



Linda Crnic Institute for Down Syndrome
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

Crnic Institute Supergroup Seminar Series Explanation of Host Responsibilities

The Crnic Institute administrative team will assist with each step of the process and be available to answer any questions from the Host.

All expenses associated with the Host Responsibilities will be covered by the Crnic Institute, and the Host will not be expected to incur any personal costs.

1. The Host will be responsible for providing transportation for the Speaker from their hotel to the CU Anschutz campus and escorting them to the presentation location and other meetings on campus.
2. The Host will help identify faculty, trainees and staff to meet with the Speaker one-on-one and select trainees to other meetings.
3. The Host will assist in organizing a small dinner with the Speaker and other faculty, trainees and staff. The Host will be expected to attend the dinner and help identify other appropriate individuals to invite.
4. The Host will be included in all communications with the Speaker. For example, the Host will be copied on all emails or invited to all zoom meetings about travel logistics, presentation and meeting scheduling, and other details.

Please direct all questions to crnicinstitute@ucdenver.edu.