
AY2017-18 SEMINAR HANDBOOK

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

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

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

SPECIAL SEMINARS AND LECTURES

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

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

Room	Capacity	Link
Beckman Institute (all rooms)	Call x2791	Call Rick Jackson x2791
Broad Center 100	90	Call Janie Malone x8824
Crellin 151	48	http://ccerooms.mhsoftware.com/View.html
Noyes 147	85	http://ccerooms.mhsoftware.com/View.html
Noyes 153	134	http://ccerooms.mhsoftware.com/View.html
Schlenger 101	14 people around the table; 35 chairs; 60 standing	http://ccerooms.mhsoftware.com/View.html
Schlenger 118	22	https://chemez.che.caltech.edu/groups/room_calendar/calendar/
Gates Annex 22	200	Call Tess Legaspi x6297
Gates Annex 27	30	Call Tess Legaspi x6297
Spalding 102	25	https://chemez.che.caltech.edu/groups/room_calendar/calendar/
Spalding 106	100	https://chemez.che.caltech.edu/groups/room_calendar/calendar/
Spalding 113	15	https://chemez.che.caltech.edu/groups/room_calendar/calendar/

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.

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.

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

BS SEMINAR CHECKLIST

SPEAKER NAME, TITLE, CONTACT INFO		
HOME ADDRESS:		
INVITATION LETTER SENT & SAVED?		
SEMINAR DATE/TIME:		
CONFLICTS CHECKED (CHEM & BIOLOGY?)		
ATH ROOM RESERVATION:	Check in: _____; Check out: _____ Conf. # _____	
SEMINAR ROOM BOOKED:		
ON CALTECH TODAY CALENDAR?		
BOOK 370 BR FOR BMB202 LUNCH		
ARRIVAL DATE/TIME/FLIGHT NO.		
DEPARTURE DATE/TIME/FLIGHT NO.		
TRANSPORTATION ARRANGED?		
TITLE OF SEMINAR:		
PROJECTIONIST (BRING LASER POINTER):		
WHO WILL INTRODUCE SPEAKER?		
BIOSKETCH REC'D FOR INTRODUCTION		
REFRESHMENTS:		
POSTER (PUT UP COPY ON KERCKHOFF BULLETIN BOARD)		
ASK FOR 2 PUBS FROM SPEAKER		
2 PUBS SENT TO BMB202 CLASS ?		
ORDER LUNCH FOR BMB202A		
ARRANGE & SEND OUT SCHEDULE:		
EMAIL SCHEDULE TO SPEAKER/STUDENT HOST		
DINNER RESERVATION:		
DINNER ATTENDEES:		
SEND SPEAKER TRANSPD DETAILS		
DOES CALTECH TODAY HAVE TALK TITLE?		
TRAVEL REIMBURSEMENT? SEND EMAIL INSTRUCTIONS TO SPEAKER		
GET DINNER RECEIPT:		
FACULTY HOST:		
STUDENT HOST:		

Latest update:

CHEMICAL ENGINEERING SEMINARS – CHECKLIST

Once you have a speaker name and tentative date, do these ASAP:

- Check for conflicts and enter basic info into Caltech Today. (Date or time must be changed if there is a known conflict.)
- Make Athenaeum room reservation for Weds, Thurs nights. All charges go to seminar PTA.
- Make Spalding room reservations: Spalding 113, 9:45-11:00am and 3:00-4:15pm; Spalding 106, 3:30-5:15pm.
- Email invite to speaker, ccing faculty host. When he/she sends title and abstract, make sure faculty host gets it and enter info into Caltech today.

Six–eight weeks before seminar:

- If speaker hasn't responded with title/abstract and/or travel info, start prompting. Once you have airline info, make limo reservations with Transportation. Email speaker with those arrangements.
- Ask faculty host for a student/postdoc host. (The student/pd host duties are to walk the speaker between buildings, host a coffee hour 10-11am, and introduce the speaker before the seminar.) Make sure the student host has the speaker's title/abstract and cc them on emails with speaker.

