
AY2020-21 SEMINAR HANDBOOK

GENERAL

Seminars are divided into two major groups Seminar Series and Special Lectures. The Seminar Series is further broken down into six classifications depending on their subject matter. Each classification has a faculty "Seminar Chairperson" for a designated period of time (usually one year), and the Seminar Chairperson's Coordinator is responsible for all preparation involved in scheduling each seminar under that specific classification.

SEMINARS SERIES

		Chairperson	Coordinator
BS	Biochemistry Seminar	Hoelz Semlow	Courtney Cechini
CES	Chemical Engineering Seminar	Shapiro	Sohee Lee
CPS	Chemical Physics Seminar	Chan Cushing	Elisha Jung Okawa
IES	Inorganic-Electrochemical Seminar	See	Pat Anderson
IOS	Inorganic-Organometallic Seminar	Hadt	Pat Anderson
OCS	Organic Chemistry	Robb	Annette Luymes, Rena Becerra-Rasti

Day of Week	Location	Seminar	Faculty Host	Coordinator	Phone
Monday	Zoom (Fall) 147 Noyes	Inorganic-Electrochemistry (IES)	See	Pat Anderson	6022
Tuesday	Zoom (Fall) 147 Noyes	Chemical Physics (CPS)	Cushing, Chan	Elisha Jung Okawa	3367
Wednesday	Zoom (Fall) 153 Noyes	Organic Chemistry (OCS)	Robb	Annette Luymes Rena Becerra-Rasti	6016, 6151
Thursday	Zoom (Fall) 147 Noyes (Winter & Spring)	Biochemistry	Hoelz, Semlow	Courtney Cechini	6446
Thursday	Zoom (Fall) 106 Spalding	Chemical Engineering	Shapiro	Sohee Lee	4193
Friday	Zoom (Fall) 147 Noyes	Inorganic-Organometallic (IOS)	Hadt	Pat Anderson	6022

Room Reservations – Rebecca Fox ext. 6043 or visit ccerooms.mhsoftware.com

SPECIAL SEMINARS AND LECTURES

BL	Beckman Lecture	Stoltz	Beth Marshall
BMSLOS	Bristol-Myers Squibb Lectures in Organic Synthesis	Robb	Annette Luymes, Rena Becerra-Rasti
CCS	Chemistry Club Seminar	Hadt	Various
CGEL	Constantin G. Economou Memorial Lecture	Wang	Allison Kinard Sohee Lee
DDS	Doctoral Dissertation Seminar	Graduate Student	Alison Ross, Allison Kinard Courtney Cechini
DLOC	Dow Lecture in Organic Chemistry	Robb	Annette Luymes, Rena Becerra-Rasti
DLOMC	Dow Lecture in Organometallic Chemistry	Agapie	Pat Anderson
HL	Ruth & Eddie Hughes Lecture	Rees	Phoebe Ray
HML	Harden McConnell Lecture	Miller	Elizabeth Garcia
JDRL	John D. Roberts Lecture	Grubbs	Linda Syme
MAS	McCoy Award Seminar	Dougherty	Alison Ross
NDL	Norman Davidson Lecture	CCE/BBE Campbell	BBE
PBDL	Peter B. Dervan Lecture	Dervan	Rena Becerra-Rasti
PL	Pauling Lecture	Okumura	Elisha Jung-Okawa
RWVL	Robert W. Vaughan Lectureship in Chemical Engineering	Wang	Sohee Lee
SL	Ernest H. Swift Lecture	Gray	Pat Anderson
WNLL	W. N. Lacey Lectureship in Chemical Engineering	Wang	Sohee Lee

DUTIES OF SEMINAR COORDINATOR

SCHEDULING

Date conflicts should be checked before booking a speaker. See the Institute Master Calendar first. If you want to schedule a talk that is not on your own seminar day of the week, please contact the administrative support person in charge of that day. If a schedule conflict cannot be resolved, the Division Operations Officer should be notified.

CONFIRMATION

1. Confirm time, place, and date
2. Information required regarding the speaker
 - ☐ Name and title
 - ☐ Institute or company and department
 - ☐ Visa status, if not a United States citizen
 - ☐ Accommodation requirements
3. Information required regarding the seminar
 - ☐ Host faculty member's name
 - ☐ Title of seminar
 - ☐ Date, time, and place of seminar
 - ☐ Audio Visual needs
 - ☐ Projectionist
 - ☐ Refreshments
 - ☐ Honorarium amount/account(s) to be charged for special seminars (if not the seminar account number)

REFRESHMENTS

If refreshments are to be served, contact FoodToGo: x2272; **foodtogo@caltech.edu**

Include what you would like, where and when it should be delivered, and provide them with an account number.

