By Plane)

The closest airport to Corvallis, is Eugene (EUG), but it is usually cheaper to fly into Portland (PDX). There are two shuttles that travel between PDX and OSU, HUT ($74 round trip), and Oregon Express Shuttle ($58 round trip).

Reservations may be made by contacting Azumano Away Travel (local area: 541-757-9792, toll...
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free: 800-334-2929, fax: 541-758-1631, or email: azcorvallis@ciazumano.com). Azumano is able to bill any of airfare, shuttle, or a rental car from Enterprise directly to the mathematics department, so long as the total is under $400. You will need to tell the agent that the travel will be billed to the mathematics department, with contact Deanne Murray.

(By Car)

If you will be driving by car, please let us know in advance, and we are if able, we will send you a parking pass to park in the faculty lots. The faculty parking lots nearest to Kidder Hall are on Monroe street between 14th and 23rd. In addition to these lots, there is a guest lot on Jefferson and 15th. If you park there, please keep your original receipt for reimbursement.

Lodging

If you require lodging while visiting Corvallis, please contact Deanne Murray (deanne.murray@math.oregonstate.edu) with the dates of your travel, and she will make you a reservation. Typically, the lodging of choice for our visitors is the Hilton Garden Inn.

Reimbursement

With our current budget we regretfully can normally only reimburse total expenses (airfare, ground transportation, lodging and meals) up to $400. Requests for additional funding will be reviewed by the Department of Mathematics Head and Associate Head, and decisions will be made on a case-by-case basis. We are unable to provide an honorarium.

In order to be reimbursed, please email Deanne Murray (deanne.murray@math.oregonstate.edu) with your full legal name and email address. This will generate an automated email from OSU Vendor Maintenance requesting more information, please watch for that.

Deanne will need receipts for all items to be reimbursed. If they are not available at the time of the talk, they may be mailed afterward to

Deanne Murray
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Kidder Hall 368, OSU
Corvallis Oregon 97331-4605, or
deanne.murray@oregonstate.edu

Please feel free to email Deanne or call at 541-737-5135 with any questions.