SECTION 1: LECTURE BY CATEGORY
Lecture titles are listed by category, and most lectures are included in more than one. The 2017 categories include Architecture, Arts/Literature/Music, Business/Economics, Catholicism/World Religions/Spirituality, Communications, Current Affairs, Education, Environment, Ethics/Social Concerns, Family, Globalization/Intercultural, Government/Law/Politics, Health, History, Human Behavior, Notre Dame, Science/Engineering, Sports, and Technology/Social Media.

SECTION 2: LECTURE DESCRIPTIONS
Lectures including the descriptions are listed in alphabetical order.

SECTION 3: LECTURER BIOGRAPHIES
All lecturer biographies are provided in alphabetical order with photos, lecture titles, and page numbers.

Suggested Timeline
THREE TO SIX MONTHS PRIOR TO THE LECTURE:
☐ Establish a Hesburgh Lecture or educational coordinator and/or committee.
☐ Select three speakers, preferred lecture topics, and possible dates.
☐ Submit your lecture request to the academic programs staff using the online form at clubs.undgroup.org/HLSR. Please enter three lecture options including speaker name, lecture title, preferred dates, and any special instructions. If you have any questions, please contact the academic program staff at alumaced@nd.edu or (574) 631-8693. Please do not contact the faculty member directly until you receive written confirmation of the lecture from the Alumni Association.
☐ Secure the venue and identify possible co-sponsors.

AFTER RECEIVING THE CONFIRMATION EMAIL FROM THE ALUMNI ASSOCIATION:
☐ Contact the faculty member immediately and discuss location, date, time of the lecture, and technology needs.
☐ Send honorarium payment to the Alumni Association.
☐ Begin to promote the lecture through club and community partners including press releases, community media outlets, and websites/calendars.

TWO MONTHS PRIOR TO THE LECTURE:
☐ Email or mail logistical information to the speaker.
☐ Promote the program in the club newsletter, club website, and social media.
☐ Utilizing the provided marketing materials from the Alumni Association (sent with the confirmation email), continue to promote the lecture through club and community partners including press releases, community media outlets, and websites/calendars.

THREE TO FOUR WEEKS PRIOR TO THE LECTURE:
☐ Invite attendees. Don’t forget the requirement to include the general public.
☐ Call or email speaker to confirm details, including technology needs.

☐ Confirm logistics at venue (e.g., audio-visual equipment, room set up).

ONE TO TWO WEEKS PRIOR TO THE LECTURE:
☐ Send broadcast email/text to club members and community partners reminding them of the lecture.
☐ Place reminder calls to people who responded to the invitation (phone tree).

ONE TO TWO WEEKS AFTER THE LECTURE:
☐ Check your email for the follow-up message and use the link to complete your online evaluation survey for the event, including total number of attendees.

Suggested Program Format
☐ 10 Minutes: Welcome and introduction by club leader. Please use faculty biography in Hesburgh catalog.
☐ 30-40 Minutes: Presentation by lecturer.
☐ 15-30 Minutes: Questions and answers/discussion.
☐ Reception (if appropriate).

Helpful Tips
• In order for the event to be counted as a Hesburgh Lecture, the faculty member must be selected from the Hesburgh catalog. Coordinators are strongly encouraged to discuss topics of interest with the club leadership prior to submitting the lecture request. Please submit lecture request on the web at clubs.undgroup.org/HLSR.
• Choose a date and time that does not conflict with other club events. Also, please check the University calendar (http://calendar.nd.edu) for potential dates to avoid (e.g., home football games, Commencement weekend, school holidays).
• Many clubs have been able to generate community support by inviting a local organization to co-sponsor the event. This helps showcase Notre Dame and our academic excellence within the community. The co-sponsoring organizations may be able to help with location, publicity, attendance, and honorarium.
• In selecting a location for the lecture, be sure that it is a venue that does not conflict with the mission of the University, is conveniently located (e.g., local high school or college facility, parish center, or hotel) and provides parking.
• Hospitality is always appreciated by our faculty members. This can be in the form of recommending convenient hotels, offering transportation to and from the airport and the lecture, and inviting the speaker to dinner.
• For more information, visit our website my.nd.edu/hesburghseries.

Questions? Please contact...
ALUMNI ACADEMIC PROGRAMS
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