About two weeks before seminar:

- Email speaker's title/abstract to faculty and start appointment schedule. The hour of 10-11am is set aside for coffee with students and postdocs.
- Make flyers and post a pdf copy on the Division website.

End of the week before seminar (Thurs/Fri):

- Email foodtogo@caltech.edu with order for Thursday pickup at 3:00pm.
- Finish schedule, make copies. Distribute paper copies to faculty that are meeting with the speaker. Email a pdf version to the speaker, ccing the faculty and student hosts.
- Ask faculty host if he/she would like you to poll ChE faculty for dinner with speaker. Make reservations as needed.

The day before seminar:

- Assuming the speaker is arriving at the Ath on Wednesday, leave welcome letter, paper copy of schedule, campus map and travel form at Athenaeum. Email a pdf copy of welcome letter to the student host.
- Send an email to all (faculty@cheme.caltech.edu, staff@cheme.caltech.edu, grads@cheme.caltech.edu, postdocs@cheme.caltech.edu, associates@cheme.caltech.edu) with seminar info and abstract.

Day of seminar:

- Email faculty regarding lunch at Ath, noting that the speaker will join them. Update standing lunch reservation if needed.
- Around 1-2pm, take copy of Food To Go order to Chandler staff – they don't always get notice from their supervisors.
- 3pm, check Spalding 113 and clean as needed. Pick up Food To Go order and set up. Include a pitcher of water. Check Spalding 106, clean boards if needed and lower screen.
- 4:15pm, clean up Spalding 113.

After the big day:

Reimburse the student host for coffee-hour expenses.

If faculty host did not use a pcard for dinner, do a payment request.

When speaker sends his/her expenses, do a CardQuest report for reimbursement. Although many speakers are already in Caltech's Oracle database, submit an Add/Update Traveler form in Caltech Help. Include the Non-Employee Traveler form and make a note of the speaker's current mailing address. Once they're in the system and you can enter them in the Card Quest report, make a pdf of the report and email it to speaker, asking them to sign and return signature page. When you receive signature page, attach it to the Card Quest report and submit.

SPECIAL CPS CHECKLIST

Latest update: DATE

CANDIDATE'S NAME/ADDRESS:		✓
HOME ADDRESS:		
SEMINAR DATE/TIME/ROOM:		
CHALK TALK DATE/TIME/ROOM:		
CALTECH MASTER CALENDAR:		
ATHENAEUM ROOM RESERVATION:	Check in: DATE Check out: DATE Conf. # XXX	
SEND INVITATION LETTER TO SPEAKER		
SEMINAR ROOM BOOKED:		
PROP TALK ROOM WITH LCD PROJECTOR BOOKED?	DATE	
WHO SHOULD BE INVITED TO PROP TALK? CHECK WITH SEARCH CHAIR.	Search Committee and Chemical Physics Faculty	
POSTER SENT OUT?		
ARRIVAL DATE/TIME/FLIGHT NO. DEPARTURE DATE/TIME/FLIGHT NO.	AR – LAX, Date, Airline, Flight No. XXX LV – LAX, Date, Airline, Flight No. XXX	
TITLE OF SEMINAR:	"XXX"	
REFRESHMENTS FOR TALK (ORDER FROM JAIME REYES REYES@CALTECH.EDU)	Requested: Date	
WHO WILL INTRODUCE SPEAKER AT TALK?	Faculty host	
SEND CANDIDATE'S FILE TO ALL COMMITTEE MEMBERS + THOSE ON SCHEDULE (CHECK WITH SEARCH CHAIR ON WHAT MATERIALS THEY SHOULD RECEIVE)		
EMAIL SCHEDULE	Distribute by Friday for a Tuesday seminar	
LUNCH RESERVATION:	Day, Date, Time, number of people, place	
DINNER RESERVATION:	Day, Date, Time, number of people, place	
TRAVEL REIMBURSEMENT:	Home or work address? Add traveler to P-card Traveler Database via Caltech Help if needed.	
FACULTY HOST:	XXX, Ext. XXX, XXX@caltech.edu	
STUDENT HOST:	XXX, Ext. XXX, XXX@caltech.edu	

CPS CHECKLIST

Revised 10/16/15

SPEAKER: XXX

FROM: Department of XXX, University of XXX, City

SEMINAR DAY/DATE/TIME: Tuesday, XXX, 2015, 4:00 p.m.

