

Materials Science and Engineering Seminar Series Checklist

Dropbox link to Materials Science and Engineering Seminar Series seminar updates:

<https://www.dropbox.com/sh/qswj2s2dsdem041/AACRmn6k7kpZzjTyCpyU2JAwa?dl=0>

Inside this folder:

- Schedule (rough)
- Profile/bio
- Abstract
- Hotel reservations
- Poster
- This checklist

General Deadline Tasks

The following list do not have a specific deadline other than to be sure that they are completed by the day of the seminar. Other tasks listed later below this section are more time specific.

- Book the Marriott** (ASAP, as soon as info is available)
- Post to the Events calendar and to MRL and DMSE sites** (ASAP, as soon as info is available)
- Email faculty whom the speaker requested to meet** (ASAP, as soon as info is available)
- Contact Rachel Maillet with seminar dates** (as soon as dates have been given)
- Order seminar refreshments from Pacific Street Café** (617-494-1414)
 - Mini cookies (25) (←might increase to 40 if nix hummus)
 - Joe to Go (1)
 - Cheese and fruit platter (25)
 - Hummus platter (thinking of nixing this in exchange for more cookies) (10)
 - Utensils
- Have prepared the following for seminar set-up* to bring to the seminar room for talk:**

I keep this in the "refrigerator room" on the second floor of building 13. Susan Dalton would know where this is.

In addition to what is listed below, hot water should be brought to the room as well.

 - Tea and sugar basket
 - One or two extra posters
 - Tape and easel
 - Two bowls (one receptacle for coffee sugar/creamer scrap; one to hold creamers)
 - 1-2 stacks of beverage napkins
 - 2-3 inch stack of 4" plates
 - 2-3 dinner plates (or baskets) to put crackers
 - 1 case of half-liter bottles of water
 - A hard copy of the speaker's bio
 - A laser pointer
- Schedule**
 - Fill speakers' schedule (see Excel spreadsheet in respective speakers' folders)
 - Arrange student lunch with grad students and postdocs from DMSE and other relevant departments
 - Arrange escorts to and from:
 - Marriott to first meeting on campus
 - From lunch to first afternoon meeting
 - Between meetings on behalf of faculty when needed

Make dinner reservations (evening after talk or, if the speaker leaves the night of, for the evening before)

Make lunch reservations for student lunch group (Patrick, Bon Appetit, 34952; do not trust reservations for multiple dates.)

Create bio for seminar host to introduce the speaker

- Title
- Education (BS through professorship or current title)
- Honors & awards
- Current research

At least two weeks prior to event:

- **Create poster** (as soon as speaker shares abstract, no later than 2 weeks prior to talk)
 - Have Rachel approve
 - Send to CopyTech
 - Send 16 interdepartmentally
 - Deliver/send 2 to DMSE

Mid to end of week, week before talk:

- Confirm meetings with faculty and ensure that they or students will be available to escort the speaker. Send to faculty and groups meeting with the speaker:
 - a copy of his/her schedule
 - the speaker's cell phone number
 - my cell phone number to share with group
- Designate volunteer student attending lunch to escort speaker to his/her next meeting (note on schedule)

Monday the week of the talk:

Announcement (matseminars@mit.edu; [bldg. 13@mit.edu](mailto:bldg.13@mit.edu); to other relevant departments, see contacts below at the end of this document)

Day before talk:

- Email to the speaker the day before his/her departure to Cambridge:
 - Schedule (converted to Word document, including my contact info, the host's contact info, and both the contact info and location of the faculty meeting with speaker)
 - A picture of the student or postdoc who will be meeting him/her in the lobby of the Marriott to escort to campus
 - The cell phone number of the person who will be picking him/her up to escort to campus
- Send to morning escort the speaker's cell phone number
- Post to Engage¹
- Pay for the speaker's room
- Deliver welcome packet to the concierge at the Marriott. Welcome packet should include:
 - Welcome letter to speaker

¹ I have not done this yet but will try this this fall.

- An envelope addressed to me for speaker to use in collecting receipts to send back to me
- Schedule
- MIT travel policies
- A map of MIT with buildings where speaker will be highlighted on map
- The most recent booklet of “Fun Facts About MIT” (← Speakers always get a kick out of this.)

Morning of talk:

- Email speaker bio to host (or to whoever will introduce speaker before talk, it is not always the host)
- Send seminar announcement (shoot for between 10 and noon)
- Bring sign with speaker’s name to Faculty Dining
- Send reminder to students attending student lunch

Contact Name	Email	Department			
<i>(Some emails will need to be updated occasionally.)</i>					
Joyce Light	jlight@mit.edu	Areo Astro			
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Nina Wu	ninawu@mit.edu	Physics			
Lesley Keaney	lkeaney@mit.edu	Physics Experimental Nuclear & Particle	Announcements only		
Monica Wolf		Physics Theoretical Nuclear & Particle			
Kerry P. Forristall	kerryf@mit.edu	Physics Seminars			
(BioE seminar list)	be-seminar@mit.edu	BioE			