

September 15th, 2017

Dr. Sultana Nahar
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Re: Goddard Scientific Colloquium This December

Dear Dr. Nahar:

In my capacity as a member of the Goddard Scientific Colloquium Committee, it is a pleasure to invite you to give the colloquium at Goddard Space Flight Center on **Wednesday December 13th, 2017**.

We will cover your travel, accommodation and incidental expenses for your visit to Greenbelt. We can offer a \$500 honorarium if you are allowed to accept it. You will shortly be contacted with a follow-up email by the Scientific Colloquium Visitor Coordinator, Ms. Lynette Queen, asking for your trip details and the information needed for the “gate badge” that is required to obtain access to GSFC. Please see the two following pages for more information.

As you may have already been informed, our colloquia usually start at 3:30 pm after 30 minutes of coffee, cookies, and socializing. You should plan for a 50-minute presentation so as to leave time for questions in the one-hour time slot. The audience consists of scientists from a wide range of research areas, so you should not expect that most attendees will have a detailed familiarity with your research area.

When you have a chance, if you haven’t already done so, could you also send Dave Thompson (David.J.Thompson@nasa.gov) a short abstract, a brief biography, and a photo for our advertising?

We look forward to your upcoming visit and to your colloquium,

Steve Drake

On behalf of the Goddard Scientific Colloquium Committee

Goddard Scientific Colloquium

Guest Speaker Information

Thank you for accepting our invitation to be a speaker in the Goddard Scientific Colloquium series. Information about the current colloquium series can be found at <http://scicolloq.gsfc.nasa.gov/>. This note provides important information about arrangements and policies for guest speakers. Please read it carefully.

Goddard will provide you:

1. Reimbursement for a round-trip airline or train ticket from your home;
2. A pre-paid reservation at a local hotel, the Holiday Inn Greenbelt, for one or two nights;
3. Reimbursement for a rental car, meals, and other local expenses;
4. A \$500 honorarium (if you are allowed to accept one).

We ask you to provide:

1. A title and abstract for your talk;
2. A brief biographical sketch;
3. A personal photo, preferably in electronic format, to use on the flyer advertising your talk;
4. A talk geared toward a general scientific audience, not just specialists in your own field;

The talks are held in Goddard's Building 8 (Hinners) Auditorium, starting at 3:30. We have coffee, tea, and sometimes cookies starting at 3:00. We ask our speakers to arrive at the auditorium about 3:00 to check audio-visual equipment.

We like to record these talks, if you give us permission. We can put them on the Web as streaming video, available to Goddard, NASA, or the public, as you choose. We will ask you to sign a recording permission form.

Your points of contact for the Goddard Scientific Colloquium are:

1. The member of the Colloquium Committee who invited you;
2. Lynette Queen, the Travel Coordinator, lynette.queen@nasa.gov
3. Dave Thompson, chair of the Colloquium Committee, David.J.Thompson@nasa.gov, (301) 286-8168, who tries to coordinate the series & is usually available to help with problems. Please do not hesitate to contact him.

We can usually handle special situations if you give us enough advance notice. Remember, though, that we are a Government agency – enough said?