

Department of Genetics/HGI Seminar Series

General guidelines for hosting seminars (revised Apr 28, 2023)

Please observe the following guidelines for hosting departmental seminars. The guidelines were adopted July 01, 2012, and they have been updated periodically since then with input from the faculty and the Seminar Committee. The most recent update is indicated above. The current members of the Seminar Committee are: Christopher Ellison, Tetsuya Nakamura, Amrik Sahota (Chair), Premal Shah, and Sam Yadavalli.

We no longer have a Seminar Coordinator, so the seminar host must take major share of the responsibility for hosting the seminar. Mary Carmona will assist with some aspects of this process (as detailed below), but it is not her job to be the seminar host. As discussed at the faculty meeting on April 28, 2023, the seminar format will be in-person. If a faculty member needs to have a hybrid seminar, then it would be his/her responsibility to make all the technical arrangements for the seminar.

1. We are planning to have two seminars per month (first and third Monday of the month) in the LSB auditorium. These are the official department-sponsored seminars, and they are scheduled in consultation with the Seminar Committee.
2. We also have 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 the speaker or the host. They can also be used for recruitment seminars or other departmental events. Thus, we have booked the auditorium every Monday for an extended period.
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. It is possible to invite a second speaker, but the host should first review this with the Seminar Committee. Also, if a faculty member is requesting financial support for the second seminar, this will require prior approval from the Department Chair and/or the HGI Director.
4. General guidelines and forms for inviting seminar speakers are listed on the departmental website (<http://genetics.rutgers.edu>). Follow these links: People > Administrative Resources > Speaker Forms. The forms are: Research Seminar Host Form; Speaker Information Form; Visitor Parking Information; Speaker Reimbursement Procedure; and these guidelines. The available dates are also listed at this site. Mary will create a link to the available dates in Google Docs and email it to the faculty.
5. The host (with input from the speaker) should first complete the Research Seminar Host Form. Up to three potential dates may be listed on this form, and these dates tentatively booked on the seminar schedule at the above site.
6. Once the seminar date has been confirmed, the host should remove the remaining tentative dates from the schedule. The host should also email the completed Host Form with the confirmed date to Mary Carmona (mcarmona@hgini.rutgers.edu) and to Amrik Sahota (asahota@hgini.rutgers.edu). The host may also contact a member of the Seminar Committee for any seminar-related questions.
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 Mary and to Amrik. The host should also email the Speaker Reimbursement Procedure document to the speaker.

8. As the seminar date approaches, Mary will send a formal invitation to the speaker from the Department Chair, and she will start making hotel and ground transportation (including parking) arrangements, if needed. If the speaker is flying, they will need to make their own airline arrangements. Mary will also prepare seminar announcements and flyers, order lunch (unless specified otherwise by the host), and process the honorarium. **Mary will not initiate the invitation process unless both the Host and Speaker Forms are completely filled-out.**

9. On the day of the seminar, Mary 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. As indicated above, our seminars will be in-person. If a host needs to have a hybrid seminar, then it is his/her responsibility to make sure that all equipment is functional and, if necessary, to have it checked by IT personnel before the seminar. This is not Mary's job. The host should also do a headcount of the online attendees.

11. It is the responsibility of the host to make arrangements for the speaker to meet with faculty, go for dinner, etc.

12. The speaker should submit all receipts to Mary in a timely manner. **Mary will not process the reimbursement until all receipts have been received.**

13. After the seminar, the host should send a thank you note to the speaker.

14. Faculty members who fail to comply with the above guidelines may, at the discretion of the Department Chair or HGI Director, lose their invitation privileges for the following academic year.

15. The above rules do not apply to faculty recruitment seminars. The department and HGI will continue to provide financial and administrative support for these seminars.

16. Invitation to international speakers, unless they have a Social Security Number, is discouraged. This is because Rutgers will not reimburse speakers without a SSN.