



Department of Chemistry Standard Operating Procedure for Seminars

Source: Chemistry Business Office

Purpose: The goal of this document is to outline policies and procedures for hosting seminar speakers in the Department of Chemistry, and to establish a consistent procedure for Chemistry seminars.

Disclaimer: The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on the Chemistry seminar procedure. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances. We recognize that there will be many individual circumstances for which adaptation will be needed, but as much as possible, we aim to follow these policies and procedures to streamline the process for faculty and staff involved in hosting the speakers.

Section A. Standard Seminars

I. Selection of Seminar Speakers

- 1) Each Department of Chemistry research area (Analytical, Chemical Biology, Inorganic, Materials, Organic, and Physical) is limited to six external speakers per year, **all of which must be approved by the area coordinator prior to an invitation being extended.** The Department encourages coordination between members of research areas in developing the seminar speaker list; coordination among the groups helps promote a diversity of topics in the seminar series as well as diversity of the speakers, including considering a diversity of career stages of speakers.
 - a. The limit of six external speakers does not include:
 1. internal speakers (including faculty from our department or other departments, promotion seminars, and student seminars)
 2. distinguished lectures
 3. faculty candidates
 4. speakers funded by other sources, such as grants that allow for hosting collaborators on campus (especially center type grants), research accounts, sponsorship from the Institute for Advanced Study, specially approved funding from federal agencies for symposia or research seminars, or industrial funding to support seminars or symposia.
- 2) Once a speaker is approved by the area coordinator, a faculty member must be designated as the faculty host. The faculty host has ultimate responsibility for hosting the speaker; the host will coordinate the dates of the seminar, is expected to be present during the entirety of the visit, and will fill any gaps in the speaker's schedule with their own time. The host should also attend the seminar dinner and give the introduction for the speaker.

II. Inviting the Speaker

- 1) Prior to extending an invitation to a potential visiting speaker, the faculty host must contact the Chemistry Travel & Seminar Coordinator via chemsem@indiana.edu to determine available dates.



- a. For fall semester seminars, the Seminar Coordinator can hold dates on the calendar for two weeks if notified of a potential speaker visit prior to June 1; for the spring semester, dates can be held if notification is given prior to October 1. After these dates, it will be the responsibility of the host to browse the calendar for available dates.
- b. External speakers will not be scheduled during the same week as any distinguished lectures and whenever possible, the number of external speakers will be kept to three or fewer in any given week. **These limits do not include student or internal seminars.**
- 2) The host will then work with the speaker to select an available date from the list provided by the Travel & Seminar Coordinator. As soon as the date is confirmed with the speaker, the faculty host must submit the online calendar request form with all necessary information (speaker name, their institution and department, name of faculty host, and the designation of the seminar, e.g., Organic Seminar or Physical Seminar) **It is the responsibility of the faculty host to provide this information in order to get the seminar on the calendar.**
- 3) Once all the necessary information is provided, the Travel & Seminar Coordinator will immediately add it to the Chemistry events calendar. **The title and abstract for the seminar do not have to be provided before an event can be added to the calendar. That information can be added at a later date.**