CPS Expense Code – CCE.01170CHEMOPT – 4.13- GB.000110 (P1429820)

	<u>DUE</u>	<u>DONE</u>	<u>✓</u>
CHECKLIST RECEIVED	ASAP		
LETTER FOR SPEAKER To student host: XXX	ASAP		
HOTEL RESERVATIONS (X8200) # of nights: <u>XXX</u> Bed: <u>XXX</u> Arriving: Mon., <u>XXX</u> Departing: Wed., <u>XXX</u> Confirmation No. <u>XXX</u> Per " <u>XXX</u> "	ASAP		
INPUT INFORMATION TO CALTECH CALENDAR ONLINE	ASAP		
MEMO TO CHEMICAL PHYSICS FACULTY RE: APPOINTMENTS (2 WEEKS BEFORE SEMINAR)			
MAKE MEAL RESERVATIONS AT ATHENAEUM (athdesk@caltech.edu, Ext. 8200) (2 WEEKS BEFORE SEMINAR) Lunch, 7 people, Noon Dinner, 4 people, 6 P.M. Per " <u>XXX</u> "			
ORDER DELIVERY OF PASTRIES FROM "FOOD TO GO" (2 WEEKS BEFORE SEMINAR): (reyes@caltech.edu, Ext. 2272, Cell: 626-523-0499)			
PREPARE AND POST FLYER (2 WEEKS BEFORE SEMINAR)			
E-MAIL SPEAKER RE: HOTEL, SCHEDULE, DIRECTIONS, ETC.	ASAP		
DISTRIBUTE SCHEDULE ON FRIDAY BEFORE THE SEMINAR			
CHECK ON REFRESHMENTS THE DAY BEFORE THE SEMINAR			
TRAVEL EXPENSE REPORT			
FACULTY HOST: XXX Extension: XXX E-Mail: XXX@caltech.edu M/C: XXX Office #: XXX			
STUDENT HOST: XXX Extension: XXX E-Mail: XXX M/C: XXX Office #: XXX			

Ardunn Payment:

Flight Arrives:

Flight Arrives:

Ground Transportation:

INVITATION LETTER SENT:		
SPECIAL REQUESTS:		
SEMINAR TITLE:		
RECEIVED ABSTRACT:		
RECEIVED BIOSKETCH FOR INTRO:		
SEND BIOSKETCH TO HOSTS:		
POST FLYER:		
AUDIO VISUAL NEEDS: (LCD, laser pointer, microphone):		
STUDENT HOST NOTIFIED:		
DINING CARD GIVEN:		
SCHEDULE SENT TO SPEAKER:		
SCHEDULE SENT TO FACULTY:		
REFRESHMENTS THRU FOODTOGO:		
TABLE/TRASH CAN:		
LUNCH RESERVATION MADE:		
LUNCH ATTENDEES:		
DINNER RESERVATION MADE:		
DINNER ATTENDEES:		
PASSPORT:		
OTHER DOCUMENTS:		
HONORARIUM:		
EMAIL CALTECH SUPPLIER MGMT:		
TRAVEL REIMBURSEMENT:		
DINNER REIMBURSEMENT:		
ADDITIONAL COMMENTS:		

CRC SEMINAR

Faculty Host:

Student Host:

CHEMICAL RESEARCH CONFERENCE SPEAKER CHECKLIST

The Chemical Research Conference speakers have been in-house speakers for the last few years. Listed below are procedures:

1. SPEAKER /SEMINAR INFORMATION

Name of CRC Speaker: _____

Title: _____

Affiliation : _____

Phone: _____ Fax: _____ E-mail: _____ Ext. No.: _____

Title of Talk: _____

Projection Needs: _____ Projectionist(s): William Wehbi, Ext. 6542 and Florian Gstrein,

Type of Seminar: _____

Seminar Date: _____

Confirm the date with the CRC Speaker's Assistant

Time: _____

Room: CRC Seminars are always in Room 153 Noyes. Call the Division Seminar Calendar Coordinator (ext. 6099) to reserve the room.