REIMBURSEMENTS

After the visitor has left, it is the responsibility of the Seminar Coordinator to take care of any reimbursements.

CHECKLIST

Fill in a Seminar Checklist for each Seminar Speaker. As various items are completed by the Seminar Coordinator, they should fill in and/or date each item on the Checklist (this is an easy way to keep track of all areas of responsibility, including seminar costs).

Sample checklists are included at the end of this section. They are easily adapted to suit the particular needs of each seminar. Also, at the end of this section is a description of how the Inorganic-Electrochemistry Seminar Program is run. It may also provide some helpful ideas.

HONORARIA AND REIMBURSEMENT OF EXPENSES

The Seminar Coordinator is responsible for scheduling the seminar aspect of the guest speaker's day in most instances.

HONORARIA

A PTA Payment Request Form needs to be submitted via TechMart. If the guest speaker is not in the system, tax forms must be collected and verified before their profile can be added to the Oracle Supplier database. Please allow 10-15 business days for Supplier Management to send/receive tax documents, review for accuracy, and analyze payee's tax status to determine applicable income tax withholding and reporting. Foreign individuals are required to submit additional forms (i.e. visa, passport, etc.). Payment Services cannot issue the honoraria until tax forms are received and tax verification is completed.

REIMBURSEMENT OF TRAVEL EXPENSES

All travel reports must be submitted via CardQuest.

ROOM RESERVATION INFORMATION

Room	Capacity	Link
Beckman Institute (all rooms)	Various	Submit all requests to biroomres@caltech.edu
Broad Center 100	90	Call Janie Malone x8824
Crellin 151	48	http://ccerooms.mhsoftware.com/View.html
Noyes 147	85	http://ccerooms.mhsoftware.com/View.html
Noyes 153	134	http://ccerooms.mhsoftware.com/View.html
Schlinger 101	14 people around the table; 35 chairs; 60 standing	http://ccerooms.mhsoftware.com/View.html
Schlinger 118	22	https://chemez.che.caltech.edu/groups/room_calendar/calendar/
Gates Annex B122	200	Call Tess Legaspi x6297
Gates Annex B127	30	Call Tess Legaspi x6297
Spalding 102	25	https://chemez.che.caltech.edu/groups/room_calendar/calendar/
Spalding 106	100	https://chemez.che.caltech.edu/groups/room_calendar/calendar/
Spalding 113	25	https://chemez.che.caltech.edu/groups/room_calendar/calendar/

SEMINAR CHECKLIST

A. SEMINAR CHAIRPERSON

- ☐ Suggests possible speakers.
 - Sometime during Summer, the Seminar Chairperson sends a memo to the professors in the subgroup asking them to suggest Seminar Speakers they would like to have visit. After the list is compiled, the Seminar Chairperson and/or Seminar Coordinator will narrow down the list of Seminar Speakers to approximately twenty and send letters of invitation.
- ☐ At the beginning of September or October, send a memo Faculty with a list of Seminar Speakers.
 - We ask them to list which Seminar Speakers they will host as well as the name of the Student/Postdoc Host.
 - Projectionists should be identified at that time (if needed). They are paid hourly at the current minimum wage for a minimum of 2 hours.
- ☐ Signs travel expense reports. Payment requests --submitted through Techmart

B. SEMINAR COORDINATOR

The Seminar Coordinator functions as the contact person for the Seminar Speakers, and they provide administrative support to the Seminar Chairperson.

