

# AY2023-24 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	Chong Semlow	Rebecca Fox
CES	Chemical Engineering Seminar	Demirer	Matthew Buga
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
CM2	Center for Molecular and Cellular Medicine Seminar	Shapiro	Irina Meininger

Day of Week	Location	Seminar	Faculty Host	Coordinator	Phone
Monday	147 Noyes	Inorganic-Electrochemistry (IES)	See	Pat Anderson	6022
Tuesday	147 Noyes	Chemical Physics (CPS)	Cushing, Chan	Elisha Jung Okawa	3367
Wednesday	B122 Gates Annex	Organic Chemistry (OCS)	Robb	Annette Luymes	6016
Thursday	B122 Gates Annex	Biochemistry	Chong, Semlow	Rebecca Fox	6446
Thursday	106 Spalding	Chemical Engineering	Demirer	Matthew Buga	2423
Thursday	151 Crellin	Molecular & Cellular Medicine (CM2)	Shapiro	Irina Meininger	4637
Friday	147 Noyes	Inorganic-Organometallic (IOS)	Hadt	Pat Anderson	6022

Room Reservations – Anya Janowski ([janowski@caltech.edu](mailto:janowski@caltech.edu)) or visit [ccerooms.mhsoftware.com](http://ccerooms.mhsoftware.com)

## SPECIAL SEMINARS AND LECTURES

BL	Beckman Lecture	Stoltz	Annette Luymes
BMSLOS	Bristol-Myers Squibb Lectures in Organic Synthesis	Robb	Annette Luymes
CCS	Chemistry Club Seminar	Hadt	Various
CGEL	Constantin G. Economou Memorial Lecture	Wang	Allison Kinard
DDS	Doctoral Dissertation Seminar	Graduate Student	Alison Ross Allison Kinard Rebecca Fox
DLOC	Dow Lecture in Organic Chemistry	Robb	Annette Luymes
DLOMC	Dow Lecture in Organometallic Chemistry	Agapie	Pat Anderson
HL	Ruth & Eddie Hughes Lecture	Rees	Rebecca Fox
HML	Harden McConnell Lecture	Weitekamp	Ann Mao
JDRL	John D. Roberts Lecture	Nelson	Annette Luymes
MAS	McCoy Award Seminar	Dougherty	Alison Ross
NDL	Norman Davidson Lecture	CCE/BBE Campbell	BBE
PBDL	Peter B. Dervan Lecture	Barton	Sadie Rubalcava
PL	Pauling Lecture	Okumura	Elisha Jung-Okawa
RWVL	Robert W. Vaughan Lectureship in Chemical Engineering	Wang	Mi Kyung Kim
SL	Ernest H. Swift Lecture	Gray	Pat Anderson

WNLL	W. N. Lacey Lectureship in Chemical Engineering	Wang	Mi Kyung Kim
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## DUTIES OF SEMINAR COORDINATOR

### SCHEDULING

Date conflicts should be checked before booking a speaker. See the Institute 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 [catering@caltech.edu](mailto:catering@caltech.edu) or call ext. 4896.

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.

## 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 <a href="mailto:biroomres@caltech.edu">biroomres@caltech.edu</a>
Broad Center 100	90	Submit all requests to <a href="mailto:bberooms@caltech.edu">bberooms@caltech.edu</a> .
Crellin 151	48	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>
Noyes 147	85	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>
Noyes 153	134	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>
Schlinger 101	14 people around the table; 35 chairs; 60 standing	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>
Schlinger 118	22	Contact Irina Meininger ( <a href="mailto:irina@cheme.caltech.edu">irina@cheme.caltech.edu</a> ; ext 4637)
Gates Annex B122	200	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>
Gates Annex B127	30	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>
Spalding 102	25	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>

Updated 04/29/2024

Spalding 106	100	<a href="http://ccerooms.mhsoftware.com/">http://ccerooms.mhsoftware.com/</a>
Spalding 113	25	Contact Irina Meininger ( <a href="mailto:irina@cheme.caltech.edu">irina@cheme.caltech.edu</a> ; ext 4637)

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# 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 Calendar at <https://www.caltech.edu/admin>
  - 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 they prefer. 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. They should moderate the audience questions--NOT the Speaker.

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# VIRTUAL SEMINAR GUIDE

## GENERAL

While most seminars now have an in-person component or are in-person only, there may still be an occasion when you may have to conduct a seminar entirely virtually. More typically, a seminar will be held in a hybrid format. Please see “Hybrid Seminar Addendum” on Page 16 for additional information.