Faculty Host: _____

2. INVITATION LETTER/ACCOMMODATIONS/APPOINTMENT SCHEDULE - N/A

3. CALENDAR INFORMATION/FLYERS: Deadline: 9 a.m. Fri. _____

CRC Seminars are usually scheduled on **Wednesdays** or a mutually agreeable date with the CRC Speaker--check with the Seminar Secretary to find out if there is a seminar scheduled. **Refreshments** are served at 3:30 P.M. outside of 153 Noyes

Send information to the Division Seminar Calendar Coordinator, MC 164-30 (ext. 6024)

Date Sent: _____

Input information online for the Institute Calendar by going to <http://atcaltech.caltech.edu/calendar/> and clicking on "Publish an event to the Calendar." You must input the seminar information at **least one month** before the seminar.

Date Sent: _____ . Institute Calendar Deadline: _____

Date Flyer Posted: Post flyers in Crellin, Church, Braun, Broad Center, & Noyes.

Send 8 flyers to Rick Jackson, MC 139-74

4. REFRESHMENTS:

Call Caltech Catering Services , Ext. 3388 to arrange **refreshments**. Give them the POETA Number. Instruct Catering that the table will be provided and the time you would like the refreshments delivered. Set-up outside of 153 Noyes.

Assorted Cookies	18 dozen
Coffee-Dark Roast	4 pots
Lemonade	4 pitchers
Wrapped Trash Can	1

Catering will fax over a contract--note any changes, sign and fax back with your signature. A few days before the seminar, call Catering to confirm the date/time of delivery.

Appointment Schedule for Prof. Edward Schlag
May 19, 1999

TIME	APPOINTMENTS	LOCATION
8:30 a.m.	Pickup	Athenaeum
9:00 a.m.		
9:30 a.m.		
10:00 a.m.		
10:30 a.m.		
11:00 a.m.		
11:30 a.m.		
12:00 p.m.	Lunch with Faculty	Athenaeum
1:15 p.m.		
2:15 p.m.		
2:45 p.m.		
3:15 p.m.		
4:00 p.m.	Seminar	147 Noyes
	Dinner with Students:	

Faculty Host:

Student Host:

**CHEMICAL RESEARCH
CONFERENCE**

Prof. Edward Schlag

Department of Physical Chemistry
Technical University of Munich, Germany

**"Charge Transport and Reactivity in
Polypeptides – Why Does Charge Flow
So Efficiently in Protein Structures"**

4 p.m.

