

## Department of Physics Colloquium/Seminar Guidelines

Timeline	Responsibilities of Seminar Chair and/or Host	Responsibilities of Colloquium/Seminar Coordinator (or student help)
<b>Prior to the beginning of the semester</b>	Confirm day and time of seminar with colleagues and <b>inform colloquium/seminar coordinator</b>	Reserve 1080 or 4138 for the entire semester at the required time – leaving time on both ends for set up and clean up
<b>Prior to the beginning of the semester</b>	When space availability has been confirmed – invite speakers – email invitations to speakers and <b>copy admin</b> (this invitation is used as travel approval). Be sure to notify potential speakers of the name of the person to contact with logistical questions.	
<b>Four weeks prior to beginning of semester</b>	Assemble accepted speakers and forward to admin – include as much information about the speaker as you have – institution, title, abstract	Coordinator will contact speakers via e-mail with information about hotel accommodations, a welcome letter and reimbursement information and advise on arranging their travel.
<b>Four weeks prior to any Colloquium/ seminar</b>	Schedule speakers that were not on the schedule at the beginning of semester. Notify coordinator immediately when a new speaker is added to the schedule – <b>be sure to copy coordinator on <u>all</u> correspondence</b>	Coordinator will send a welcome e-mail to speakers and confirm title and abstract; post on the colloquium or seminar and dept website
	Copy coordinator on all correspondence concerning the visit/talk	Coordinator organizes paperwork (emails, eRequests, etc.) to facilitate timely reimbursement to visitors
Two to three weeks prior to any colloquium or seminar	Notify coordinator of any special requests outside of the normal process defined by this document.	Colloquium coord (student) enter eRequests for lunches (Faculty club), P-card for dinner, etc. Reserve conference room for lunch (if needed).
<b>One to two weeks prior to any colloquium/seminar</b>	Forward title and abstract to admin if it was sent directly to faculty.	Coordinator will send confirmation e-mail to speakers, verifying speakers travel plans and will provide lodging confirmation letter and map.
	Send e-mail to members of the department with similar research interests to meet with the speaker and any additional groups that should be notified about the Colloquium or seminar.	Admin can assist with this process.
One week prior to seminar	Seminar host - Arrange for a couple of faculty members to attend lunch with speaker – host should attend lunch.	Colloquium coord (student) enter eRequests for lunches (Faculty club), P-card for dinner, etc.  Reserve conference room for lunch (if needed). This can be done a couple of weeks prior and inmass

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<p><b>One week prior to colloquium</b></p>		<p>Coordinator sends e-mail to speaker confirming visit with attachments for lodging, map and AP Compliance form. Colloquium/seminar coordinator sends e-mail with host letter and schedule (for speakers schedule) to host faculty, with admin cc'd on e-mail.</p>
		<p>Colloquium coord (student) sends e-mail to graduate student coordinator asking for 4-5 names of grad students wishing to participate in lunch with the speaker.</p>
	<p>Once members have been identified, they should be added to the schedule for the speaker.</p>	<p>Admin can assist with filling out the schedule.</p>
	<p>Seminar Host- begin assembling attendees for dinner.</p>	
		<p>Admin - Begin working on schedule for the visitor with input provided by the host.</p>
<p><b>At least 2 days prior to colloquium/seminar</b></p>	<p>Confirm any special arrangements needed for speaker – make dinner or lunch reservations (for seminar – preferred reservation at Faculty club) – number of attendees etc.</p>	
		<p>Complete schedule for speaker with input from Host and Seminar Chair when needed. Confirm schedule with seminar host.</p>
	<p>Assist admin in completing schedule when necessary</p>	<p>Provide schedule to speaker and those on the schedule via email – cc: schedule to Shelley Palmer</p>
		<p>Colloquium/seminar coordinator send e-mail to speaker with schedule (for speakers schedule), AP Compliance form, lodging confirmation and map, with admin cc'd on e-mail.</p>
<p><b>1 day prior to seminar (or Friday before Monday seminar)</b></p>		<p>Confirm lunch orders (seminar) or make reservations for lunch and dinner. Create welcome folder to include a letter, copy of schedule, map of campus, maps of the PRB, AP Compliance form (if not received from speaker) 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 (student) folder to the Hotel the evening before the speaker arrives.</p>

