Student Seminar Series How-Tos

These how-to tips are important and provide detailed information that you might need to know to arrange for seminars. Please review and follow, particularly expense reimbursement.

Eileen Harvala and Susan Wrayge’s responsibilities
Eileen Harvala’s primary responsibilities for the student seminar series encompass publicity such as information/abstract flyer creation and posting on the bulletin boards, website posting, Department of Chemistry Weekly News, and email announcements.

Susan Wrayge is available to help with some logistics, particularly hotel reservations and resulting purchase order requests, and to answer questions and provide how-to guidance for other arrangements. Do not hesitate to contact Susan at 612-625-5889, wrayg002@umn.edu, 1 Smith Hall.

Seminar hosts: The Student Seminar Series EFS code is 1000-11098-20050, which can only be used by the seminar host for food orders, expense reimbursement, campus club forms, and hotel requisition requests.

Information Gathering
The following information is needed from student seminar series 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 reservations and send you the itinerary (this is important information needed for hotel reservations and for schedule creation)
  • Typically, ask your speaker to consider arriving mid to late afternoon the day before the seminar, and to fly out late in the afternoon or early evening the day of the seminar. However, the schedule depends on your time needs for the seminar.
    o Let Susan know your hotel reservation needs as soon as possible
✓ Title and abstract of seminar, high-resolution photo, and biography
  • Send the title, abstract, and high-resolution photo as well as any information that you might have about the speaker such as title, university, research interests, website link, and biography to Eileen Harvala, harva015@umn.edu, as soon as possible for web posting, and creation of the seminar information/abstract flyer.
    o Eileen will handle all seminar publicity.
      ▪ Please write and send the biography to Eileen for the abstract.
    o Important reminder: seminar announcements are published in the Department of Chemistry Weekly News on the Friday before the seminar so publicity should be done as soon as possible, but a minimum of two weeks before the seminar.

Hotel Reservations
✓ Susan will work with seminar host to make hotel reservations as soon as the flight itinerary is available. Please let Susan know your hotel reservation needs as soon as possible. She will also make the purchase order request.
✓ If you are making reservations yourself, please review and follow the how-to steps below:
  • 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.
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.”

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.

You will be asked to provide an address, 207 Pleasant Street S.E., and a phone number.

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).

As an FYI, The Commons Hotel vendor number, which is needed for the purchase order, is 000061242.

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
    - Print a paper copy for your files
    - Print to or save as a PDF to create an electronic version for your files.
  - Accounting will send you an email once she has made the PO request.
    - Keep that email because sometimes the hotels lose the PO.
    - 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.

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, seasonal fruit (exclude apples by writing a note in the comment section), 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

✔ 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.
  o Keep those emails
• You receive an email when someone signs up.
  o 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 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/information flyer 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
    o 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/nihmivmm8xsdz6a4. 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
• Also 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.

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. (Speakers appreciate a heads-up about the weather, so they can plan accordingly.)

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

Sincerely,
Eileen

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 https://chem.umn.edu/support-services/reservations. Room 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
  o A maximum of six people are allowed. The maximum per person for breakfast and lunch is $18, the maximum per person for dinner is $70, including tip and alcohol.
  o Need to obtain permission from the department chair in advance if going over the maximum number of people allowed.

• Visitor expense reimbursement form that you want to give to the seminar speaker, which can be returned with itemized receipts. Important to stress that the expense form and expense receipts are originals because the university does not accept PDFs. Hosts are responsible to handling speaker expense reimbursement. Do not have speakers send the form or receipts to Susan.
  o Give form to speaker before he or she leaves campus
    ▪ Speaker can leave the signed form with you or return with expense receipts
  o Need to obtain permission from the department chair in advance if going over the maximum number of people allowed.

• Employee expense reimbursement form
  o Important: include itemized, detailed—not just aggregate—receipts, and obtain separate alcohol and food receipts

• 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.