1. Information to Obtain from the Speaker
 - ☐ Name and title
 - ☐ Institute or company and department
 - ☐ Copy of passport and visa if Speaker is not a United States citizen (necessary to process travel reimbursement). Most Speakers prefer wire transfer.
 - ☐ Accommodation requirements
 - ☐ Title of talk/abstract
 - ☐ Audio/visual requirements
2. Scheduling
 - ☐ Confirm that seminar does not conflict with an already scheduled seminar or with a Division or Institute Faculty Meeting.
 - ☐ Enters each seminar into the Institute Master Calendar at <https://www.caltech.edu/admin>
 - ☐ Post Flyer to BOX (at least two weeks before seminar date). Annette Luymes emails flyers to seminar coordinators.
 - ☐ Arranges LCD Projector with AV staff if necessary.
3. Travel
 - ☐ Arranges accommodations, calendars, flyers, lunch reservations, transportation
 - ☐ Coordinates visits with other universities.
 - ☐ Make Athenaeum or hotel accommodations as soon as possible after being notified that a Seminar Speaker is coming. Even if the reservation must be canceled, it is better to have one well in advance. At certain times of the year the Athenaeum is booked because of special

events or prospective graduate students visiting various departments (for example, from late February to early April). Make sure the Speaker is informed of the Athenaeum 96 hours (4 days) cancellation policy.

- ☐ Provide Speaker with transportation options to Caltech (and other universities).
- ☐ Coordinate the reimbursement of travel expenses with other universities (if your Speaker will be visiting other universities in the area).

4. Administrative Support

- ☐ Approximately one month before the seminar, send the Student/Postdoc Host the student information memo (see below).
- ☐ Make a lunch reservation at the Athenaeum at least two days in advance.
- ☐ Distribute the appointment schedule by email to everyone on the schedule (including the projectionist(s) and the administrative assistants of the professors meeting with the Speaker). Email the Appointment Memo/Schedule to the Faculty Host, Student/Postdoc Host, Speaker, and Faculty Host Administrative Assistant. The Appointment Memo includes: Athenaeum accommodations/policy, time place the Student/Postdoc Host will meet the Speaker and lunch/dinner information and Account No.
- ☐ Prepare a Payment Request (Techmart) for dinner expenses reimbursement.
- ☐ Keep a checklist with dates to make sure that everything has been completed.

5. Information to Give to the Speaker

- ☐ Initial letter of invitation (if invitation has not been made verbally or via email)
- ☐ After the Seminar Speaker has decided on a date, the Seminar Coordinator will send an acknowledgment letter along with the following information packet:
- ☐ Speaker Information Form (to be returned to Seminar Coordinator—see example)
- ☐ Visitors to the Chemistry Department, Caltech information packet
- ☐ Campus Map (Contact person name and phone number typed at the top of the page)
- ☐ Map of Pasadena (showing Caltech, freeways, etc.)
- ☐ PrimeTime/SuperShuttle/Uber/Lyft Information
- ☐ Driving directions around L.A. and Pasadena if the Seminar Speaker is renting a car, as well as visitor parking form and instructions

C. FACULTY HOST

- ☐ Chooses Student/Postdoc Host.
- ☐ Usually accompanies the Seminar Speaker to dinner, although this is not required.

D. STUDENT/POSTDOC HOST

At least one month before the seminar, the Seminar Coordinator will send a memo with some materials concerning the Seminar Speaker to the Student Host. The Student/Postdoc Host responsibilities are as follows:

1. Coordinates appointment schedule.

- ☐ The Student/Postdoc Host will consult with the Faculty Host before setting up the appointment schedule to determine who should be on the schedule.

- ☐ The Student/Postdoc Host should make sure there are no large gaps in the appointment schedule. If a professor is unavailable to see the Seminar Speaker, the student host should ask if the research group could meet with the Speaker instead.
 - ☐ The Student/Postdoc Host should provide the name of the contact person for the research group.
2. Arranges lunch/dinner.
- ☐ The Student/Postdoc Host should ask the Seminar Speaker what type of restaurant he or she prefers before making the dinner reservation.
 - ☐ The Faculty Host will often handle the dinner reservation instead. The Student/Postdoc Host should include the Seminar Speaker's spouse or partner in the lunch and dinner arrangements if that person is traveling with the Speaker.
3. Accompanies Speaker to his or her appointments throughout the day.
- ☐ The Student/Postdoc Host meets the Seminar Speaker at the Athenaeum, hotel, or other agreed-upon location and takes the Seminar Speaker to each of the scheduled appointments.
 - ☐ The Student/Postdoc Host needs to talk to the Speaker about the audio/visual requirements on the day of the seminar to make sure everything is ready for the presentation.
 - ☐ The Faculty or Student/Postdoc Host introduces the Seminar Speaker before the Speaker begins the presentation. The Student/Postdoc Host should check with the Faculty Host ahead of time to find out what he/she prefers. Information about the speaker is usually on their website (unless they are from Industry). The Student/Postdoc Host should prepare their introduction ahead of time so they can look professional without relying on their notes.
 - ☐ At the end of the lecture, the Student/Postdoc Host **MUST** stand up and act as master of ceremonies for the Q&A period. He/she should moderate the audience questions--NOT the Speaker.

