

Seminar and Event Schedule Guidelines

- A total of 4-5 seminars per week
- Use the following time slots for scheduling seminars
 - Monday 3:30
 - Tuesday 11am (Physical) or 3:30 (Organic)
 - Wednesday 3:30 (Inorganic)
 - Thursday 11am (Organic) or 12:15 (Analytical & Materials)
 - Friday 3:30 (Events)
- Check the department calendar prior to scheduling a seminar or event
- As soon as a speaker or event date is confirmed, put it on the department calendar
- Time slots in the department calendar cannot be saved, unless there is a confirmed speaker for a seminar/colloquium or a confirmed date for other types of events
- If there are 5 seminars booked for the week, and a speaker would like to come, they will need to reschedule to a different week or ask them to schedule for the same time next year.
- For example: A 3 day seminar speaker leaves 2 seminar spots left for the rest of the paths. This means communicating with one another to decide which paths interest groups overlap with the scheduled speaker, and leave the open spots for the paths that do not overlap.
- The speaker's host will be responsible for providing the coordinators with the interest group, and a list of faculty that should be on their schedule