III. **Setting Up the Seminar Visit**

- 1) Approximately eight to twelve weeks before the seminar visit, the Travel & Seminar Coordinator will contact the invited speaker to introduce him/herself and inquire about travel arrangements. **The faculty host will be copied on all communications with the visiting speaker.**
 - a. The speaker may choose to book travel on their own and receive reimbursement after their visit. *This is the ideal method as it will be easier for the speaker to make any adjustments or cancellations should that be necessary before the trip occurs.*
 - b. Alternatively, the speaker may prefer the Travel & Seminar Coordinator arrange their travel instead. *While this is an option, it may require that additional paperwork is completed by the speaker and the department.*
 - c. Once travel arrangements have been made, the Travel & Seminar Coordinator will arrange for hotel accommodations and transportation to and from the airport.
- 2) Three weeks prior to the visit, the Travel & Seminar Coordinator will begin to build the schedule for the speaker. The speaker schedule includes picking up and dropping off the speaker at the hotel, as well as a plan for each of the group meals.
 - a. The Travel & Seminar Coordinator will seek input from the faculty host on whom they would recommend for meeting with the speaker during their visit, and will then contact the recommended individuals first.
 - b. After seven days (two weeks prior to the seminar), the Travel & Seminar Coordinator will contact the remaining faculty and invite them to fill openings in the schedule.
 - c. One week before the seminar, a third and final request for appointments will be sent to the entire faculty if any openings remain on the schedule. **Faculty members should be aware that when the third request email comes to their inbox, this is the last chance to sign up with the speaker and if they see any open slots on the schedule, they should volunteer to fill those slots, if possible.**
 - d. The visit schedule will then be passed to the faculty host, who will be responsible for filling any remaining appointment slots. **This will need to be completed promptly so the**



INDIANA UNIVERSITY DEPARTMENT OF CHEMISTRY

Travel & Seminar Coordinator can send the final schedule to the speaker before they travel to Bloomington.

- 3) Two weeks prior to the visit, the Travel & Seminar Coordinator will contact the speaker to gather any outstanding information (the talk title and abstract, flight itinerary, etc.), and ensure the events calendar is up to date and correctly displays the seminar title. At this time, the Travel & Seminar Coordinator will also finalize and/or confirm transportation between the airport and Bloomington, confirm hotel reservations, and request that the faculty host send the Safety Minute topic and the name of the presenter to the Assistant Chair.
- 4) One week prior to the visit the Travel & Seminar Coordinator will ensure the faculty host has finalized the schedule, including meals and plans for escorting the visitor to and from their hotel, campus, and restaurants. The Travel & Seminar Coordinator will then make any necessary reservations at local restaurants or confirm previously made reservations. **The schedule must be shared with the host, speaker, and each individual listed on the schedule at least two days prior to the visit.**
- 5) On the Friday morning ahead of the visit, the Travel & Seminar Coordinator will send out the TWIC (This Week In Chemistry) for the upcoming week. The TWIC will list all scheduled events for the week. At this time, the Travel & Seminar Coordinator will review the checklists for the upcoming events and complete outstanding tasks and/or resolve issues.

IV. During the Visit

- 1) Any gaps in the schedule or last-minute adjustments will need to be accommodated by the faculty host. This includes filling openings in the schedule and escorting the speaker to their next appointment, hotel, or restaurant.
- 2) On the day of the seminar, the Travel & Seminar Coordinator will send a morning announcement to the department listing the day's events.
- 3) Fifteen minutes prior to the seminar, the faculty host or their student delegate will meet the speaker in the seminar room to assist them in setting up the technology. The Travel & Seminar Coordinator will deliver a bottle of water and slide advancer to the room, make coffee, and set out cookies for the event.
 - a. **Note: if the event is not held in the Chemistry Building, cookies and coffee will not be served.**

V. Seminar Reimbursement

- 1) Immediately following the visit, the Travel & Seminar Coordinator will contact the speaker to gather the information necessary to process reimbursement for reasonable travel expenses, consistent with IU policy.
- 2) Dinners with the seminar speaker, hosted by Chemistry faculty members, will be reimbursed up to a maximum of \$250. Lunch, typically with graduate students, can be paid for directly with a voucher to the IMU Tudor Room or reimbursed up to \$120 at a restaurant of choice.
 - a. Tudor Room vouchers must be obtained in advance of the lunch by contacting the Chemistry Fiscal Officer, Travel & Seminar Coordinator, or Administrative Assistant to the Chair. **Only one Tudor Room voucher will be provided per seminar.** Each voucher covers the cost of five lunches (e.g., the speaker plus four students).