VIRTUAL SEMINAR GUIDE

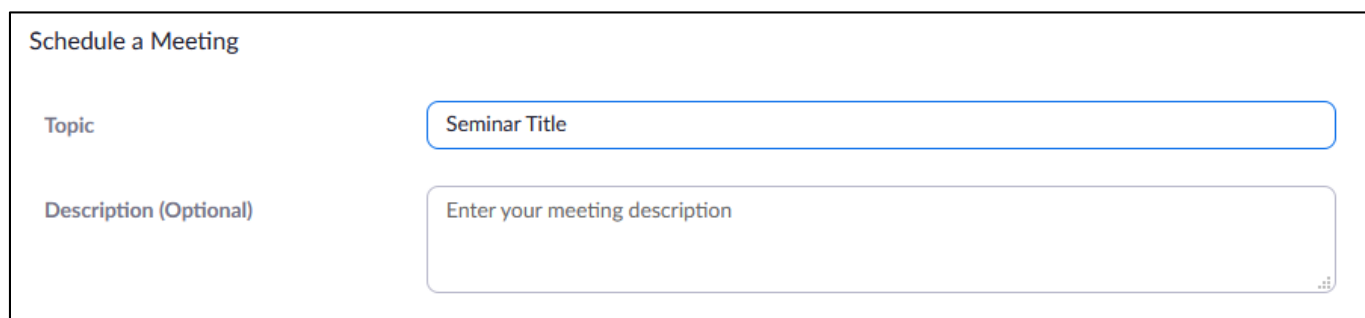
GENERAL

In the event that a seminar cannot be held on campus, as is the present case under current COVID-19 restrictions, seminars are to be held virtually through Zoom. Here are some general guidelines and suggestions to help facilitate these virtual seminars.

SCHEDULING THE SEMINAR

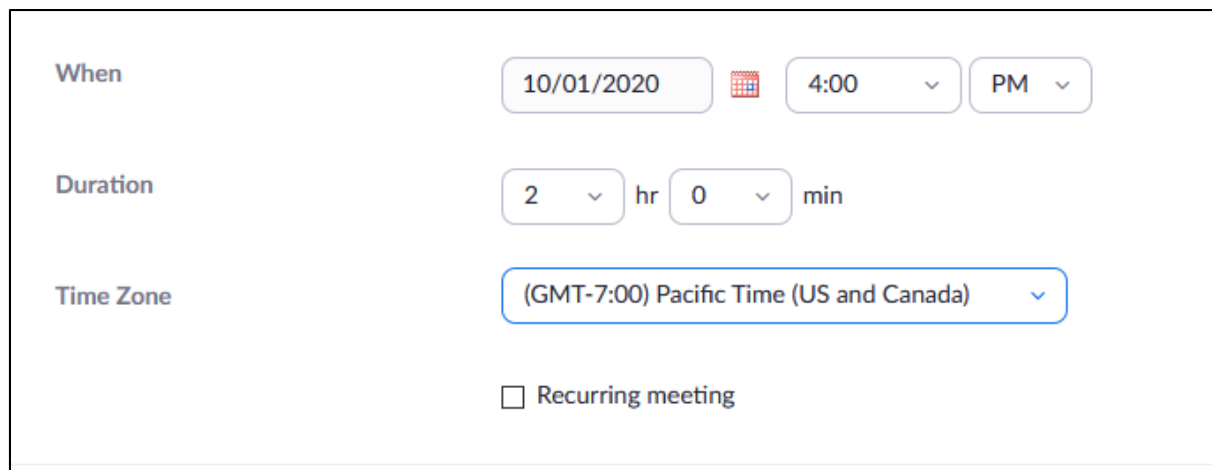
Scheduling a Zoom meeting can be done through your access.caltech page. Select the “Zoom Video Conferencing” link in the Communications Services section to be taken to the Zoom login page. Once connected, navigate to the “Schedule a Meeting” link in the upper right-hand corner.

