Special Seminars

The Seminar Committee must approve all special seminars. Contact James Johns, Seminar Committee chair, at 612-625-9021, jjohns@umn.edu, 335 Smith Hall. A funding source must be identified. Please contact James first for an OK, and then contact Eileen Harvala about publicity, letting her know that you have talked to James.

Primary responsibility for special seminar arrangements falls to the faculty host.

Special seminars are defined as any seminar that is not a regularly scheduled departmental seminar, or named seminar such as AbbVie, Aldrich, Covestro, Crawford, Dow, Etter, Gassman, Kolthoff, and Moscowitz.

Host responsibilities include the following:

- Information from speaker for publicity
- Hotel reservations
- Schedule
- Food
- Expense reimbursement forms

Eileen Harvala is responsible for publicity only: abstract/information flyer creation and posting on the bulletin boards, website postings on events calendar, Department of Chemistry Weekly News, and email announcements. Contact Eileen at 612-624-0831, harva015@umn.edu, 137 Smith Hall.

Details on special seminar how-tos are contained in the following pages.

Seminar room availability

Our seminar room, 331 Smith Hall, has been reserved by the Department of Chemistry for the following times and days of the week: 9:45 a.m. to 11 a.m. Tuesday and Thursday, and 3:35 p.m. to 6 p.m. Monday, Wednesday, and Friday. Alternative locations and/or times/days of the week need to be reserved through the Office of Classroom Management at http://www.classroom.umn.edu/scheduling/classroom_schedules.html.

Information Gathering

The following information is needed from seminar speakers as soon as possible. Give yourself six to eight weeks to complete all the steps necessary for a successful seminar. Ideally, you will have two months to prepare for the seminar.

✔ Flight arrangements: ask the seminar speaker to make those flight reservations and send you the itinerary (this is important information needed for hotel reservations and for schedule creation)
  - Typically, advise the speaker to arrive in late afternoon the day before the seminar, and to depart late in the afternoon or early evening the day of the seminar.
✔ For publicity: Seminar title and abstract, and high-resolution photo
  - Ask the speaker to send the title and abstract for his or her lecture, and a high-resolution photo to Eileen Harvala, harva015@umn.edu as soon as possible for abstract creation and publicity.
  - Let Eileen know the time, date, and place of the seminar as soon as possible.
    - Send any other information that you might have about the speaker such as title, university, research interests, and website link to Eileen Harvala as well.
✔ Names of faculty members with whom they want to meet from inside and outside the Department of Chemistry.
Hotel Reservations

✔ Make hotel reservations as soon as you have the flight itinerary.
  • First choice: The Commons Hotel, 615 Washington Avenue S.E., Minneapolis, MN 55414, 612-379-8888.
    o You can make a reservation via email by contacting Lisa at lhohenstein@commonshotel.com. The Commons Hotel sometimes sells out all of its available rooms. If in a bind, contact Thomas Hansen, 612-362-6631, or thansen@commonshotel.com.
    o If calling, identify yourself as being from the Department of Chemistry at the University of Minnesota, and ensure that you ask for the “university rate.”
    o Tell them that the hotel will be sent a purchase order (requisition request form on our accounting web page at https://chem.umn.edu/support-services/finance-payroll-services-office.
    o You will be asked to provide an address, 207 Pleasant Street S.E., and a phone number.
    o Take note of the room rate because it varies depending on the time of year (ask for tax information as well) and the confirmation number that you will be provided, which is needed for the purchase order (requisition request form on our accounting web page).
    o As an FYI, The Commons Hotel vendor number, which is needed for the purchase order, is 0000061242.

If there are no rooms available at The Commons Hotel at the university rate, alternative hotels, in order of preference, include:
  • Courtyard Minneapolis (shuttle available)
    1500 Washington Avenue South
    Minneapolis, MN 55454
    612-333-4646

  Ask for the university rate. Take note of the confirmation number, which is needed for the requisition order.

✔ After making the reservation, immediately fill out the Requisition Request Form found at https://chem.umn.edu/support-services/finance-payroll-services-office.

