**GENERAL**

Seminars are divided into eight basic classifications (with numerous “special” seminars and lectures) depending on their subject matter. Each classification has a “Seminar Chairperson” for a designated period of time (usually one year), and the Seminar Chairperson’s Coordinator is responsible for all preparation involved in scheduling each seminar under that specific classification.

**SEMINARS**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Seminar</th>
<th>Chairperson</th>
<th>Administrative Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>Biochemistry Seminar</td>
<td>Hoelz</td>
<td>Margot Hoyt</td>
</tr>
<tr>
<td>CES</td>
<td>Chemical Engineering Seminar</td>
<td>Shapiro</td>
<td>Sohee Lee</td>
</tr>
<tr>
<td>CPS</td>
<td>Chemical Physics Seminar</td>
<td>Miller, Chan</td>
<td>Elisha Jung Okawa</td>
</tr>
<tr>
<td>DDS</td>
<td>Doctoral Dissertation Seminar</td>
<td>Thesis Defense</td>
<td>Alison Ross, Allison Ouellette, Elizabeth Garcia</td>
</tr>
<tr>
<td>IES</td>
<td>Inorganic-Electrochemical Seminar</td>
<td>Agapie/See</td>
<td>Pat Anderson</td>
</tr>
<tr>
<td>IOS</td>
<td>Inorganic-Organometallic Seminar</td>
<td>Agapie</td>
<td>Pat Anderson</td>
</tr>
<tr>
<td>MRL</td>
<td>Materials Research Lecture (not CCE)</td>
<td>Minnich</td>
<td>TA Hoff / Blankenship</td>
</tr>
<tr>
<td>OCS</td>
<td>Organic Chemistry</td>
<td>Ondrus/Robb</td>
<td>Vicky Brennan/Annette Luymes</td>
</tr>
</tbody>
</table>

**Day of Week** | **Seminar** | **Faculty Host** | **Coordinator** | **Phone**
--- | --- | --- | --- | ---
Monday | Inorganic-Electrochemistry (IES) | Agapie/See | Pat Anderson | 6022
Tuesday | Chemical Physics (CPS) | Miller, Chan | Elisha Jung Okawa | 3367
Wednesday | Organic Chemistry (OCS) | Ondrus/Robb | Vicky Brennan/Annette Luymes | 6151/6016
Thursday | Biochemistry | Hoelz | Margot Hoyt | 3456
Thursday | Chemical Engineering | Shapiro | Sohee Lee | 4193
Friday | Inorganic-Organometallic (IOS) | Agapie | Pat Anderson | 6022

Room Reservations –CCE Division Office x6099

Updated 12/18/2017
## Special Seminars and Lectures

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Seminar/Conference Name</th>
<th>Speaker(s)</th>
<th>Organizer(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS</td>
<td>Beckman Institute Seminar</td>
<td>Tirrell</td>
<td>Susan Ruffins, Rick Jackson</td>
</tr>
<tr>
<td>BL</td>
<td>Beckman Lecture</td>
<td>Dervan</td>
<td>Vicky Brennan</td>
</tr>
<tr>
<td>BMSLOS</td>
<td>Bristol-Myers Squibb Lectures in Organic Synthesis</td>
<td>Ondrus</td>
<td>Vicky Brennan</td>
</tr>
<tr>
<td>CBC</td>
<td>Caltech Biotech Club</td>
<td>Desahaies</td>
<td>Seth Lieblich</td>
</tr>
<tr>
<td>CCS</td>
<td>Chemistry Club Seminar</td>
<td>Agapie</td>
<td>Various</td>
</tr>
<tr>
<td>CGEL</td>
<td>Constantin G. Economou Memorial Lecture</td>
<td>Brady</td>
<td>Allison Ouellette, Sohee Lee</td>
</tr>
<tr>
<td>CRC</td>
<td>Chemical Research Conference</td>
<td>Dervan, Okumura</td>
<td>Vicky Brennan</td>
</tr>
<tr>
<td>DLOC</td>
<td>Dow Lecture in Organic Chemistry</td>
<td>Ondrus/Robb</td>
<td>Vicky Brennan/Annette Luymes</td>
</tr>
<tr>
<td>DLOMC</td>
<td>Dow Lecture in Organometallic Chemistry</td>
<td>Agapie</td>
<td>Pat Anderson</td>
</tr>
<tr>
<td>JDRL</td>
<td>John D. Roberts Lecture</td>
<td>Dervan</td>
<td>Vicky Brennan</td>
</tr>
<tr>
<td>MAS</td>
<td>McCoy Award Seminar</td>
<td>Barton</td>
<td>Alison Ross</td>
</tr>
<tr>
<td>NDL</td>
<td>Norman Davidson Lecture</td>
<td>CCE/BBE Campbell</td>
<td>Margot Hoyt</td>
</tr>
<tr>
<td>RWVL</td>
<td>Robert W. Vaughan Lectureship in Chemical Engineering</td>
<td>Brady</td>
<td>Sohee Lee</td>
</tr>
<tr>
<td>SL</td>
<td>Swift Lecture</td>
<td>Gray</td>
<td>Pat Anderson, Rick Jackson</td>
</tr>
<tr>
<td>WNLL</td>
<td>W. N. Lacey Lectureship in Chemical Engineering</td>
<td>Brady</td>
<td>Sohee Lee</td>
</tr>
<tr>
<td></td>
<td>Hughes Lecture</td>
<td>Rees</td>
<td>Phoebe Ray</td>
</tr>
</tbody>
</table>
DUTIES OF SEMINAR COORDINATOR

