

## **Department of Genetics Seminar Series**

### **General guidelines for hosting seminars**

Please observe the following guidelines for hosting departmental seminars. The guidelines were adopted July 01, 2012 and updated July 31, 2019.

1. We have two seminars per month (first and third Monday of the month). These are the official department-sponsored seminars and they are scheduled through the Seminar Committee and the Genetics Undergraduate Office, as outlined below.
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 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. It may be possible to invite a second speaker, but this will be at the discretion of the Seminar Committee (see #16). The current committee members are David Axelrod, Derek Gordon, Karen Schindler, Premal Shah, and Gleb Shumyatsky.
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; and Speaker Reimbursement Procedure.
5. The Seminar Committee also has updated a document called "Protocol for Hosting a Genetics Department Seminar Speaker" that provides step-by-step instructions for hosting seminar speakers. These instructions are also available at the above site.
6. The current seminar schedule is available in Google Docs under [https://docs.google.com/document/d/1ZI9B5PTuCEBiDYgwigaS5h\\_A6VevOODuW\\_FO1xBVno/edit?usp=sharing](https://docs.google.com/document/d/1ZI9B5PTuCEBiDYgwigaS5h_A6VevOODuW_FO1xBVno/edit?usp=sharing)
7. 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 stage.
8. The host should email the completed form to Amrik Sahota ([sahota@biology.rutgers.edu](mailto:sahota@biology.rutgers.edu)) and to Amy Meerovich ([amy.meerovich@rutgers.edu](mailto:amy.meerovich@rutgers.edu)) in the Genetics Undergraduate Office. Amrik or Amy will confirm the date and inform the host. The host also can contact a member of the Seminar Committee for seminar-related information.
9. 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 Amy and Amrik. The host should also email the Speaker Reimbursement Procedure to the speaker.
10. As the seminar date approaches, Amy 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 the speaker is flying in from out of town, they will make their own airline arrangements. Amy will also prepare seminar announcements and flyers, order lunch (unless specified otherwise by the host), and process the honorarium. Amy will not initiate the invitation process unless both the Host and Speaker forms are completely filled out.

11. On the day of the seminar, Amy 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.
12. It is the responsibility of the host to make arrangements for the speaker to meet with faculty, go for dinner, etc.
13. The speaker should submit all receipts to Amy in a timely manner. Amy will not process the reimbursement until all receipts have been received.
14. After the seminar, the host should send a thank you note to the speaker.
15. Faculty members who fail to comply with the above guidelines may, at the discretion of the Department Chair, lose their invitation privileges for the next academic year.
16. 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 second seminar, this will require prior approval from the Department Chair.
17. The above rules do not apply to faculty recruitment seminars. The department will continue to provide financial and administrative support for these seminars.