

# Memo

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To: Faculty and Staff  
Date: May 06, 2016

From: Vikas Berry, Department Head, Chemical Engineering  
Subject: New Seminar Hosting Procedure

The purpose of this memo is to provide clarity on duties and responsibilities to ensure that graduate seminars run smoothly. Outlined below is the procedure for hosting Graduate-Seminar speakers, who must be highly renowned researchers in academia or industry.

## **Main Faculty Host Responsibilities**

- Check the available seminar dates with the Seminar Leads (Prof. Vivek Sharma and Prof. Brian Chaplin)
- Coordinate with the seminar speaker to confirm their visit date.
- Provide the following information to Tiesha Burnett (twalke20@uic.edu):
  - Seminar speaker's contact information, arrival date and other relevant travel information two weeks in advance
  - Identify faculty members (internal and external) who should meet with seminar speaker; Identify up to two faculty for lunch meeting. Send the lists to Tiesha
- Provide the following information to Jan Sagun (jsagun2@uic.edu) and Karen Milla (kmill@uic.edu)
  - Title, Abstract and Picture for flyer announcements
- Obtain receipts for lunch and/or dinner and submit to Tiesha.

## **Step 1 -Tiesha**

- Make travel arrangements for seminar speaker (Air and Hotel)
- Follow-up on abstract and picture for flyer announcements
- Arrange meetings with the identified faculty members and create the "seminar day" schedule
- Provide seminar speaker and faculty with "seminar day" schedule 3 days prior to visit
- Provide "Tax Exemption Letter" to the host faculty member.

## **Step 2- Jan**

- Upload seminar speaker's abstract to the monitors and send email to the COE listserv at least 7 days prior to visit
- Update the department website with a placeholder for the speaker
- Provide transportation to and from the campus
- Get supplies needed for the seminar
- Provide technical support and ensure that MAC/PC adapters are available

## **Step 3- Karen**

- Notify all graduate students about upcoming seminars at least 2 days prior to visit
- Reserve parking for the speaker (if needed)

**LIMITS: \$25, \$40 and \$60 per person for breakfast, lunch and dinner including tip (with at least one outside speaker/guest). \$25 and \$40 per person for lunch and dinner including tip (with UIC speaker/guest). No reimbursement for alcohol.**