

Department of Physics Seminar/Colloquium Guidelines

Timeline	Responsibilities of Seminar Chair and/or Host	Responsibilities of Administrative Support
Prior to the beginning of the semester	Confirm day and time of seminar with colleagues and inform seminar admin.	Reserve 1080 or 4138 for the entire semester at the required time – leaving time on both ends for set up and clean up
Prior to the beginning of the semester	When space availability has been confirmed – invite speakers – email invitations to speakers and copy admin (this invitation is used as travel approval). Be sure to notify potential speakers of the name of the person to contact with logistical questions.	
Four weeks prior to beginning of semester	Assemble accepted speakers and forward to admin – include as much information about the speaker as you have – institution, title, abstract	Admin will contact speakers to arrange for travel and hotel accommodations - notifies traveler of parameters of travel reimbursement*, and confirm title and abstract; post on the seminar and dept website.
Four weeks prior to any seminar	Schedule speakers that were not on the schedule at the beginning of semester. Notify admin immediately when a new speaker is added to the schedule – be sure to copy admin on <u>all</u> correspondence	Admin will contact speakers to arrange for travel and hotel accommodations - notifies traveler of parameters of travel reimbursement*, and confirm title and abstract; post on the seminar and dept website.
	Copy admin on all correspondence concerning the visit/talk	Admin organizes paperwork (emails, eRequests, travel orders, etc.) to facilitate timely reimbursement to visitors
Two weeks prior to any seminar	Forward title and abstract to admin if it was sent directly to faculty.	Admin will follow up with speakers to make sure all travel has been arranged and will provide confirmation numbers, etc. well in advance of the visit.
	Recommend members of the department with similar research interests to meet with the speaker and any additional groups that should be notified about the seminar	Create/display posters to advertise seminar – post at least one week in advance
One week prior to seminar	Seminar Host - Arrange for at least a couple of faculty members to attend boxed lunch session (or lunch with speaker) – host does not have to attend lunch themselves	Enter eRequests for lunches, dinner, etc. Reserve conference room for lunch (if needed).
One week prior to the seminar	Seminar Host – Provide information to Admin regarding special groups or individuals that need to be notified about the seminar	Send out announcement of the seminar to Physics-all and any special groups or individuals.
	Seminar Host- begin assembling lunch and dinner groups	Begin working on schedule for the visitor with input provided by the host.

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At least 2 days prior to seminar	Confirm any special arrangements needed for speaker – where to make dinner or lunch reservations – number of attendees etc.	Complete schedule for speaker with input from Host and Seminar Chair when needed. Confirm schedule with seminar host.
	Assist admin in completing schedule when necessary	Provide schedule to speaker and those on the schedule via email – cc: schedule to Shelley Palmer
1 day prior to seminar (or Friday before Monday seminar)		Confirm lunch orders or make reservations for lunch and/or dinner. Create welcome folder to include a letter, copy of schedule, map of campus, maps of the PRB, OSU visitors guide, Physics magazine, AP Compliance form and a self-addressed envelope for receipts. – Be sure to provide contact information for yourself and the host in case there are travel delays or other circumstances needing assistance. Deliver folder to the Hotel the evening before the speaker arrives.
Day of the Seminar	Host – confirm that the speaker has arrived. Meet with speaker prior to the talk to be sure everything is in order – inform them of any changes to the schedule and the plans for dinner. Introduce the speaker before the seminar -	Confirm that the speaker has arrived - check in before lunch to be sure that there are no questions or issues to be addressed. Meet with speaker to collect AP Compliance form and to sign reimbursement form – Per diem can be confirmed and most other reimbursable expenses can be estimated. Provide envelope to speaker to mail any receipts.
		Send out announcement of the seminar to Physics-all and others identified earlier.
		Pick up boxed lunch or provide eRequest/PCard to host for lunch out.
	Host dinner with the speaker if time permits – arrange for taxi to pick up speaker from restaurant.	Arrange for taxi to return speaker to the airport, if leaving directly from Blackwell. Note: A cab can also be procured by the Blackwell valet personnel. Provide PCard to Host and/or provide guidelines regarding business dinners.
After the seminar	Thank the speaker for coming either in person or by email.	Process speaker travel reimbursement immediately if traveler has signed forms. Send within a week if you expect receipts to be mailed to you. Make every effort to not exceed the 90 day window.
GENERAL INFORMATION	Preplanning is paramount. Our admins do a great job organizing numerous seminars and colloquia. However - workloads of admins limit their ability to “throw” a seminar together quickly. Please make last minute invitations the exception – not the rule.	Try to be as flexible as possible – ask for help from other seminar organizers if you will be out of the office during a critical part of the process or are inundated with other work deadlines.

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	<p>Speakers can make their own airline reservations to be reimbursed following the talk, although we are happy to prepay airfare when the traveler provides the flights they desire. We discourage rental cars for these short visits. Taxis to and from the airport or the Blackwell shuttle are preferred. If a rental car is needed, please instruct the visitor to work with the admin to rent an approved car with the approved levels of insurance. Hotel accommodations are generally made at the Blackwell which provides a special rate for OSU Depts. Speakers should not make their own hotel arrangements as the rate will be higher, sales tax will be charged and paperwork will be more complex.</p> <p>Dinner can be paid by PCard or reimbursed (alcohol is never included unless pre-approved by the chair) – Due to budget constraints, costs for dinner should be well within the guidelines set forth by the university. (Participation in dinner by spouses of guests and/or spouses of faculty must be pre-approved by the chair).</p> <p>Remember – any purchase made with the PCard is NON-TAXABLE – please notify your server when you present the PCard and double check BEFORE you leave the establishment.</p> <p>Tipping is limited to 20% - anything over will be termed an exception and will require extra paperwork.</p> <p>Turn in PCard and receipts to admin the morning after the meal. ITEMIZED RECEIPTS ARE REQUIRED FOR ALL UNIVERSITY MEAL PURCHASES. The copy with only the total is not acceptable. Please note the tip on the university copy.</p> <p>Communication is key – always keep your admin in the loop to avoid any surprises.</p>	<p>ADMINS FOR REGULAR SEMINARS:</p> <p>Colloquium – Martina Gutik Gutik.1@osu.edu</p> <p>CMT & CME – Trisch Longbrake Longbrake.6@osu.edu</p> <p>HET – KJ Jackson Jackson.1258@osu.edu</p> <p>Nuclear - KJ Jackson Jackson.1258@osu.edu</p> <p>Physics Education - KJ Jackson Jackson.1258@osu.edu</p> <p>AMO – Mary Kay Jackson Jackson.1926@osu.edu</p> <p>CCAPP – Lisa Colarosa Colarosa.5@osu.edu</p> <p>*Travel reimbursement parameters</p> <ul style="list-style-type: none"> • Airfare (coach) or mileage to and from speaker's institution – reservations should be made as far in advance as possible to permit a more economic flight. • One or two days lodging at Blackwell Inn or another nearby hotel if Blackwell is full • Per diem – reduced by meals provided by Physics • Airport parking • Taxi to and from airport • Mileage to and from home to airport if requested. • A RENTAL CAR IS NOT NECESSARY AND MUST BE PRE-APPROVED.
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