- 1. Put your seminar’s title in the “Topic” box. No description is needed unless desired.**



The screenshot shows the 'Schedule a Meeting' form. It has a title 'Schedule a Meeting' at the top left. Below it, there are two input fields. The first is labeled 'Topic' and contains the text 'Seminar Title'. The second is labeled 'Description (Optional)' and contains the text 'Enter your meeting description'. There is a small icon in the bottom right corner of the description field.

- 2. Set the date, time, and duration of your seminar.**



The screenshot shows the 'When' section of the Zoom scheduling form. It has three rows of input fields. The first row is labeled 'When' and contains a date field with '10/01/2020', a calendar icon, a time field with '4:00', and a dropdown menu with 'PM'. The second row is labeled 'Duration' and contains a dropdown menu with '2', a unit field with 'hr', a dropdown menu with '0', and a unit field with 'min'. The third row is labeled 'Time Zone' and contains a dropdown menu with '(GMT-7:00) Pacific Time (US and Canada)'. Below these fields is a checkbox labeled 'Recurring meeting'.

3. You may choose to require attendees of your event to register by selecting the box next to “Required” as shown below. Alternately, you may choose instead to use a passcode in the Security section. Lastly, make sure you leave the setting for the meeting ID to generate automatically.
4. You may create your own passcode as long as it has 6 characters. If you wish to require registration prior to the event rather than use a password, check that first “Required” box and leave the box next to “Passcode” unchecked.

The screenshot shows the Zoom settings interface with four sections: Registration, Meeting ID, Security, and Video. In the Registration section, the 'Required' checkbox is unchecked. In the Meeting ID section, 'Generate Automatically' is selected. In the Security section, 'Passcode' is checked with the value 'CALTECH|' entered in the adjacent text box, and 'Waiting Room' is unchecked. A tooltip is displayed over the text box, stating 'Passcode must: ✓ Have at least 6 characters'. The Video section is partially visible at the bottom.


5. In the Video section, it is not important whether you select that a Host or Participant’s video be “On” or “Off” as one can manually override this while in the seminar. As for the Audio, it may be best to select “Both” so users without an adequate speaker on their device may use their telephone to call in for their audio. You may also choose to limit audio for your seminar to “Computer Audio” to ensure security.

The screenshot shows the Zoom settings interface with two sections: Video and Audio. In the Video section, both 'Host' and 'Participant' video settings are set to 'on'. In the Audio section, 'Both' is selected among the options 'Telephone', 'Computer Audio', and 'Both'. Below the audio options, the dial-in number 'Dial from United States of America' is displayed with an 'Edit' link.

6. It's recommended to select "Mute participants upon entry," as seen below. You can control mute options from within your seminar, as well.

Meeting Options

☐ Enable join before host


☒ Mute participants upon entry 

☐ Only authenticated users can join


7. This is also where you may limit your attendees to Caltech users, as shown below. It is not recommended at this time to limit your attendance to authenticated users as this will likely prevent your Speaker from accessing the meeting (unless they have a Caltech username). Should you wish to restrict your attendance, it is recommended you require registration instead.

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 

☒ Only authenticated users can join

People with @*.caltech.edu addresses only 

*.caltech.edu [Edit](#)

8. Lastly, you may designate Alternate Hosts who may begin a meeting and hold similar managerial capabilities to the Host. Please note that you may only designate an Alternate Host who also has a Zoom Licensed account.

