

## NESS/CNSE SEMINAR SERIES PROCEDURE

### Who Does What

NESS Seminar Coordinator – A CNSE grad student who solicits faculty throughout the year to visit Caltech and speak at the CNSE seminar or finds people who are already visiting and asks them to give a presentation. The Seminar Coordinator interacts with the NESS presidents to publicize the talk and provides support to the student host, attending dinners etc.

Student Host – A student who has invited a specific speaker and is interested in working with that person during their stay. The student host coordinates Sunday and Monday night dinners, Monday Lunch, and the visitor's Monday schedule of student and faculty meetings. The student host gets the abstract from the speaker and passes on to CNSE Coordinator. S/he drops off the Monday schedule at the Atheneum so that the visitor knows what is happening on Monday. A student typically hosts only once a year.

CNSE programs Coordinator – Does all of the administrative and logistics for the visitor including:

- Reserves one room for two nights at the Atheneum
- Makes Monday lunch reservations for Atheneum (student host has to tell coordinator how many people)
- Puts together a 'welcome packet' with information on CNSE, Caltech, Pasadena, and Monday schedule (provided by student host) and reimbursement information
- Reserves BBB24, checking with other seminar coordinators to make sure there are no conflicts
- Posts abstract on CNSE web site, Caltech Master Calendar, making and posting flyers
- processing reimbursements for student host and visitor
- May send out to NESS, CNS-Interest and BE e-mail lists

Contents of 'welcome packet' for speaker – send to student host in mail so they can take it over to Ath when schedule is ready

- Folder with CNSE programs coordinator business card
- CNSE brochure with faculty bios tucked in back
- Travel reimbursement form with areas highlighted to fill out
- Self addressed envelope so the person can send back the forms
- Cover letter briefly explaining reimbursement procedure
- Schedule of visit (will be provided by student host)
- Campus map

### Travel to/from Caltech

The seminar series student host is initially in contact with the speaker about what dates to come and talk. Airfare is normally paid by the speaker and the CNSE reimburses them for their expenses. The speaker should save all receipts when travelling to and from Caltech. If the speaker is travelling

internationally, then the speaker will need to book an airfare on a US carrier. Lodging will be made by the CNSE administrative assistant at the Athenaeum or local hotel in Pasadena. Below are the monetary guidelines to follow:

\* airfare (~\$500, depending on location)

\* hotel/lodging (Athenaeum, \$99/night x 3 nights; Saturday, Sunday, Monday)

β if Athenaeum is unavailable, then we will book the speaker at one of hotels that has a Caltech rate.

### **Announcement of Talk**

Both the e-mail and posted versions of the announcements are normally sent out by either the student host or CNSE programs coordinator. Send email to at least the ERC faculty and students, [erc-faculty@erc.caltech.edu](mailto:erc-faculty@erc.caltech.edu) and [erc-students@erc.caltech.edu](mailto:erc-students@erc.caltech.edu). If the talk is appropriate for other groups, then send email to CNS, CS, CDS, BE etc. List on Caltech Master calendar. Post in Moore and other related buildings or ask student host to do that.

### **Visits with Students and Faculty**

Approximately one week before the talk, the student host should ask if people would like to meet with the speaker. Try to schedule the meetings in 15-30 minutes blocks as time permits. The student host should ask the speaker if there are any Caltech faculty they would like to meet with, and if so, the student host should contact those people with specific e-mails as well.

### **Meals on Monday**

Frequently, the speaker eats lunch and dinner with interested students, post-docs, and faculty. We have tried to limit the lunch and dinner meals to about 10-15 people. Monday lunch is usually at the Athenaeum unless they want to go elsewhere.

### **Meals on Sunday**

If the speaker comes into town on Saturday, and particularly if they did so to avoid having Caltech pay some outrageous airfare, the student host should try to accompany the speaker for lunch and/or dinner. The Athenaeum does not serve these meals on the weekend and there are lots of great places to eat in Old Pasadena and on South Lake.

### **Schedule on Day of Seminar**

The time for the talk itself is usually 4:00 pm, unless rescheduled by the student host or CNSE administrative assistant. The talk is an hour long and takes place in Beckman Behavioral Biology 24. The rest of the schedule is pretty much determined by who the speaker is visiting with and the time of the Athenaeum lunch.

The student host can prepare a columnar schedule which indicates the time, the person to meet with, the room and building to meet at, and the phone number for each person on the schedule. Once the schedule is determined, the student host should send a copy via e-mail to the speaker and all people meeting with them.

### **Projection Equipment and Special Requirements**

If the normal room (Beckman Behavioral Biology 24) is being used, then it is well-equipped with slide, computer, and overhead projectors. The room should normally be reserved in advance by the CNSE administrative assistant. Also the CNSE administrative assistant should reserve the “projection bag” with Patricia Mindorff ([mindorff@caltech.edu](mailto:mindorff@caltech.edu)) in BBB Rm. 216.

The key and controllers for the projector must be checked out from Patricia Mindorff approximately 1 hour before the talk as well. When returning these keys after 5 PM (normally after the seminar ends), these are returned to the wooden box just to the right of the mailboxes outside BBB 216. One of the keys on the ring is used to unlock this box, where you place the bag. Then drop the keys through the slot.

### **Introductions at the Seminar**

The host is responsible for introducing the speaker, unless a faculty member, such as the person who invited the speaker, knows him/her well and would like to perform the introduction. Therefore, be prepared with a brief review of pertinent Vitae items.