Welcome to the Institute for Advanced Study! This page is your short introduction to how collaboratives function at the IAS. You will receive more detailed guidelines and policies. This information is available on the IAS website in the “Research and Creative Collaboratives” area.

**Collaborative activities.** Members of the collaborative set the agenda for what you will do over the year. Activities have included regular discussion or work meetings of the collaborative, with or without invited guests; public events such as speaker presentations, workshops, performances, symposia, and conferences organized by the collaborative; and work on shared research topics. The IAS supports your activities, and we hope that you will support the IAS by your contributions and participation in the Institute’s intellectual community.

**Budget.** Your collaborative was awarded the amount stated in the letter from Ann Waltner. These funds will be put into your collaborative’s account at the beginning of the fiscal year (July 2014). We will give the convener the accounting string number and instructions on how to view the account. It is the responsibility of the convener to keep track of expenditures on your account. All expenditures must be allowable within University guidelines.

**Alcohol.** The IAS cannot pay for alcohol purchase by collaboratives, such as wine for receptions or hospitality dinners for visitors. Alcohol purchases must be paid either by members of the collaborative, or through cosponsorships by departments that have more generously funded foundation accounts than the IAS, which has very limited foundation funds.

**Speaker honoraria.** You may pay honoraria to visitors, whether for public presentations or private meetings and workshops with your collaborative. University of Minnesota faculty may not receive honoraria, there may be limits on honoraria for University staff. Work with Christina Collins (626-5054, ccollins@umn.edu) in advance of the event to set these up.

**Paying people for any other work.** If you plan to pay anyone for any kind of work, please discuss this with Susannah Smith (624-2921, slsmith@umn.edu) in advance of the work. Examples include hiring a student on an ad-hoc basis to develop a web page, paying for tech support for a performance, or working with a designer on publicity materials. Do not assume that we can easily take care of payment after the fact.

**Out-of-town visitors.** Work with Karen Kinoshita (626-5028, karenk@umn.edu) on travel and housing arrangements for out-of-town visitors. Please allow enough time to make arrangements, and remember that the earlier tickets can be booked, the less it is likely to cost your collaborative.

**Planning meetings.** Work with Christina if you would like to schedule meetings in Northrop, and to order catering (if needed). Surdyk’s is the only caterer allowed for public events in Northrop. Please allow enough time for food/coffee orders—usually 3 work days.

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Planning events. Work with Sharon Fischlowitz (624-6148, fisc0199@umn.edu) if your collaborative wishes to have public events. It is possible that we might be able to schedule your event in the Thursdays at Four series; given the need for diversity in discipline and subject matter, each collaborative will be limited to one Thursday presentation per year. We strongly suggest that if you are planning a symposium or conference in the spring to schedule it in March, not April or May, when you are less likely to get a good audience. Please note that events should not be scheduled for Thursday afternoons, as these conflict with the IAS Thursdays at Four series.

Event support. The IAS offers scores of public events each semester, so you are in good hands as long as we have sufficient lead time to make the event work. Event support can include ordering catering, making flyers, help with publicity, and tech set up. For more details on event planning, see instructions at http://ias.umn.edu/programs/collaboratives/information/; click on “Planning Meetings and Events.”

IAS Website. Each collaborative has a web page on the IAS site, linked from the main collaborative page. Please check your collaborative’s page and let Aaron Victorin-Vangerud (victo045@umn.edu) know about additions and changes. Your collaborative’s events will be posted here; you can also post readings and links as your collaborative needs. Please contact Aaron or Sharon with questions.