Alternative Hosts

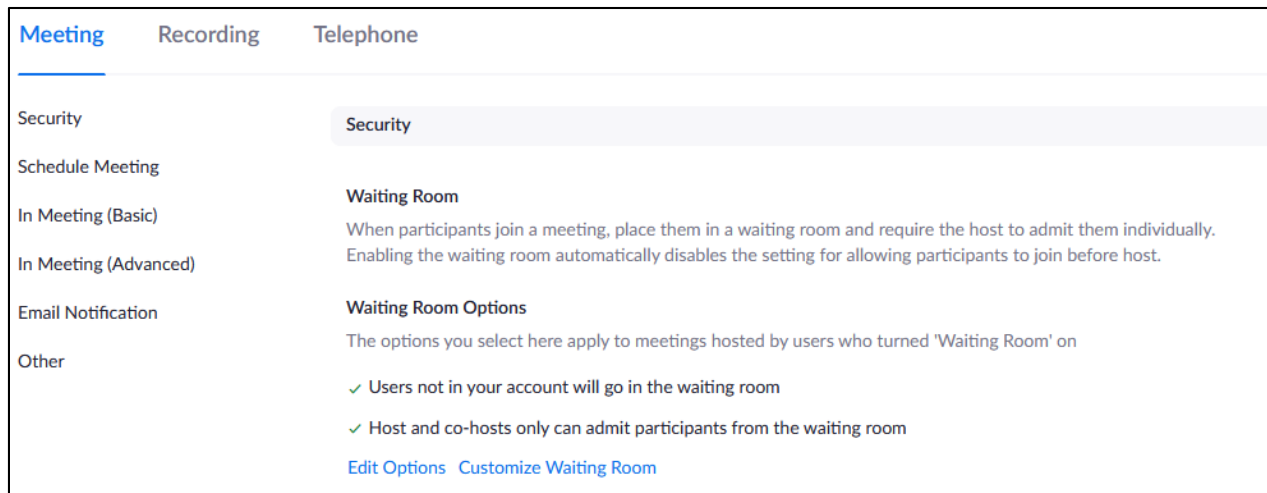
Example: mary@company.com, peter@school.edu

ZOOM SETTINGS

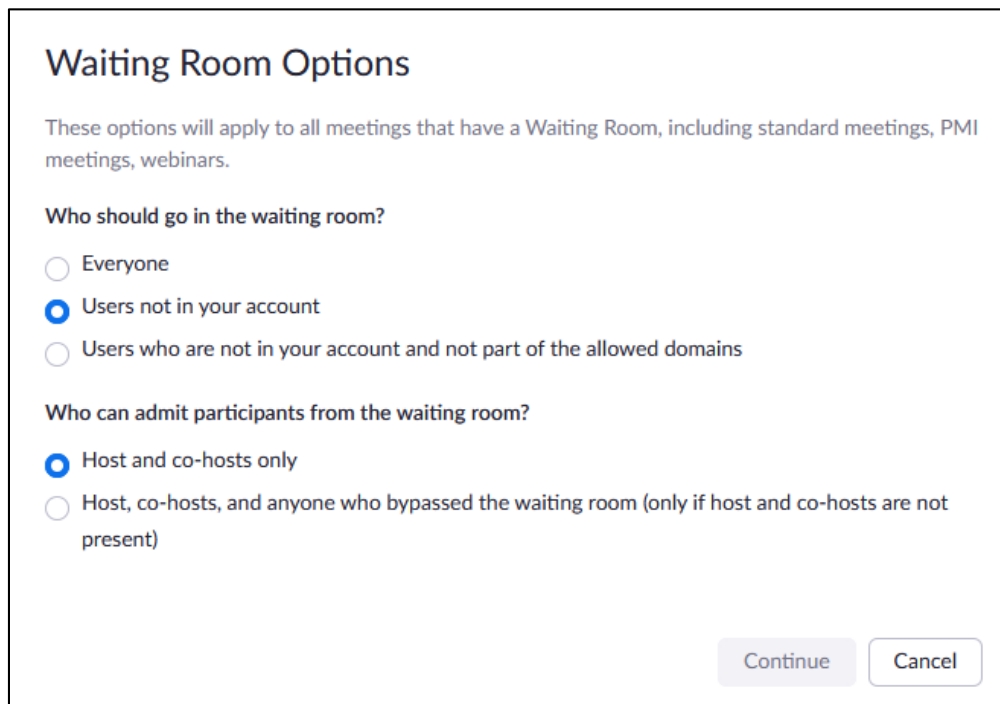
There are a number of meeting details you may select prior to scheduling your meeting. **Please note:** You must already have these options selected in your Settings before scheduling your seminar in order for them to be applicable.

1. Waiting Rooms

One option that is very helpful for screening and security for your seminars is to enable the Waiting Room option. In addition to requiring all attendees register, this helps circumvent the issue of Speakers being unable to access the Zoom meeting because they do not have a Caltech email address. Within that “Edit Options” link, you’ll be able to select your preferred parameters for how to use the Waiting Room.



