

# AY2019-20 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	Clemons, Hoelz	Courtney Cechini
CES	Chemical Engineering Seminar	Shapiro	Sohee Lee
CPS	Chemical Physics Seminar	Cushing, Chan	Elisha Jung Okawa
DDS	Doctoral Dissertation Seminar	Thesis Defense	Alison Ross, Allison Kinard, Courtney Cechini
IES	Inorganic-Electrochemical Seminar	Agapie, See	Pat Anderson
IOS	Inorganic-Organometallic Seminar	Hadt	Pat Anderson
MRL	Materials Research Lecture (not CCE)	Minnich	TA Hoff / Blankenship
OCS	Organic Chemistry	Ondrus, Robb	Annette Luymes, Rena Becerra-Rasti

Day of Week	Location	Seminar	Faculty Host	Coordinator	Phone
Monday	147 Noyes	Inorganic-Electrochemistry (IES)	Agapie, See	Pat Anderson	6022
Tuesday	147 Noyes	Chemical Physics (CPS)	Cushing, Chan	Elisha Jung Okawa	3367
Wednesday	153 Noyes	Organic Chemistry (OCS)	Ondrus, Robb	Annette Luymes, Rena Becerra-Rasti	6016
Thursday	153 Noyes (Fall); 147 Noyes (Winter & Spring)	Biochemistry	Clemons, Hoelz	Courtney Cechini	6446
Thursday	106 Spalding	Chemical Engineering	Shapiro	Sohee Lee	4193
Friday	147 Noyes	Inorganic-Organometallic (IOS)	Hadt	Pat Anderson	6022

Room Reservations –CCE Division Office x6099

## SPECIAL SEMINARS AND LECTURES

BL	Beckman Lecture	Stoltz	Beth Marshall
BMSLOS	Bristol-Myers Squibb Lectures in Organic Synthesis	Ondrus	Rena Becerra-Rasti
CCS	Chemistry Club Seminar	Hadt	Various
CGEL	Constantin G. Economou Memorial Lecture	Wang	Allison Ouellette, Sohee Lee
DLOC	Dow Lecture in Organic Chemistry	Ondrus, Robb	Annette Luymes, Rena Becerra-Rasti
DLOMC	Dow Lecture in Organometallic Chemistry	Agapie	Pat Anderson
HL	Hughes Lecture	Rees	Phoebe Ray
HML	Harden McConnell Lecture	Miller	Elizabeth Garcia
JDRL	John D. Roberts Lecture	Grubbs	Linda Syme
MAS	McCoy Award Seminar	Dougherty	Alison Ross
NDL	Norman Davidson Lecture	CCE/BBE Campbell	Margot Hoyt
PL	Pauling Lecture	Okumura	Elisha Jung-Okawa
RWVL	Robert W. Vaughan Lectureship in Chemical Engineering	Wang	Sohee Lee
SL	Swift Lecture	Gray	Pat Anderson, Rick Jackson
WNLL	W. N. Lacey Lectureship in Chemical Engineering	Wang	Sohee Lee

## DUTIES OF SEMINAR COORDINATOR

### SCHEDULING

Date conflicts should be checked before booking a speaker. See the Institute Master Calendar first. If you want to schedule a talk that is not on your own seminar day of the week, please contact the administrative support person in charge of that day. If a schedule conflict cannot be resolved, the Division Operations Officer should be notified.

### CONFIRMATION

Confirm time, place, and date

Information required regarding the speaker:

Name and title

Institute or company and department

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 for special seminars (if not the seminar account number)

### REFRESHMENTS

If refreshments are to be served contact FoodToGo x2272 **foodtogo@caltech.edu**

Include what you would like, where and when it should be delivered, and provide them with an account number.

## REIMBURSEMENTS

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

## CHECKLIST

Fill in a Seminar Checklist for each Seminar Speaker. As various items are completed by the Seminar Coordinator, they should fill in and/or date each item on the Checklist (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	<a href="http://ccerooms.mhsoftware.com/View.html">http://ccerooms.mhsoftware.com/View.html</a>
Noyes 147	85	<a href="http://ccerooms.mhsoftware.com/View.html">http://ccerooms.mhsoftware.com/View.html</a>
Noyes 153	134	<a href="http://ccerooms.mhsoftware.com/View.html">http://ccerooms.mhsoftware.com/View.html</a>
Schlinger 101	14 people around the table; 35 chairs; 60 standing	<a href="http://ccerooms.mhsoftware.com/View.html">http://ccerooms.mhsoftware.com/View.html</a>
Schlinger 118	22	<a href="https://chemez.che.caltech.edu/groups/room_calendar/calendar/">https://chemez.che.caltech.edu/groups/room_calendar/calendar/</a>
Gates Annex B122	200	Call Tess Legaspi x6297
Gates Annex B127	30	Call Tess Legaspi x6297
Spalding 102	25	<a href="https://chemez.che.caltech.edu/groups/room_calendar/calendar/">https://chemez.che.caltech.edu/groups/room_calendar/calendar/</a>
Spalding 106	100	<a href="https://chemez.che.caltech.edu/groups/room_calendar/calendar/">https://chemez.che.caltech.edu/groups/room_calendar/calendar/</a>
Spalding 113	25	<a href="https://chemez.che.caltech.edu/groups/room_calendar/calendar/">https://chemez.che.caltech.edu/groups/room_calendar/calendar/</a>

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# 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. Payment requests --submitted through Techmart

### B. SEMINAR COORDINATOR

1. Sends an email with accommodation arrangements. Followed by a formal letter (along with materials suggesting transportation, etc.).
2. Arranges accommodations, calendars, flyers, lunch reservations, transportation (if requested, 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.
6. Post Flyer to BOX (at least two weeks before seminar date). Annette Luymes emails flyers to seminar coordinators.

### 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 one month 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 will consult with the Faculty Host before setting up the appointment schedule to determine who should be on the schedule. The Student/Postdoc Host should make sure there are no large gaps in the appointment 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. The Student/Postdoc Host should provide the name of the contact person for the research group.

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 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.

f. The Faculty or Student/Postdoc Host introduces the Seminar Speaker before the Speaker begins the presentation. The Student/Postdoc Host should check with the Faculty Host ahead of time to find out what he/she prefers. Information about the speaker is usually on their website (unless they are from Industry). The Student/Postdoc Host should prepare their introduction ahead of time so they can look professional without relying on their notes.

g. At the end of the lecture, the Student/Postdoc Host **MUST** stand up and act as master of ceremonies for the Q&A period. He/she should moderate the audience questions--**NOT** the Speaker.

## 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). Make sure the Speaker is informed of the Athenaeum 96 hours (4 days) cancellation policy.

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

e. Post Flyer to BOX.

f. Provide Speaker with transportation options to Caltech (and other universities).

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

h. Approximately one month 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 by email to everyone on the schedule (including the projectionist(s) and the administrative assistants of the professors meeting with the Speaker). Email the Appointment Memo/Schedule to the Faculty Host, Student/Postdoc Host, Speaker, and Faculty Host Administrative Assistant. The Appointment Memo includes: Athenaeum accommodations/policy, time place the Student/Postdoc Host will meet the Speaker and lunch/dinner information and Account No.

k. Prepare a Payment Request (Techmart) 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 packet

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/Uber/Lyft 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

### INFORMATION TO OBTAIN FROM SPEAKER

a. Name and title

b. Institute or company and department

c. Copy of passport and visa if Speaker is not a United States citizen (necessary to process travel reimbursement). Most Speakers prefer wire transfer.

d. Accommodation requirements

e. Title of talk/abstract

f. Audio/visual requirements