

Department of Genetics Seminar Series

Guidelines for hosting seminars

Please observe the following guidelines for hosting departmental seminars. The guidelines were adopted July 01, 2012.

1. We'll have two seminars per month (first and third Monday of the month). These will be the official department-sponsored seminars and they will be scheduled through the Seminar Committee and the Genetics Undergraduate Office, as outlined below.
2. We'll keep the second and fourth Monday of the month as back-up dates. These dates can be used if the first or the third Monday does not work for a speaker or the host. They can also be used for recruitment seminars or other departmental activities. Thus, we'll continue to book the LSB auditorium every Monday as usual.
3. Faculty may invite one seminar speaker per year as part of the departmental seminar series. The department will bear the costs for this seminar.
4. The forms and instructions for inviting a speaker are listed on the departmental website (<http://genetics.rutgers.edu>). Follow these links: Faculty > Administrative Resources > Speaker Forms. The forms are: Research Seminar Host form; Speaker Information form; and Speaker Reimbursement Procedure. A guide for hosting seminars is also on the website.
5. The host (with input from the speaker) should first complete the Research Seminar Host form. Up to four potential dates may be listed on this form, but the seminar date should not be confirmed at this date.
6. The host should email the completed form to Amrik Sahota or to another member of the Seminar Committee (currently David Axelrod, Derek Gordon, Karen Schindler, and Gleb Shumyatsky). The Seminar Committee will confirm the date and inform the host. The Seminar Committee will also forward the host form, with the confirmed date, to Kathleen McDonald in the Genetics Undergraduate Office.
7. At least two months before the seminar date, the host (with input from the speaker) should complete the Speaker Information form, including seminar title and abstract. The completed form should be emailed to Kathleen, with a copy to Amrik (or another member of the Seminar Committee). The host should also email the Speaker Reimbursement Procedure to the speaker.
8. As the seminar date approaches, Kathleen will send a formal invitation to the speaker from the Department Chair, and she will start making hotel and travel (including parking) arrangements. She will also prepare seminar announcements and flyers, order lunch (unless specified otherwise by the host), and process the honorarium. Kathleen will not initiate the invitation process unless both the Host and Speaker forms are completely filled out.

9. On the day of the seminar, Kathleen will do a quick check of the audiovisual equipment and provide a laser pointer. She will also have the seminar attendance sheets ready. The host should make sure that these sheets are filled-in by the seminar attendees.
10. It is the responsibility of the host to make arrangements for the speaker to meet with faculty, go for dinner, etc. The host also needs to collect all the receipts from the speaker in a timely manner, as specified in the Speaker Reimbursement Procedure.
11. The receipts should then be submitted to Kathleen for processing. Kathleen will not process the reimbursement until all receipts have been received and she will not contact the speaker for these receipts. This responsibility is solely that of the host.
12. After the seminar, the host should send a thank you note to the speaker.
13. Faculty members who fail to comply with the above guidelines will lose their invitation privileges for the next two years.
14. If a faculty member wishes to host more than one seminar per year, this will be at the discretion of the Seminar Committee. Also, if a faculty member is requesting financial support for the seminar, this will require prior approval from the Department Chair. When hosting an additional seminar, whether financial support is requested or not, the faculty member must make all the necessary arrangements for the seminar. Kathleen will not provide any administrative support.
15. The above rules do not apply to faculty recruitment seminars. The department will continue to provide financial and administrative support for these seminars.