The screenshot shows the Zoom Meeting Settings interface. At the top, there are three tabs: "Meeting" (selected), "Recording", and "Telephone". Below the tabs, on the left, is a sidebar with categories: "Security", "Schedule Meeting", "In Meeting (Basic)", "In Meeting (Advanced)", "Email Notification", and "Other". The main content area is titled "Security" and contains a section for "Waiting Room". The "Waiting Room" section includes a description: "When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host." Below this is a section titled "Waiting Room Options" with a sub-header: "The options you select here apply to meetings hosted by users who turned 'Waiting Room' on". There are two checked options: "Users not in your account will go in the waiting room" and "Host and co-hosts only can admit participants from the waiting room". At the bottom of the "Waiting Room Options" section, there are two links: "Edit Options" and "Customize Waiting Room".



The screenshot shows the "Waiting Room Options" dialog box. At the top, the title is "Waiting Room Options". Below the title, there is a paragraph: "These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars." The dialog box contains two sections of radio button options. The first section is titled "Who should go in the waiting room?" and has three options: "Everyone", "Users not in your account" (which is selected), and "Users who are not in your account and not part of the allowed domains". The second section is titled "Who can admit participants from the waiting room?" and has two options: "Host and co-hosts only" (which is selected) and "Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)". At the bottom right of the dialog box, there are two buttons: "Continue" and "Cancel".

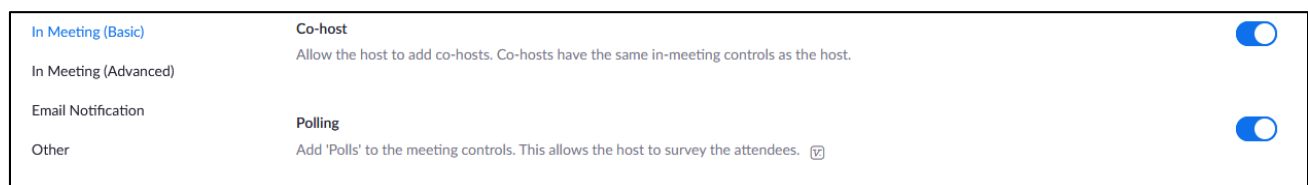
2. Audio and Sound

Further down in the “In Meeting (Basic)” section of your settings, you’ll find the option to turn off the sound notification for when individuals join your seminar. In the image below, the sound notification option is turned off.



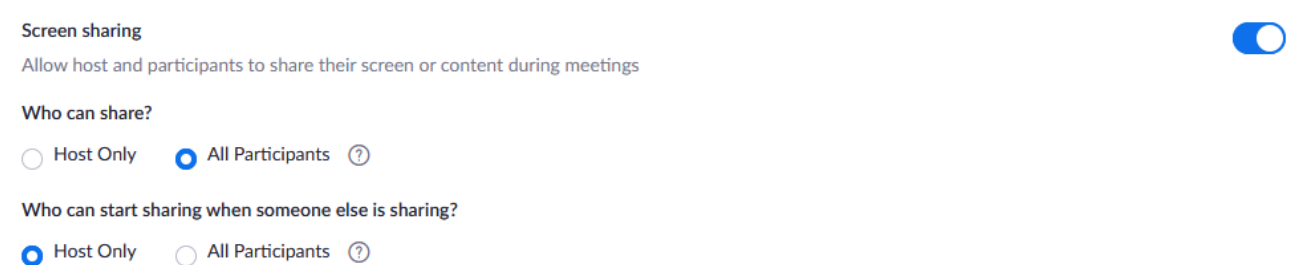
3. Co-Host and Polling

Two other excellent options to consider can also be found in the “In Meeting (Basic)” section, the Co-Host and Polling options. Activating the co-host capability enables multiple people to hold administrative powers during a seminar, taking the pressure off of the main host or Speaker. Activating the Polling option will allow you to poll your attendees as a group through a pop-up.



4. Screen Sharing

Options for Screen Sharing are also within the “In Meeting (Basic)” section. In a seminar, you’d likely want to have the “Who can share?” option set to “Host Only.”



5. Raising Hands

To allow your attendees to add reactions or raise their hand, you’ll need to adjust the following options. Having your attendees use the function to show a raised hand coupled with having them type their question in the Chat box can help to provide an orderly Question and Answer portion of your seminar.

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel.

Meeting reactions

Allow meeting participants to communicate without interrupting by reacting with an emoji that shows on their video. Reactions disappear after 10 seconds. Participants can change their reaction skin tone in Settings.

