

Guidelines for Hosting Simpson Forum Events

Thank you for hosting a Simpson Forum event; a unique learning opportunity and invaluable resource for our students. Following is information that will help to ensure our campus guests and speakers have a positive experience and our students receive the full credit for their attendance. Also attached for your review is the information that each student who enrolls in Simpson Forum receives at the beginning of the semester.

In order to be an official “Simpson Forum Event” your event must be approved by the Simpson Forum Director. You will be responsible for contacting the Conference Office to reserve appropriate space for your event, arranging room set-up through Sodexo Campus Services and media needs through Media Services.

1. You are responsible for making travel arrangements either directly with your guest or through Brian Steffen, SF Director. All expenses need to be approved by the Simpson Forum Director in advance.
2. You should be in communication with your guest to make plans for the logistics of the event; ie.; requests for room set-up, media requirements, meal requirements, transportation , lodging and other needs.
3. You are responsible for completing the check request process through the Business Office and presenting the payment to the speaker.
4. Tammi Perry, Registrar’s Office, will send Forum cards to you approximately two weeks prior to the event. If you do not receive the cards or need additional cards it is your responsibility to contact the Registrar’s Office to make arrangements.
5. At the beginning of the event, prior to introducing the speaker, give clear instructions to students where to return their completed Simpson Forum cards at the conclusion of the event in order to receive credit.

6. Prior to event, identify a responsible person(s) to collect the completed forum cards at the conclusion of the event. (This will usually be at the exit door).
7. The completed Simpson Forum cards must be turned into the Registrar's Office immediately after the event, or the following morning for evening events.
8. The Registrar's Office will record the attendance for students registered for Simpson Forum and retain the cards in their office until the completion of the semester.

NOTE: The Registrar's Office will ONLY record attendance for students registered in Simpson Forum. If an instructor suggests or requires students enrolled in their class to attend a forum event, it is the responsibility of the instructor to determine a process to validate attendance, other than Simpson Forum cards.

At the end of the semester, the Registrar's Office will send the attendance records to each student's faculty advisor. At the end of the semester, the faculty advisor is responsible to issue a "P/NP" designation for each student and submit to the Registrar's Office to be recorded on the official transcript.