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<p><b>Morning of colloquium/seminar</b></p>		<p>Colloquium/seminar coord - Send out announcement of the colloquium/seminar to Physics-all and any special groups or individuals.</p>
<p><b>Day of the Seminar</b></p>	<p>Host – confirm that the speaker has arrived. Meet speaker for breakfast at the Blackwell. Accompany (if possible) speaker to lunch with the grad students. Make sure the speaker is at the Smith Seminar room ½ hour prior to colloquium or seminar to make sure talk is loaded correctly in system and everything is in order – inform them of any changes to the schedule and the plans for dinner. Introduce the speaker before the seminar.</p>	<p>Colloquium/seminar coord. Make sure host has eRequest for lunch (at Faculty Club) Meet with speaker prior to talk, introduce yourself and if necessary, collect AP Compliance form and to sign reimbursement form.</p> <p>Seminar – Boxed lunches delivered or provide eRequest/PCard to host for lunch out</p>
	<p>Host dinner with the speaker if time Permits.</p> <p>If necessary arrange for taxi to pick up speaker from restaurant.</p>	<p>Arrange for taxi to return speaker to the airport, if leaving directly from Blackwell.  <b>Note:</b> There is a free shuttle service provided by the Blackwell. Also, a cab can also be procured by the Blackwell valet personnel. Provide PCard to Host and provide guidelines regarding business dinners.</p>
<p><b>Day after the seminar</b></p>	<p>Thank the speaker for coming either in person or by email.</p>	<p>Colloquium/Seminar Coord - Send thank-you e-mail to speaker, which should include information about how the reimbursement will be processed. Process speaker travel reimbursement immediately if traveler has signed forms.</p>
<p><b>GENERAL INFORMATION</b></p>	<p><b>Preplanning is paramount. Please do not assume that the Coordinator or admins can drop everything to “throw” a colloquium or seminar together quickly. Please make last minute invitations the exception – not the rule.</b></p>	<p>Try to be as flexible as possible – ask for help from other seminar coordinators or admins if you will be out of the office during a critical part of the process or are inundated with other work deadlines.</p>

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	<p>Speakers can make their own airline reservations to be reimbursed following their talk, although we are able to prepay <b>airfare</b> when the traveler provides the flights they desire. We discourage rental cars for these short visits. <b>Taxis</b> 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 <b>Blackwell</b> 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 should be paid by PCard - alcohol is <b>never</b> included (unless pre- approved by the chair) – Due to budget constraints, costs for dinner should no more than \$150 total. (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% - <b>anything</b> over will be paid by the faculty.</p> <p>Turn in PCard and receipts to the Colloquium/Seminar Coordinator 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><b>Communication is key – always keep the Coordinator and your admin in the loop to avoid any surprises.</b></p>	<p>COLLOQUIUM/SEMINAR COORDINATOR – Robin Patterson <a href="mailto:Patterson.716@osu.edu">Patterson.716@osu.edu</a></p> <p>HET, Nuclear, Physics Education, AMO</p> <p>CMT &amp; CME – Trisch Longbrake <a href="mailto:Longbrake.6@osu.edu">Longbrake.6@osu.edu</a></p> <p>CCAPP – Lisa Colarosa <a href="mailto:Colarosa.5@osu.edu">Colarosa.5@osu.edu</a></p> <p>*Travel reimbursement parameters</p> <ul style="list-style-type: none"><li>• 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. <b>Preferred that speaker make their own reservation.</b></li><li>• One or two days lodging at Blackwell Inn or another nearby hotel if Blackwell is full</li><li>• Per diem – reduced by meals provided by Physics</li><li>• Airport parking</li><li>• Taxi to and from airport</li><li>• Mileage to and from home to airport if requested.</li><li>• A RENTAL CAR IS NOT NECESSARY AND MUST BE PRE-APPROVED.</li></ul>
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