153 Noyes

Wednesday, May 19, 1999

Faculty Host: Rudy A. Marcus
Student Host: Thomas Renger xt. 6085

DOW LECTURE CHECKLIST

Seminar held on Mondays, 4:00 P.M., 147 Noyes

Speaker _____ **Seminar Date** _____

	DUE	COMPLETED
After the Dow Seminar Chairman confirms the Dow Lecture Speaker--Make Hotel Reservations at the Athenaeum		
E-mail speaker confirming seminar date(s) and accommodation details—the Dow Lecture Speaker spends 2-3 days at Caltech		
Enter speaker information on the Master Calendar		
Within a few days of confirming seminar date, send a formal letter to the speaker along with materials (including W-9 for Honoraria) to assist in planning his or her visit. Speakers are within the US.		
After you receive the W-9 Form from the speaker, prepare a Payment Request for the Honoraria (at least one month before seminar). Note on the form that you want to receive a check in the amount (net) so taxes are not deducted. Ask them to call when the check is ready. Check will be presented at the Dow Lecture Dinner.		
Send an email request to the faculty host asking for a student/postdoc host (months in advance)		
After the faculty host provides the name of the student/postdoc host, send an email to the student/postdoc host (months in advance) with instructions on setting up appointment schedule.		
Send an email to the speaker requesting lecture title (months in advance). When you receive the lecture title enter information on the Master Calendar.		
Prepare flyer (PDF) and post on Division seminar calendar at least 2 weeks in advance		
Make lunch reservation(s) at the Athenaeum for ~4-5 people		
Coordinate Dow Lecture Dinner and any other event(s)		
<ul style="list-style-type: none"> •Prepare and email the tentative schedule to the student/postdoc host for perusal. •At least 2 days before seminar date, email final appointment schedule to everyone on the schedule (including projectionists and administrative assistants). •At least 2 days before seminar date, email a cover memo/appointment schedule to student/postdoc host, faculty host, administrative assistant and seminar speaker. 		

IES CHECKLIST

Seminar held on Mondays, 4:00 P.M., 147 Noyes

Speaker _____ **Seminar Date** _____

	DUE	COMPLETED
Make Hotel Reservations at Athenaeum		
E-mail speaker (coordinate seminar visit with other universities when necessary) confirming seminar date and accommodation details		
Enter speaker information on the Master Calendar		
Within a few days of confirming seminar date, send a formal letter to the speaker along with materials to assist in planning his/her visit		
Send an email request to the faculty host asking for a student/postdoc host (months in advance)		
After the faculty host provides the name of the student/postdoc host, send an email to the student/postdoc host (months in advance) with instructions on setting up appointment schedule.		
Send an email to the speaker requesting lecture title (months in advance). When you receive the lecture title enter information on the Master Calendar.		
Prepare flyer (PDF) and post on Division seminar calendar at least 2 weeks in advance		
Make lunch reservations at the Athenaeum for ~4-5 people		
Dinner Reservations usually handled by Faculty Host		
<ul style="list-style-type: none"> •Prepare and email the tentative schedule to the student/postdoc host for perusal. •At least 2 days before seminar date, email final appointment schedule to everyone on the schedule (including projectionists and administrative assistants). •At least 2 days before seminar date, email a cover memo/appointment schedule to student/postdoc host, faculty host, administrative assistant and seminar speaker. 		
Prepare Payment Request for Seminar Speaker Dinner reimbursement list the names of everyone that attended the dinner. Use expenditure account "Entertainment". Have the IES Seminar Chairman and Liz Callihan sign. Submit Payment Request to Payment Services Department, MC 103-6		
Follow-up with speaker regarding travel expenses		
<ul style="list-style-type: none"> •Prepare a Non-Employee Form •Setup Speaker in CardQuest by going to https://help.caltech.edu and log in with your access.caltech username and password. Attach the Non-Employee Form and Invitation Letter (takes 1-2 days for setup) •Prepare a travel expense report in CardQuest, make PDF and email the expense report to the speaker for his/her signature. When you receive the signed form, have the IES Seminar Chairman sign—then upload the signature page on the first expense item and submit 		
Keep IES Seminar Chairman updated on speakers		

IOS CHECKLIST

Seminar held on Fridays, 4:00 P.M., 147 Noyes

Speaker _____ **Seminar Date** _____

	DUE	COMPLETED
Around August 1 send an e-mail to the IOS Coordinators asking if they are willing to serve for another term. If they decide not to serve another term, ask them to provide the names of the new IOS Coordinators.		
After the IOS Coordinators provide the Student/Postdoc speaker list, enter the speaker information on the Master Calendar.		
Send an e-mail to each speaker requesting his/her talk title (months in advance). Send additional reminders if you do not get a response		
When you receive the talk title enter the information on the Master Calendar		
Prepare flyer (PDF) and post on Division seminar calendar at least 2 weeks in advance		
A few days after the IOS Seminar, the student/postdoc seminar speaker will provide receipts for reimbursement. Ask the student/postdoc speaker for their UID Number and Home Address prior to preparing the Payment Request Form. Use expenditure type "Supplies-Unallocable" since there are approximately 35-40 people in attendance and we do not provide attendees names. IOS Seminar Chairman and Liz Callihan sign the Payment Request Form. Form is submitted to the Payment Services Department, 103-6.		
Periodically do fundraising for the IOS Seminar Series. Ask each participating professor (who's student/postdoc are speakers) to provide a PTA from their discretionary funds to support the IOS Seminar Series. The professor usually email the PTA Number directly to Liz Callihan		
IOS Seminar Chairman oversees funds		