INDIANA UNIVERSITY DEPARTMENT OF CHEMISTRY

- b. Itemized receipts are **required** for all out-of-pocket expenses, and receipts must be turned in within 30 days of the purchase. Receipts should be scanned and emailed to chemsem@indiana.edu in PDF format. **Photos of receipts will not be accepted.**

Section B. Distinguished Lectures

I. Selection of Distinguished Lecturers

- 1) The Department of Chemistry has the privilege of hosting eight distinguished lecture series. These lectures represent a special opportunity to invite high profile speakers to the department, which builds a positive reputation for the department and provides an outstanding educational and career development opportunity for faculty and students. In order for these distinguished lecture opportunities to realize their full potential, they should be considered special events that draw broad participation.
- 2) A Distinguished Lecture visit will consist of: a colloquium talk, a reception after the colloquium, and a separate research seminar talk. These visits usually require two full days, so distinguished lecturers should plan a three night stay. Distinguished lecturers will be asked to provide a colloquium style seminar that would be accessible to the entire department, as well as a more focused research seminar to the area relevant to their research. These two talks are usually on consecutive days (for example, a Materials Seminar on Tuesday and a Distinguished Lecture on Wednesday or a Distinguished Lecture on Wednesday and a Physical Seminar on Thursday).
- 3) The Department of Chemistry Colloquium Committee is responsible for selecting speakers for the distinguished lecture series, and will meet twice per year to review nominations. The committee has representation from each area and will seek to ensure a diversity of topics and speakers.
 - a. Nominations for distinguished lecturers must be submitted to the Colloquium Committee by emailing chemchr@indiana.edu.
 - b. Invitations to Distinguished Lecturers are sent by the Chair's office.
- 4) Each distinguished lecture will have a faculty host. The faculty host has ultimate responsibility for hosting the speaker; the host will coordinate the dates of the lecture, is expected to be present during the entirety of the visit, and will fill any gaps in the speaker's schedule with their own time; host should attend the dinner and reception and give the introduction for the speaker.

II. Inviting the Lecturer

- 1) Once the Colloquium Committee selects the distinguished lecturers, the Administrative Assistant to the Chair will work with the speaker and the faculty to identify dates for the visit. The formal invitation will be sent by the Chair's office. Distinguished lectures should be scheduled as far in advance as possible and may be scheduled more than a year in advance.
 - a. Distinguished Lectures will only be scheduled during the fall and spring semesters with no more than one lecture per month and not on consecutive weeks. Additionally, there will not be other external seminar speakers scheduled during the same week as a distinguished lecture. **Any exceptions to this rule must be approved by the Department Chair prior to the date being offered to an invited speaker.**
- 2) As soon as the date is confirmed with the speaker, the Administrative Assistant to the Chair will submit the online calendar request form with all the necessary information: speaker name, their institution and department, name of faculty host, the designation of the seminar (e.g., Organic,



INDIANA UNIVERSITY DEPARTMENT OF CHEMISTRY

Physical, Materials, etc.), and the name of the Distinguished Lecture Series. ***The event should be added to the calendar as soon as possible.***

- a. The Administrative Assistant to the Chair will verify that the calendar entries for Distinguished Lecturers are complete and correct.
- 3) After a date has been selected and added to the Chemistry events calendar, the Department Chair will send the formal invitation to the distinguished lecturer.
- 4) The Administrative Assistant to the Chair will need to identify a venue and catering for the reception that will follow the lecture. **Hospitality and alcohol approval requests should be submitted at this time.**