NOTIFICATION
As soon as a professor invites a colleague to give a seminar, and verbal approval is received from the Seminar Chairperson by either the Host or the Host's Coordinator, the Seminar Staff should be notified at least two weeks in advance of the seminar date.

SCHEDULING
Check with the Seminar Calendar Assistant (ext. 6099) to ensure that the seminar does not conflict with an already scheduled seminar. If there is a conflict, the Seminar Coordinator will notify the Host and the Seminar Chairman.

CONFIRMATION
Confirm time, place, and date
Information required regarding the Speaker:
   Name and title
   Institute or company and department
   Social Security Number
   Visa status, if not a United States citizen
   Accommodation requirements
Information required regarding the Seminar:
   Host faculty member’s name
   Title of Seminar
   Date, time, and place of Seminar
   Audio Visual needs
   Projectionist
   Refreshments
   Honorarium amount/account(s) to be charged (if not the seminar account number)

REFRESHMENTS
If refreshments are to be served contact FoodToGo x2272 foodtogo@caltech.edu
Include what you would like and where and when it should be delivered; and give them an account number.
REIMBURSEMENTS

After the visitor has left it is the responsibility of the Seminar Coordinator to take care of any reimbursements.

CHECK LIST

Fill in a Seminar Check List for each Seminar Speaker. As various items are completed by the Seminar Coordinator, they should fill in and/or date each item on the Check List (this is an easy way to keep track of all areas of responsibility, including seminar costs).

Sample checklists are included at the end of this section. They are easily adapted to suit the particular needs of each seminar. Also, at the end of this section is a description of how the Inorganic-Electrochemistry Seminar Program is run. It may also provide some helpful ideas.

HONORARIA AND REIMBURSEMENT OF EXPENSES

The Seminar Coordinator is responsible for scheduling the seminar aspect of the guest speaker’s day in most instances.

ROOM RESERVATION INFORMATION

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckman Institute (all rooms)</td>
<td>Call x2791</td>
<td>Call Rick Jackson x2791</td>
</tr>
<tr>
<td>Broad Center 100</td>
<td>90</td>
<td>Call Janie Malone x8824</td>
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<tr>
<td>Crelin 151</td>
<td>48</td>
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</tr>
<tr>
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<td>14 people around the table; 35 chairs; 60 standing</td>
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<tr>
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</tr>
<tr>
<td>Gates Annex 22</td>
<td>200</td>
<td>Call Tess Legaspi x6297</td>
</tr>
<tr>
<td>Gates Annex 27</td>
<td>30</td>
<td>Call Tess Legaspi x6297</td>
</tr>
<tr>
<td>Spalding 102</td>
<td>25</td>
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<td>Spalding 106</td>
<td>100</td>
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<td>Spalding 113</td>
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<td><a href="https://chemez.che.caltech.edu/groups/room_calendar/calendar/">https://chemez.che.caltech.edu/groups/room_calendar/calendar/</a></td>
</tr>
</tbody>
</table>
INORGANIC-ELECTROCHEMISTRY SEMINAR PROGRAM

(Example for other Seminars)

GENERAL

Pat Anderson handles the IES Program. Most of her seminar files are in Filemaker Pro. Please contact Pat directly if you have questions about how she runs the program or if you would like samples of her Filemaker Pro files. Below is a list including the various tasks necessary to run the IES Program and those who are responsible for these tasks.

A. SEMINAR CHAIRPERSON

1. Suggests possible speakers.
2. Signs travel expense reports and payment requests.

B. SEMINAR COORDINATOR

1. Sends the letters of invitation and acknowledgement.
2. Arranges accommodations, calendars, flyers, lunch reservations, transportation, etc.
3. Coordinates visits with other universities.
4. Arranges LCD Projector with AV staff if necessary.
5. Functions as the contact person for the Seminar Speakers.

C. FACULTY HOST

1. Chooses Student/Postdoc Host.
2. Usually accompanies the Seminar Speaker to dinner, although this is not required.

D. STUDENT/POSTDOC HOST

1. Coordinates appointment schedule.
2. Accompanies Speaker to his or her appointments throughout the day.
3. Arranges lunch/dinner.