  • Before submitting the requisition
    o Print a paper copy for your files
    o Print to or save as a PDF to create an electronic version for your files.
  • Accounting will send you an email it has responded to the PO request.
    o Keep that email because sometimes the hotels lose the PO.
    o If needed, accounting can also quickly resend the PO to the hotel.
      ▪ Need help; contact Matt Polk at 612-624-8500, mpolk@umn.edu, or 141 Smith Hall.
      ▪ After the speaker leaves, accounting will ask you via email to OK payment to the hotel.

Food

You can bring your own food to the seminar or order from University Dining Services.

✔ To order online from University Dining Services, go to http://www.dining.umn.edu/Catering/onlineordering.
  • Create an account and login password.
  • Follow the instructions on the website for ordering.
    A typical order for the morning includes 3 dozen cake donuts, 3 dozen raised donuts, 1 dozen seasonal fruit without apples, 2 gallons fair trade java city regular coffee, 1 gallon hot apple cider.

    A typical order for the afternoon includes 5-dozen assorted cookies, 1-gallon lemonade or hot apple cider, 1-gallon fair trade java city regular coffee.
To ensure that the food arrives before the seminar, specify a delivery time 45 minutes before the start of the seminar; i.e., 9 a.m. delivery for 9:45 a.m. seminar start time, or 3:30 p.m. delivery for 4:15 p.m. seminar start time.

Remove the coverings from the food before the start of the seminar.

Clean up after the seminar.

Seminar/Faculty Meeting Schedule

✔ Draft a possible schedule
  - Include information about
    - Flight arrival and departure
    - Transportation to and from the airport
    - Dinner with faculty
    - Lunch with students
  - Give yourself a minimum of two weeks to fill the schedule (three weeks is better).

✔ For easy scheduling, use Doodle.com at http://www.doodle.com/
  - Click on schedule an event located on the left.
  - Fill out the title, description, your name, and email address information. Click next.
  - Select the dates. Click next.
  - Fill out the times. Use the 24-hour clock such as 08:00, 08:30. 09:00, 09:30, 10:00. 10:30, 11:00, 11:30, 12:00, 13:00 (1 p.m.), 13:30. 14:00 (2 p.m.), 14:30, 15:00 (3 p.m.), 15:30, 16:00 (4 p.m.), 16:30, 17:00 (5 p.m.). You will see the times change to regular time when you move on to the next time slot. Click next.
  - Click basic poll, you send the invitation, and finish.
  - You will then see a participation link, which you want to include in your email to faculty, and an administration link, which allows you to modify and close the poll. No need to copy these links, you will receive them in emails.
    - Keep those emails
  - You receive an email when someone signs up.
    - Click on the link and you will see the names and times of everyone who has signed up.
  - Seminar hosts are responsible for filling the vacant slots.

✔ Send a message to chemistry faculty at chem-chemfac@lists.umn.edu, chem-gradfac@lists.umn.edu, and other faculty from outside the Department of Chemistry with whom your speaker would like to visit or you think should be included. Include the seminar abstract PDF as an attachment if available from Eileen. Please note that available seminar abstract PDFs are posted on the Department of Chemistry events calendar, https://chem.umn.edu/chemistry-events.

Include a sign-up deadline, and keep it tight (3 to 4 days)
  - Reflect back to faculty members their assigned times as soon as possible for their calendar purposes
    - Once you have announced the time slots to faculty members, just work with them directly on any changes.
  - Send a reminder email with time slots already taken by faculty members, and open times
  - Recruit faculty to fill in the vacant slots

Below is an example of an initial email message to faculty.

Tobias Ritter, an associate professor in the Department of Chemistry & Chemical Biology at Harvard University, will be here for a Dow Lecture Series seminar, Thursday, May 5. There are opportunities to meet with him that day. The link to the Doodle sign up is http://www.doodle.com/nihmivmm8xdsz6a4. Please sign up by 5 p.m. Tuesday, April 26.
Ritter's research interests are synthetic organic and organometallic chemistry; development of new synthetic methods based on transition metal catalysis; and stereoselective synthesis of biologically active natural and unnatural products.

His seminar on May 5 is entitled, Late-Stage Fluorination. A PDF of his abstract is attached. You can find out more information about Ritter at http://www.chem.harvard.edu/groups/ritter/tobias.html.