III. Setting Up the Distinguished Lecture Visit

- 1) Approximately eight to twelve weeks before the visit, the Administrative Assistant to the Chair will contact the invited speaker to introduce him/herself and inquire about travel arrangements. **The faculty host will be copied on all communications with the visiting speaker.**
 - a. The speaker may choose to book travel on their own and receive reimbursement after their visit. *This is the ideal method as it will be easier for the speaker to make any adjustments or cancellations should that be necessary before the trip occurs.*
 - b. Alternatively, the speaker may prefer the Travel & Seminar Coordinator arrange their travel instead. *While this is an option, it may require that additional paperwork is completed by the speaker and the department.*
 - c. Once travel arrangements have been made, the Administrative Assistant to the Chair will arrange for hotel accommodations and transportation to and from the airport.
 - d. The Administrative Assistant to the Chair will also reserve a space for the Reception and set up the catering order. This should be done as soon as the lecture date is fixed.
- 2) Three weeks before the visit, the Administrative Assistant to the Chair will begin to build the schedule for the speaker. The speaker schedule includes picking up and dropping off the speaker at the hotel, as well as a plan for each of the group meals.
 - a. The Administrative Assistant to the Chair will seek input from the faculty host on whom they would recommend for meeting with the speaker during their visit, and will then contact the recommended individuals first.
 - b. After seven days (two weeks prior to the seminar), the Administrative Assistant to the Chair will contact the remaining faculty and invite them to fill openings in the schedule.
 - c. One week before the seminar, a third and final request for appointments will be sent to the entire faculty if any openings remain on the schedule. ***Faculty members should be aware that when the third request email comes to their inbox, this is the last chance to sign up with the speaker and if they see any open slots on the schedule, they should volunteer to fill those slots, if possible.***
 - d. The visit schedule will then be passed to the faculty host, who will be responsible for filling any remaining appointment slots. ***This will need to be completed promptly so the Administrative Assistant to the Chair can send the final schedule to the speaker before they travel to Bloomington.***
- 3) Two weeks before the visit, the Administrative Assistant to the Chair will contact the speaker to gather any outstanding information (the talk title and abstract, flight itinerary, etc.), and ensure the events calendar is up to date and correctly displays the seminar title. At this time, the Administrative Assistant to the Chair will also finalize and/or confirm transportation between the airport and Bloomington, and confirm hotel reservations.



INDIANA UNIVERSITY DEPARTMENT OF CHEMISTRY

- 4) One week before the visit the Administrative Assistant to the Chair will ensure the faculty host has finalized the schedule, including meals and plans for escorting the visitor to and from their hotel, campus, and restaurants. The Administrative Assistant to the Chair will then make any necessary reservations at local restaurants or confirm previously made reservations, confirm all details and arrangements for the reception (including providing a headcount to the caterer), and share the schedule with the host, speaker, Department Chair, and each individual listed on the schedule. **The schedule must be shared at least two days prior to the visit.**
- 5) On the Friday immediately preceding the visit, the Travel & Seminar Coordinator will send out the TWIC. It will be the responsibility of the Administrative Assistant to the Chair to ensure the distinguished lecture information is correct on the TWIC and the calendar. At this time, the Administrative Assistant to the Chair will review the checklist for the upcoming visit and resolve any outstanding issues.

IV. During the Visit

- 1) Any gaps in the schedule or any last-minute adjustments will need to be accommodated by the faculty host. This includes filling any last-minute openings in the schedule and escorting the speaker to their next appointment, hotel, or restaurant.
- 1) As for other seminars, a reminder about the Distinguished Lecture should be sent to the seminars list on the day of the lecture by the Travel and Seminar Coordinator.
- 2) On the day of the Distinguished Lecture, twenty minutes prior to the lecture, the faculty host and a representative from IT will meet the speaker in the lecture room (C122) to assist them in setting up the technology. The Administrative Assistant to the Chair will deliver a bottle of water and slide advancer to the lecture room. The Administrative Assistant to the Chair will also make coffee and set out cookies in room C127.
- 3) On the day of the research seminar talk by the Distinguished Lecture, follow procedures for normal external seminars.

