

One-Page Checklist (Printable – English Version)

How to use: This checklist is designed for **one ACM Distinguished Speaker Talk**.
Print one copy per event and check items off in order.



Semester-Level Planning (Before the Semester)

- ☐ Plan all Distinguished Speaker Talks for the semester (typically 3–4)
 - ☐ Submit Distinguished Speaker requests on the ACM website
 - ☐ Contact potential speakers and confirm interest
 - ☐ Request **semester-level funding** from the CSEE Chair (Prof. Younis)
 - ☐ Funding approved and finance staff cc'ed
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T-6 to T-5 Weeks (Single-Event Kickoff)

- ☐ Finalize event date with the speaker
 - ☐ Collect Talk Title, Abstract, Bio, and Photo
 - ☐ Start creating the event flyer using existing templates
 - ☐ Begin discussion of food options (Costco vs. catering/restaurant)
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T-4 Weeks (Critical Lock-In – Do Not Slip)

- ☐ Reserve room through **Rosie or Rebecca**
 - Common rooms: ITE 325B, Engineering conference rooms, or other approved spaces
 - ☐ Finalize event flyer
 - ☐ Finalize invite email text
 - ☐ Send invite email to **CSEE mailing list** via Rosie or Rebecca
 - ☐ Request cross-posting to other departments (e.g., IS)
 - ☐ Request **Parking Guest Code** via ACM Advisor (Prof. Song → IS)
 - ☐ Invite faculty leadership to welcome the speaker:
 - Prof. Younis
 - Prof. Finin
 - Prof. Song
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T-2 Weeks (Confirmation & Convergence)

- ☐ Reconfirm time, location, and parking details with the speaker
 - ☐ **Finalize food plan**
 - ☐ Restaurant/catering order placed, *or*
 - ☐ Costco shopping list and purchaser assigned
 - ☐ Confirm faculty welcome attendance and timing
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T-1 Week (Execution Freeze)

- ☐ Print flyers
 - ☐ Post flyers in high-traffic buildings:
 - ITE Building
 - Engineering Building (adjacent to ITE)
 - Sherman Hall
 - Sondheim Hall
 - Math & Psychology Building
 - Biological Sciences Building
 - Interdisciplinary Life Sciences Building
 - ☐ Update ACM website
 - ☐ Update social media (Facebook, LinkedIn, Twitter/X, etc.)
 - ☐ Confirm moderator and event-day agenda
 - ☐ **No new tasks added within the final week**
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Day 0 (Event Day)

- ☐ 8:00–9:00 AM: Purchase food (if not catered)
 - ☐ Arrive 20–30 minutes early for setup
 - ☐ Prepare coffee, tea, and lunch
 - ☐ Greet speaker and assist with parking and AV
 - ☐ Faculty welcome remarks (3–5 minutes)
 - ☐ Moderator introduces speaker; talk begins
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Post-Event (Wrap-Up)

- ☐ Send thank-you email to the speaker
- ☐ Upload photos, recording, and slides (with speaker approval)
- ☐ Update ACM website and all social media platforms
- ☐ Archive materials for future reuse