Below is an example of a reminder email message to faculty.

Tobias Ritter, an associate professor in the Department of Chemistry & Chemical Biology at Harvard University, will be here for a Dow Lecture Series seminar, Thursday, May 5.

There are opportunities to meet with him that day.

Current assigned times are:
8:45 a.m. Tom Hoye
11 a.m. Larry Que
1 p.m. Andrew Harned
1:30 p.m. Marc Hillmyer
2 p.m. Wayne Gladfelter
2:30 p.m. Connie Lu
4:30 p.m. William Tolman

Open/available times:
3 p.m.
3:30 p.m.
4 p.m.

The link to the Doodle sign up is http://www.doodle.com/nihmivmm8xdsz6a4. Please sign up by 5 p.m. Tuesday, April 26.

Ritter's research interests are synthetic organic and organometallic chemistry; development of new synthetic methods based on transition metal catalysis; and stereoselective synthesis of biologically active natural and unnatural products.

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✔ Once the schedule is complete . . .

• In a personalized message, send the schedule, a few days in advance, to the seminar speaker along with a welcome message and other logistical information.
• Send to all faculty via chem-chemfac@lists.umn.edu, and chem-gradfac@lists.umn.edu.
• Send to Eileen Harvala at harva015@umn.edu, Chris Lundby at lundby@umn.edu, Tanya Becker, beck0309@umn.edu, Susan Wrayge at wrayg002@umn.edu, and Deborah Schoenholz at schoe030@umn.edu

Below is a possible schedule message to a speaker.

Dear Professor Sykes,

Attached to this email is your schedule for Wednesday and Thursday. It contains logistical information for your visit. We will have a transportation service pick you up at the airport. They will be waiting in the baggage/ground transportation area of the airport. Please call them upon your arrival. Could you also
send me a cell phone number that I can pass on to them? The same service will take you to the airport on Thursday. [Insert your own transportation arrangements.]

Christy is going to meet you at the Radisson University Hotel and take you to dinner.

After a difficult winter, spring is being elusive this year, and we are expecting possible snow on Wednesday. Our temperatures are in the 40s and 50s. [Visitors find it helpful to receive a heads-up about our current weather so they can plan accordingly.]

Please contact me if you have any questions. We are looking forward to your visit.

Sincerely,
[Name]

Meeting Room Reservations
✔If you need to reserve a room for faculty from outside the Department of Chemistry to meet with the seminar speaker, go to go to https://chem.umn.edu/support-services/reservations. 139C Smith Hall is a good room for such meetings, if available.

Hospitality/Expense Reimbursement forms
✔For hospitality/expenses/forms (examples are attached), go to https://chem.umn.edu/support-services/finance-payroll-services-office.

• Expense limits, which must be adhered to
• Visitor expense reimbursement form that you want to give to the seminar speaker, which must be returned with original, itemized receipts (please note: our university has to have original receipts and does not accept PDFs)
  o Give form to speaker before he or she leaves campus, or send with other information such as schedule, etc., via email
    ▪ Speaker can leave the signed form with you or return to you with original expense receipts
  o There are multiple forms that must be filled out for international speakers
    ▪ Check with the accounting office to ensure that you have all of the forms
    ▪ Set up an appointment with accounting and the speaker for possible assistance in filling out those forms
• Employee expense reimbursement form
  o It is important to include itemized—not just aggregate—receipts
    ▪ Obtain separate alcohol and food receipts
  o Reminder: Do not use PCards to purchase alcohol
• Campus Club form
  o Fill out and give to Matt Polk, 141 Smith Hall, to obtain Campus Club cards
  o After lunch use the same form and fill out the amount, or use the one provided by the Campus Club, and tape the receipts to a piece of paper and give to Matt, 141 Smith Hall.
    ▪ Do this as soon as possible after lunch.
    ▪ Return unused Campus Club cards to Matt as well

✔Complete all expense forms as soon as possible and take to the accounting office, 141 Smith Hall.
✔All receipts should be taped to paper.
✔Make copies of the expense forms and the receipts and keep in your files.