

BGSE205 SEMINAR ORGANIZING

Before seminars start (over the summer, before end of August):

- Identify seminar time!

- Plan to meet 1 hour, once per month during each academic quarter (FWS; October to June). For example, set up a doodle poll with the speakers to find the best time.

- Make the schedule for the year

- Schedule 1-3 speakers per meeting (depending on the total number of students in the group). You decide the speaking time; for example, 20+5 mins for groups having 1-2 speakers per meeting; 12+3 mins for groups having 3 speakers per meeting; no more than 1 hour total per meeting!
- Arrange the schedule starting with the most senior and ending with the most junior grad student over the course of the year.
- Do not ask for input from students; let them know they can arrange to switch with others if needed.
- Send the schedule around to everyone (students, PIs & graduate student office) by end of August, well prior to the start date. Schedules will be posted on a website for the course.

During seminar quarters (FWS; October to June):

1-2 weeks prior to each seminar:

- Send out presentation reminder

- Send reminder to students of their upcoming seminar at least a couple of weeks prior to their seminars.
- Remind them of the time limit for the presentation and that the presentation should be geared to a broad audience. Encourage them to hold practice talks with their lab (use a standard e-mail template).

- Advertise seminars

- Send e-mails with flyers to students, PIs, (and postdocs?) within groups. (For example one week prior, and on the day off). (Generate e-mail lists). (Can we send e-mails specifically to committee members as well?).
- Post flyers

- Arrange for refreshments for the meeting (??)

- Three dollars (\$3) per student per meeting is allocated for refreshments. Organizer (or designated purchaser) must submit receipts for reimbursement (no alcohol).

At the seminars:

- Take student attendance (note, a passing grade requires attendance)

- Leave a sheet with student names at the meeting; have students initial next to their name.
- Keep track of attendance throughout the year in an Excel sheet.

- Make sure microphone and projector work

- Make sure all speakers use a microphone

- Introduce speakers

- Introducing name, lab and talk title should be sufficient.

- Keep time during seminar

- Use a timer.

For example, make it go off with 2 mins left and again at the end. 1 minute later, stand up. (If the speaker goes more than 1 minute over, let them have just 1-2 questions.) It is important these meetings do not exceed 1 hour!

- Direct the question session

- Could encourage questions from students/postdocs before faculty.

Any ideas on how to encourage getting feedback to the presenters? You are welcome to try out your own ideas.

At the end of the year:

- Identify next year's organizers

- Identify next year's organizers (2) from your group (ideally responsible 3rd or 4th year students). Make sure they are willing and able and forward the names to the graduate student office at the latest at the end of Spring quarter.

We will have a meeting at the end of the academic year to identify improvements for next year.