6. Breakout Rooms

You may also wish to use breakout rooms to facilitate discussions in a smaller setting. You'll need to be sure to have this option activated.

In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☐ Allow host to assign participants to breakout rooms when scheduling

7. Email Notifications

You can also adjust your email notification settings as you desire, for example making sure that all potential parties receive notification a recording is ready.

Email Notification

When a cloud recording is available

Notify host when cloud recording is available

☐ Send a copy to the person who scheduled the meeting/webinar for the host

☐ Send a copy to the Alternative Hosts

8. Schedule Privileges

Lastly, this section is useful if your faculty member would like to grant you scheduling privileges on their behalf.

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

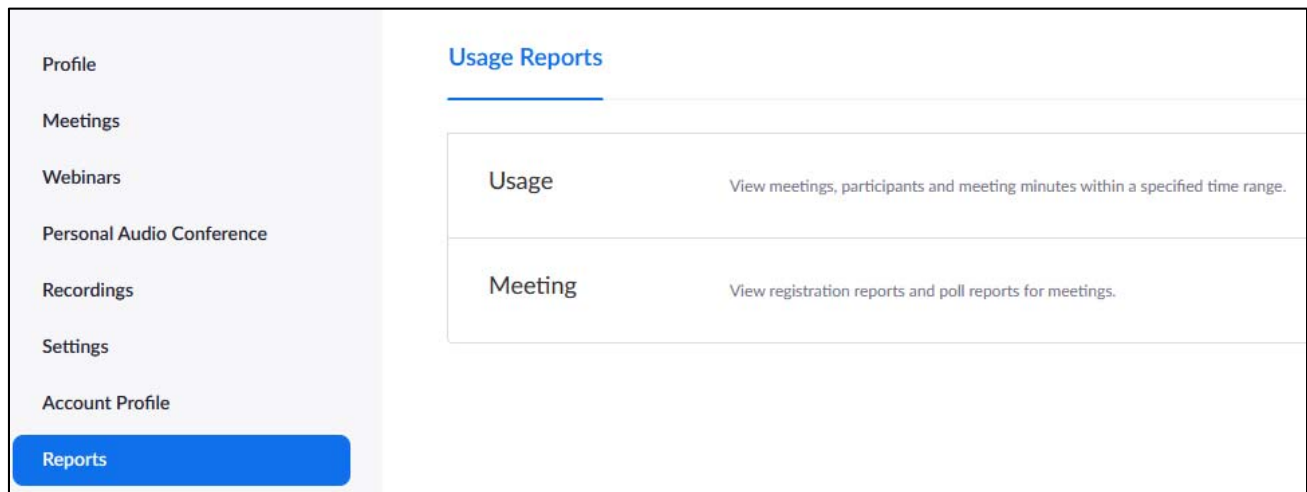
I can schedule for

No one

It is well worth it to closely examine all your potential options within your Settings. Again, be sure to activate or deactivate whatever features needed *before* you schedule your meeting in order for those changes to take effect.

9. Taking Attendance in a Zoom Meeting

In the event you'd like to take attendance following a meeting, you may do so by exporting a Usage report through the "Reports" feature.



Once you've entered the Usage section, you'll be able to locate by date the meeting for which you wish to access the user information. Click on the number in the Participants column to pull up the list of users present at the meeting.

Reports > Usage Reports > Usage

From: 10/12/2020 To: 10/19/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

Export as CSV File

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
Division Staff Check-In Meet...	967 3798 4795	Rebecca Fox	rjfox@caltech.edu			No	07/01/2020 10:09:32 AM	10/13/2020 10:55:35 AM	10/13/2020 11:39:07 AM	44	9

Meeting Participants

☒ Export with meeting data ☐ Show unique users Export

Meeting ID : 967 3798 4795 Topic : Division Staff Check-In Meeting User Email : rjfox@caltech.edu
Duration (Minutes) : 44 Start Time : 10/13/2020 10:55:35 AM End Time : 10/13/2020 11:39:07 AM
Participants : 9

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Rebecca Fox	rjfox@caltech.edu	10/13/2020 10:55:35 AM	10/13/2020 11:30:31 AM	35

From there, an overlay will pop up that will prompt you to export that information as a .csv file which you may open with Excel. This will provide you with the list of users who joined the meeting and their entrance and exit times.