

Procedures for KBS Seminar Series – effective Spring 2008

1. Each of the 12 labs at KBS will have the option of inviting two speakers per academic year for a total of 24 seminars.
2. The seminar committee will send out an email announcement during the middle of the semester encouraging each lab to contact a potential seminar speaker for the following semester.
3. Make an effort to co-sponsor seminar speakers with people on campus (e.g., EEBB) or Western Michigan University.
4. Ask your seminar speaker to look at the seminar schedule posted on the KBS website (<http://www.kbs.msu.edu/seminars/>). Have them rank in order of preference three open dates for their visit.
5. Contact the seminar committee (seminar-committee@kbs.msu.edu) with the preferred date(s). If available, Barb Baker (member of the seminar committee email list) will secure the invitation for the requested date on the seminar webpage with your speaker's name, affiliation, and seminar title. In other words, nothing is "official" until it's on the website.
6. Determine the speakers travel dates. Decide whether host lab will be having a Friday night reception for speaker.
7. Provide Jenny Smith (member of the seminar committee email list) with the speaker's contact information. She will make any necessary arrangements for your speaker. Specifically, she will book flights for your speaker, which will make reimbursements easier and ensure that tickets are purchased in a timely manner. If necessary, she will also make lodging reservations with the Conference Center.
8. Towards the end of each semester, the seminar committee will check the schedule to see whether there are any openings. The seminar committee will then send out an email reminding labs that haven't already done so, to extend and secure an invitation before a certain date. After this date, other labs will have the opportunity to fill open seminar slots with "local" speakers (see Budget below). This period will be referred to as the "free for all".
9. Advertise seminar with your home department and other programs on campus (e.g., EEBB, ESPP, etc.).
10. The 2008-2009 KBS seminar budget is \$7,500. This budget is intended to support all costs associated our seminar series: travel, lodging, meals, etc.
11. Each of the 12 regular labs at KBS will have an allowance of \$625/year (i.e., \$7,500/12) to cover the total cost associated with hosting their seminar speakers. Costs in excess of the allowance will need to be covered by the host lab. The following table provides a guideline for how a lab might wisely use its allowance.

Seminar Series Budget

Non-local speaker

Lodging/ 2 nights (Conference Center)	\$96.00
Air travel	\$400.00
Breakfast (Frona's)	\$6.00
Lunch (McCrary)	\$6.00
Dinner	\$57.00

Total per speaker	\$565.00
Number of speakers per year	12
<i>Subtotal</i>	\$6,780.00

Local

Ground travel (~200 miles @ \$0.485/mile)	\$54.00
Lunch	\$6.00
Dinner	\$0.00

Total per speaker	\$60.00
Number of speakers per year	12
<i>subtotal</i>	\$720.00

Total annual budget

Grand total **\$7,500.00**

Seminar Committee (minimal change from previous document, 2005)

1. The seminar committee is composed of 2 graduate students, one postdoc, and one faculty member. Each graduate student on the seminar committee will have a 1-year term, but these terms will be staggered: i.e. one will begin in January and one will begin in July. For example, the Fall '08 seminar series will be run by Grad A and Grad B. The Spring '09 seminar series will be run by Grad B and Grad C. The Fall '09 seminar series will be run by Grad C and Grad D, and so on....
2. Generally, the graduate students on this committee should be those in their 2nd-4th year of graduate school (and resident to KBS).
3. Seminar committee is responsible for organizing brown bag ("BB") schedule. BB is reserved for KBS graduate students, postdocs, and faculty. Open slots can be filled by other people after consulting with the seminar committee.
4. The most senior member (i.e. it's the second half of their 1-year term) of the seminar committee should be in charge of organizing the seminar schedule, while the junior member should be in charge of preparing coffee, tea, and AV equipment.
 - *Make sure to talk to Nina as soon as possible about dates and times for seminars to make sure that room 237 is ready to use.*
5. Other general seminar committee duties:

- Prepare a flyer of the finalized KBS seminar schedule and distribute around KBS and campus (graduate student responsibility)
- Faculty coordinator duties are comprised mostly of troubleshooting

Duties of Host-lab group: (minimal change from previous document, 2005)

1. Send initial invitation to speaker
2. Arrange the speaker's schedule; make sure they arrive at the seminar room before 10:30 to set up PowerPoint.
3. Advertise the seminar by sending an email and writing on the 2nd and 3rd floor chalkboards during the week of the visit.
4. Prepare/buy a snack(s) for the seminar
5. Introduce the speaker at seminar
6. Host a reception if appropriate
7. Provide Jenny Smith with speaker's SS# and receipts for reimbursement

Brownbag:

1. A blank signup sheet listing available dates (every Friday during the semester except holidays) will be posted on the mailroom door in the middle of the preceding semester by one of the grad students on the seminar committee, or anyone else who wants first dibs on a particular date.
2. One of the grad students on the seminar committee will email Nina with the list of dates on which we want the seminar room reserved during the brownbag timeslot.
3. Speakers will sign themselves up for a date.
4. Grad students are expected to give a brownbag each year in which they are in residence at KBS. This typically happens in the spring. Remaining dates are available for other KBS people.
5. Speakers should send an email announcement and write their title on the 2nd and 3rd floor chalkboards during the week of their brownbag.