Updated 2/18/16

SWIFT LECTURE CHECKLIST

Seminar held on a Monday, 4:00 P.M., 22 Gates (once or twice/year)

Speaker _____ **Seminar Date** _____

	DUE	COMPLETED
After the Swift Seminar Chairman provides the name of the Swift Lecturer--Make Hotel Reservations at the Athenaeum		
Reserve 22 Gates with Teresita U. (Tess) Legaspi (Registrar's Office), Ext. 6297, tessib@caltech.edu (ASAP)		
E-mail Swift Lecturer confirming seminar date(s) and accommodation details. The Swift Lecturer and his/her spouse will spend 3-4 days at Caltech.		
Enter speaker information on the Master Calendar		
<ul style="list-style-type: none"> •Within a few days of confirming seminar date, send a formal letter to the speaker along with materials to assist in planning their visit. Send the following forms: W-9, if domestic; Foreign National Data Form, W8BEN, or Form 8233 (Statement of Tax Treaty Exemption), if international. Also ask speaker to provide a copy of their passport and visa/I-94. •When you receive the forms, prepare a Payment Request Form for the Honoraria (at least one month before the Swift Lecture). In the cover memo indicate that you want to receive a check in the amount (net) so taxes are not deducted. Ask them to call when the check is ready. Check will be presented by the Division Chair at the Swift Lecture Dinner. 		
Send an email request to the faculty host asking for a student/postdoc host (months in advance)		
After the faculty host provides the name of the student/postdoc host(s), send an email to the student/postdoc host (s) (months in advance) with instructions on setting up the appointment schedule(s).		
<ul style="list-style-type: none"> •Send an email to the speaker requesting lecture title and travel details (months in advance). As soon as you receive the talk title e-mail it to the Faculty Host and Rick Jackson for the formal invitation. •When you receive the speaker's travel details, arrange to have the Caltech Driver take the speaker and spouse to/from airport. 		
Send an e-mail to Maria Delgado requesting Tables and Trash Cans for Refreshments (at least a month before) Send an e-mail to Jaime Reyes, reyes@caltech.edu and Jonathan Webster, jwebster@caltech.edu requesting refreshments (at least a month before). Followup with reminders		
Prepare flyer (PDF) and post on Division seminar calendar at least 2 weeks in advance		
Make Student/Postdoc lunch reservation(s) at the Athenaeum for ~4-5 people Make Faculty lunch reservation at the Athenaeum		

<ul style="list-style-type: none"> •Rick Jackson coordinates the Swift Dinner, Invitations, Menu, etc. •Coordinate Student/Postdoc Dinner and Faculty Dinner Reservations 		
<ul style="list-style-type: none"> •Prepare and email the tentative schedule to the student/postdoc host (s) for perusal. •At least 2 days before seminar date, email final appointment schedule to everyone on the schedule (including projectionists and administrative assistants). •At least 2 days before seminar date, email a cover memo/appointment schedule to student/postdoc host(s), faculty host, administrative assistant and seminar speaker. 		
Prepare Payment Request for Seminar Speaker Dinner reimbursement list the names of everyone that attended the dinner. Use expenditure account "Entertainment". Have the Swift Seminar Chairman and Liz Callihan sign. Submit Payment Request to Payment Services Department, MC 103-6		
Follow-up with speaker regarding travel expenses		
<ul style="list-style-type: none"> •Prepare a Non-Employee Form •Setup Speaker in CardQuest by going to https://help.caltech.edu and log in with your access.caltech username and password. Attach the Non-Employee Form and Invitation Letter (takes 1-2 days for setup) •Prepare a travel expense report in CardQuest, make PDF and email the expense report to the speaker for his/her signature. When you receive the signed form, have the Swift Seminar Chairman sign—then upload the signature page on the first expense item and submit <p>Note: Speaker and spouse's travel expenses will be paid for.</p>		

Rick Jackson has a separate checklist for his part.