## 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.

Schedule a Meeting

Topic

Description (Optional)

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

When  

Duration  hr  min

Time Zone

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.


Registration	<input type="checkbox"/> Required
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID 669 613 0611
Security	<input checked="" type="checkbox"/> Passcode <input type="text" value="CALTECH "/> <input type="checkbox"/> Waiting Room
Video	Host

**Passcode must:**  
 ✓ Have at least 6 characters

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.

<b>Video</b>	<b>Host</b>	<input checked="" type="radio"/> on	<input type="radio"/> off
	<b>Participant</b>	<input checked="" type="radio"/> on	<input type="radio"/> off
<b>Audio</b>	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Both
	Dial from United States of America <a href="#">Edit</a>		


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

<b>Meeting Options</b>	<input type="checkbox"/> Enable join before host
	<input checked="" type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> 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**

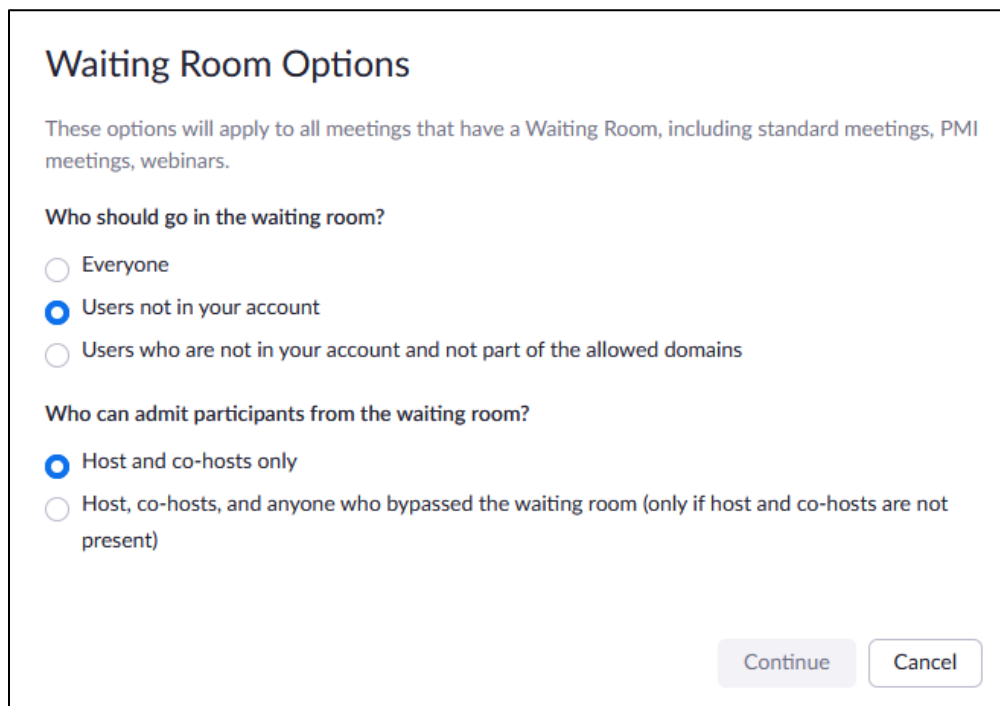
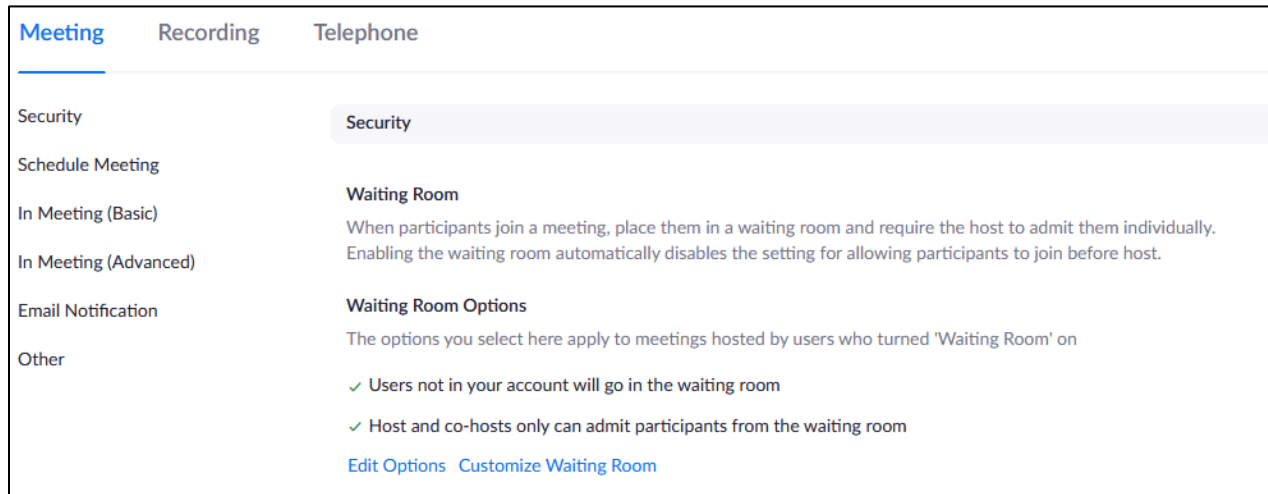
Example: mary@company.com, peter@school.edu