E. PROJECTIONIST(S)

1. Provides audio/visual equipment for Seminar Speakers.

Sometime during the summer the Seminar Chairperson will send a memo to the professors (i.e., all Inorganic Faculty) asking them to suggest Seminar Speakers they would like to have visit. After the list is compiled, the Seminar Chairperson and/or Seminar Coordinator will narrow down the list of Seminar Speakers to approximately twenty and send letters of invitation. At the beginning of September or October, we send a memo to the Inorganic Faculty with a list of Seminar Speakers. We ask them to list which Seminar Speakers they will host as well as the name of the Student/Postdoc Host. We ask two students to be projectionists. They are paid $10.00/hour (for two hours). Note: Each projectionist gets a copy of the list of IES Seminar Speakers so they can plan who will assist the Speaker on which days.

Updated 12/18/2017
DUTIES OF THE STUDENT/POSTDOC HOST

At least two weeks before the seminar, the Seminar Coordinator will send a memo with some materials concerning the Seminar Speaker to the Student Host. The Student/Postdoc Host responsibilities are as follows:

a. The Student/Postdoc Host organizes the appointment schedule, making sure there are no large gaps in the schedule. If a professor is unavailable to see the Seminar Speaker, the student host should ask if the research group could meet with the Speaker instead.

b. The Student/Postdoc Host should ask the Seminar Speaker what type of restaurant he or she prefers before making the dinner reservation. The Faculty Host will often handle the dinner reservation instead.

c. The Student/Postdoc Host should include the Seminar Speaker’s spouse or partner in the lunch and dinner arrangements if that person is traveling with the Speaker.

d. The Student/Postdoc Host meets the Seminar Speaker at the Athenaeum, hotel, or other agreed-upon location and takes the Seminar Speaker to each of the scheduled appointments.

e. The Student/Postdoc Host introduces the Seminar Speaker before the Speaker begins the presentation. Most of the biographical and academic information is available from the ACS Directory of Graduate Research (if the Speaker is in academics) or from an online source.

f. The Student/Postdoc Host needs to talk to the Speaker about the audio/visual requirements on the day of the seminar to make sure everything is ready for the presentation.

DUTIES OF THE SEMINAR COORDINATOR

a. Confirm that the seminar does not conflict with an already scheduled seminar or with a Division or Institute Faculty Meeting.

b. Make Athenaeum or hotel accommodations as soon as possible after being notified that a Seminar Speaker is coming. Even if the reservation must be canceled, it is better to have one well in advance. At certain times of the year the Athenaeum is booked because of special events or prospective graduate students visiting various departments (for example, from late February to early April).

c. Send information to the Division Seminar Calendar Coordinator, MC 164-30 (ext. 6024), as soon as you know a Seminar Speaker is scheduled.

d. Input information online for the Institute Master Calendar by going to https://www.caltech.edu/user.

e. Post flyers in Noyes, Crellin, Church, Spalding, Braun, and Broad. Send three copies to Rick Jackson in the Beckman Institute for posting.

f. Arrange transportation for the Seminar Speaker to and from the airport or to another university.

g. Coordinate the reimbursement of travel expenses with other universities (if your Speaker will be visiting other universities in the area).

h. Approximately two weeks before the seminar, send the Student/Postdoc Host the student information memo (see below).

i. Make a lunch reservation at the Athenaeum at least two days in advance.

Updated 12/18/2017
j. Distribute the appointment schedule to everyone on the schedule (including the projectionist(s) and the secretaries of the professors meeting with the Speaker). Send a copy of the appointment schedule to the Athenaeum or hotel along with a cover memo (copy of memo also goes to student and faculty hosts) telling the Seminar Speaker the name of the Student/Postdoc Host and the time the Host will meet him or her in the Athenaeum or hotel lobby on the morning of the seminar.

k. Prepare a Payment Request for dinner expenses reimbursement.

l. Keep a checklist with dates to make sure that everything has been completed.

**SEMINAR SPEAKER**

**INFORMATION TO GIVE TO SPEAKER**

a. Initial letter of invitation (if invitation has not been made verbally or via email)

b. After the Seminar Speaker has decided on a date, the Seminar Coordinator will send an acknowledgment letter along with the following information packet:

c. Speaker Information Form (to be returned to Seminar Coordinator—see example)

d. Visitors to the Chemistry Department, Caltech information sheet

e. Campus Map (Contact person name and phone number typed at the top of the page)

f. Map of Pasadena (showing Caltech, freeways, etc.)

g. PrimeTime/SuperShuttle Information

h. Driving directions around L.A. and Pasadena if the Seminar Speaker is renting a car, as well as visitor parking form and instructions

i. INS rules

**INFORMATION TO OBTAIN FROM SPEAKER**

a. Name and title

b. Institute or company and department

d. Copy of passport and visa if Speaker is not a United States citizen (necessary to process travel reimbursement)

e. Accommodation requirements

f. Title of talk/abstract

g. Audio/visual requirements