Updated 2/18/16

Prepare Payment Request for Seminar Speaker Dinner reimbursement list the names of everyone that attended the dinner. Use expenditure account "Entertainment". Have the Dow Seminar Chairman and Liz Callihan sign. Submit Payment Request to Payment Services Department, MC 103-6		
Follow-up with speaker regarding travel expenses		
<ul style="list-style-type: none"> •Prepare a Non-Employee Form •Setup Speaker in CardQuest by going to https://help.caltech.edu and log in with your access.caltech username and password. Attach the Non-Employee Form and Invitation Letter (takes 1-2 days for setup) •Prepare a travel expense report in CardQuest, make PDF and email the expense report to the speaker for his/her signature. When you receive the signed form, have the IES Seminar Chairman sign—then upload the signature page on the first expense item and submit 		
Keep Dow Seminar Chairman updated on speakers		

Updated 2/18/16

CHECKLIST FOR PLANNING NAMED LECTURESHIPS - SAMPLE

Lectureship Name: _____

Account #: _____

Date: _____

Be very careful to use the full correct title for the lecture on all correspondence and announcements.

☐ Host sets date with speaker—checking with Division Office to see whether Chair will be available and that there will be no conflicts with events already scheduled.

PUBLICITY

☐ Host notifies CCE faculty by memo to save the date

☐ As soon as the date is set,

Send Seminar Notification Form to the Division Seminar List coordinator in the Division Office.

You will need:

- Date
- Exact name and spelling of speaker's name and professional title (ask for phone, fax, email information as well)
- Lecture Room (reserve the room immediately); usually use 22 Gates for special seminars. The reservation for 22 Gates is made through the Registrar's Office.
- Seminar Title

☐ If invitations or announcements are to be sent out,

- Check to be sure the mailing list is up-to-date
- Find out who will prepare the text for the invitation and arrange for the printing (allow time!), addressing, and mailing

☐ Send Notice Form with information about the seminar to the Caltech Weekly Calendar in Public Relations Office

☐ Send Notice Form to the Institute Master Calendar

☐ Plan and Prepare any written program if one is to be used at the event

SPEAKER ARRANGEMENTS

☐ Arrange for any Honorarium or Travel Reimbursement that shall be provided (note that special preparations are necessary for foreign speakers; it may be necessary to provide them with a visa. Allow 2 months lead time)

☐ Arrange for Housing

☐ Arrange for Transportation to and from airport and notify speaker regarding details

☐ Set up appointment and meal schedule

LECTURE EVENT

☐ Ask speaker well in advance what audio visual equipment is needed; if it's not available in the department, make arrangements with campus Audio-Visual.

☐ Arrange for Projectionist, if needed. Ask one of the students who does it regularly for seminars; the Fiscal Office or Seminar Secretaries should be able to give you some names. The projectionists are paid for their services so give them the account number to which to charge their time.

☐ Arrange for physical set up of room (projector, comfortable temperature, beverage for speaker)

☐ Arrange for Refreshments if they are to be served (easy to order from FoodToGo, order for ~150-175-about 15 dozen large cookies, 6 gal coffee, 6 gal lemonade; request tablecloths if you want them. May need to request a set-up table & trash container from cafeteria for the refreshments and arrange for transportation to deliver and return them)

☐ Make arrangements for any reception, special banquet or dinner that may follow the lecture, (location, attendees, invitations, menu, flowers, place cards, etc.)