## 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.

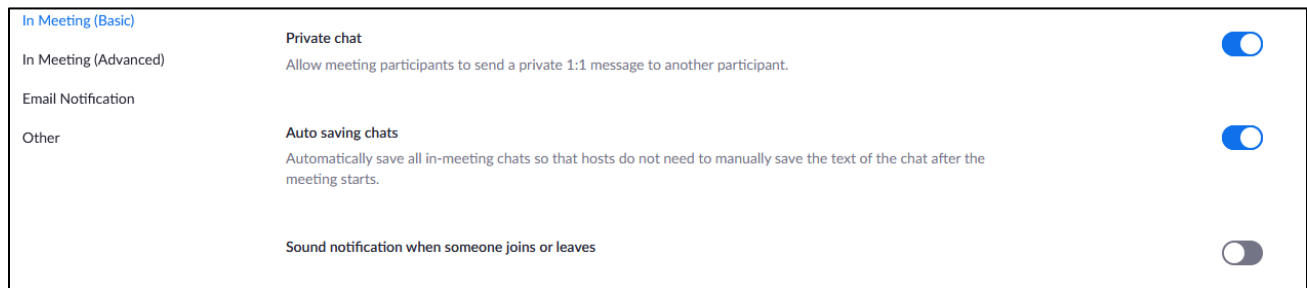
### 1. Waiting Rooms

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.



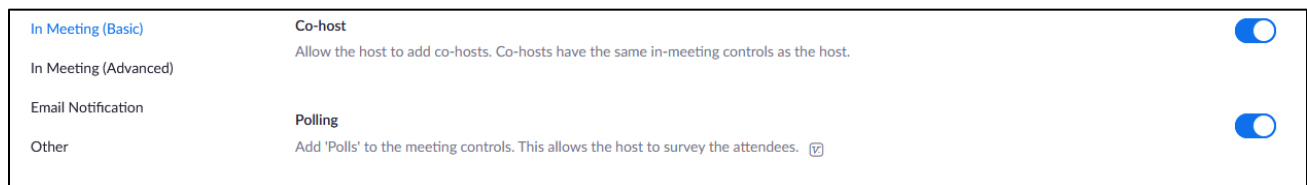
## 2. Audio and Sound

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.



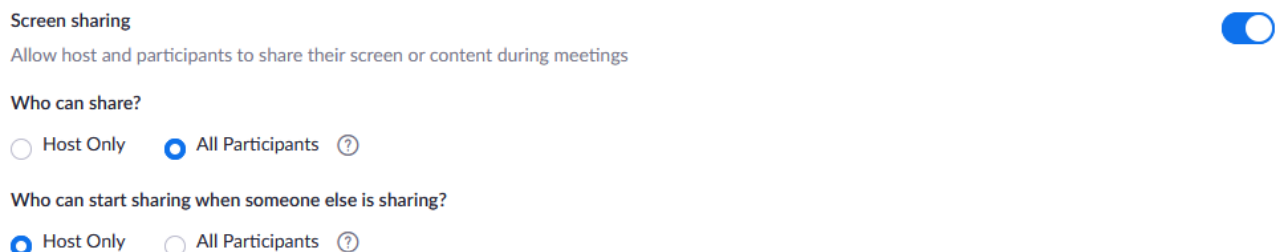
### 3. Co-Host and Polling

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.



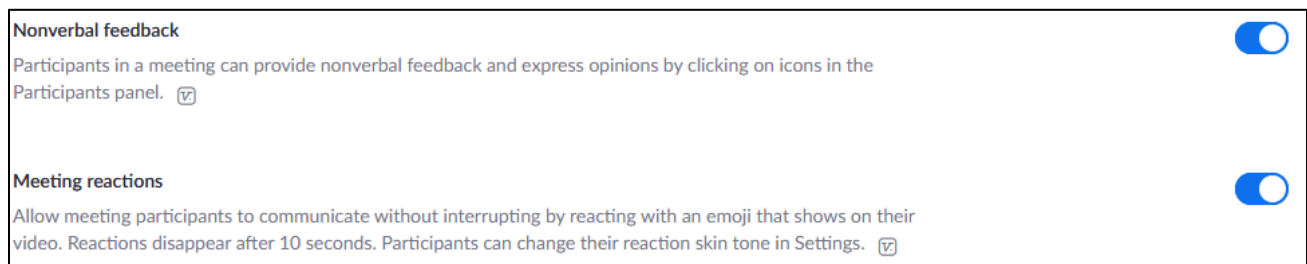
### 4. Screen Sharing

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.



## 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. [\[v\]](#)

**Breakout room**   
 Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling [\[v\]](#)

## 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

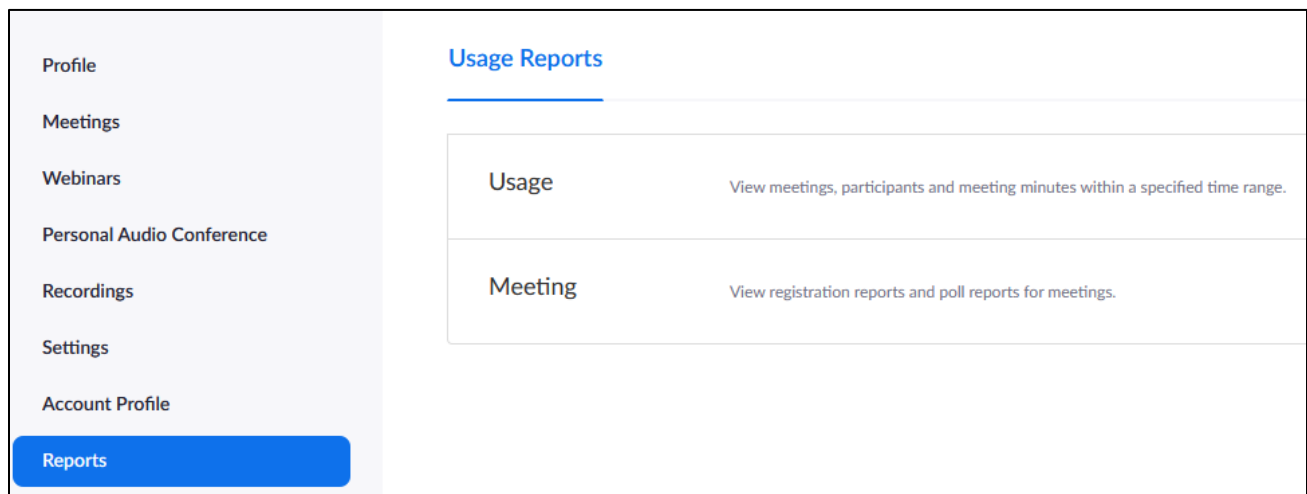
I can schedule for  
 No one



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	<a href="#">9</a>

Meeting ID	User Name	User Email	Department	Group	Rooms?	Time	Start Time	End Time
<b>Meeting Participants</b> <span style="float: right;">×</span>								
<input checked="" type="checkbox"/> Export with meeting data							<a href="#">Export</a>	
<input type="checkbox"/> Show unique users								
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.

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# HYBRID SEMINAR ADDENDUM

## GENERAL

As COVID protocols have changed, there are no longer any requirements regarding social distancing or masks during our seminars. Zoom may still be utilized to allow attendees to join a seminar virtually, however whether a seminar will be in-person only or hybrid is the decision of the faculty host.

The Division has two Meeting Owl Pro cameras to assist with broadcasting the seminar speaker during their talk if the faculty would like to open the seminar up to those who are unable to attend in person. More information is provided below.

## USING THE MEETING OWL PRO

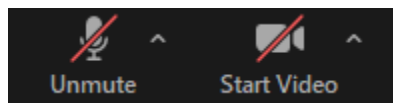
The Owl is a 360-degree camera that follows the speaker as they give their presentation. The Owl is also able to pick up and transmit audio.

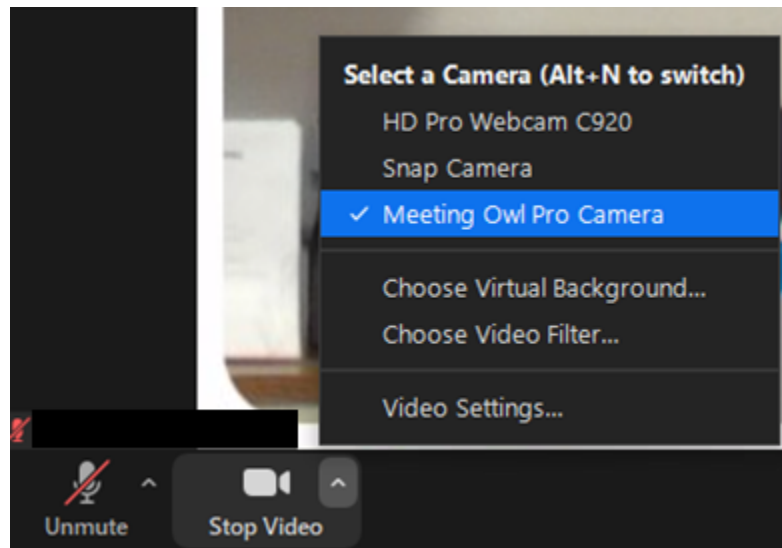
Usage of one of the Owls is subject to availability. Please reserve in advance with Rebecca Fox. Reservations will be granted on a first-come, first-served basis.

The Owls are kept in the CCE Division Office (168 Crellin).

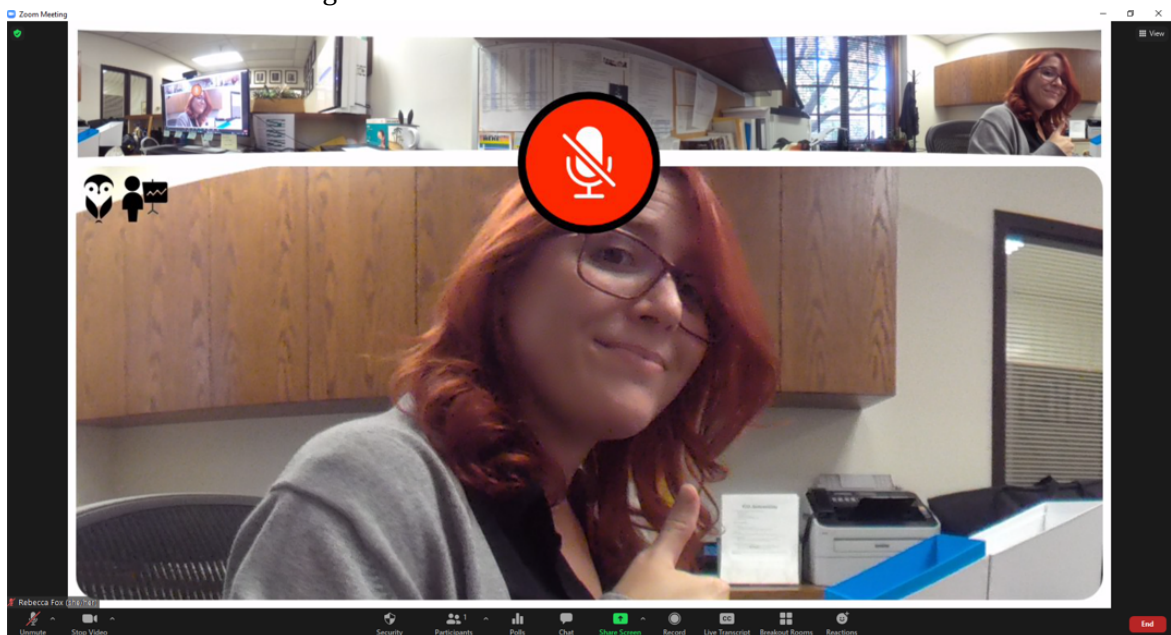
### **To operate the Owl:**

- Plug in the Owl to a power source and use the USB cable to connect it to the computer. The Owl will connect automatically on its own.
- Open Zoom.
- Once you have started your meeting, go down to the bottom left-hand corner and click on the upward arrow to the right of the “Start Video” icon.





- Select “Meeting Owl Pro” to switch to the Owl’s camera. Upon doing so, you’ll see something that looks like the following:



- The top of the window will show the full 360-degree view of the camera. The image below will show the person speaking at any given time near the Owl.
- Be sure to also select the Owl as the audio input in the same manner in which you chose it for the video.

The Owl will rotate its camera to follow the person speaking. No additional configuration is needed.

Once the seminar is done and you no longer need the Owl, simply unplug it from the computer and the power source. Return the Owl and its two cables to the box provided and then return everything to the CCE Division Office.

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