V. Seminar Reimbursement

- 1) Immediately following the visit, the Administrative Assistant to the Chair will contact the speaker to gather all information necessary to process a reimbursement for reasonable travel expenses, consistent with IU policy.
- 2) Dinners with the distinguished lecturer will be reimbursed for 100% of the cost. Lunch, typically with graduate students, can be paid for directly with a voucher to the IMU Tudor Room or reimbursed up to \$120 at a restaurant of choice.
 - a. Tudor Room vouchers must be obtained in advance of the lunch by contacting the Chemistry Fiscal Officer, Travel & Seminar Coordinator, or Administrative Assistant to the Chair. **Only one Tudor Room voucher will be provided per seminar.** Each voucher covers the cost of five lunches (e.g., the speaker plus four students).
 - b. Itemized receipts are **required** for all out-of-pocket expenses, and receipts must be turned in within 30 days of the purchase. Receipts should be scanned and emailed to chemsem@indiana.edu in PDF format. **Photos of receipts will not be accepted.**
- 3) If the speaker will receive an honorarium, this will need to be agreed upon in advance of the visit with the Chair's office, including the amount and source of funding, and it will be included in the invitation letter sent by the Chair. Once the visit is complete, the Administrative Assistant to the



INDIANA UNIVERSITY DEPARTMENT OF CHEMISTRY

Chair will process the honorarium. ***Honorarium payments to speakers are considered taxable income.***

Section C. Student-selected Seminars

I. Selection of Seminar Speakers

- 1) The Department of Chemistry aims to support two student-selected seminars each year. These will be organized by chemistry-affiliated graduate student organizations. Student organizations that are interested in hosting a seminar speaker should contact the Department Chair (chemchr@indiana.edu) to apply for one of the two speaker slots before July 1. To apply, submit the following information: two or three suggestions for a potential speaker (but do not contact the speaker yet), name of faculty host to serve as back-up and advisor to student hosts (could be the student organization faculty advisor), justification for how hosting a seminar will advance the goals of your student organization and serve graduate students in the Department of Chemistry. These speaker allocations will rotate between different student groups from year to year, so that different student organizations have the opportunity to host speakers.
- 2) Department sponsorship of student-selected speakers will cover usual travel and meals, as for other external seminar speakers (see above). Student-selected speakers do not receive an honorarium from Department funds.
- 3) Student groups may also consider raising funds from other sources (outside the Department) to support additional student-selected seminars. These seminars with external funding are also required to have a faculty host as back-up to the student organization and follow the usual seminar procedures outlined above.
- 4) Student-selected seminar speakers will have a student host, as well as a faculty host to advise the student host (this will usually be the faculty advisor of the student organization or another faculty member with a connection to the speaker). Before sending an invitation for a student-selected seminar, funding must be approved by the Department Chair and the wording of the invitation email must be approved by the seminar coordinator and faculty host, particularly with regard to language regarding travel expenses. Department funding will not include honoraria for student-selected seminars.

II. Inviting the Speaker

- 1) Once a student-selected seminar has been approved, the formal invitation can be sent to the speaker. The faculty and student hosts will then work with the Travel & Seminar Coordinator to identify available dates and coordinate with the speaker to determine a date for the seminar.
 - a. As soon as the date is confirmed with the speaker, the faculty or student host must submit the online calendar request form. The Travel & Seminar Coordinator will then immediately add the seminar to the Chemistry events calendar.

III. Setting Up the Seminar Visit

- 6) Eight to twelve weeks before the seminar, the Travel & Seminar Coordinator will contact the invited speaker to introduce him/herself and inquire about travel arrangements. **The student and faculty hosts will be copied on all communications with the visiting speaker.**



INDIANA UNIVERSITY DEPARTMENT OF CHEMISTRY

- a. The speaker may choose to book travel on their own and receive reimbursement after their visit. *This is the ideal method as it will be easier for the speaker to make any adjustments or cancellations should that be necessary before the trip occurs.*
 - b. Alternatively, the speaker may prefer the Travel & Seminar Coordinator arrange their travel instead. *While this is an option, it may require that additional paperwork is completed by the speaker and the department.*
 - c. Once travel arrangements have been made, the Travel & Seminar Coordinator will arrange for hotel accommodations and transportation to and from the airport.
- 7) Three weeks before the seminar, the Travel & Seminar Coordinator will begin to build the schedule for the speaker.
- a. The Travel & Seminar Coordinator will seek input from the student hosts (who should also consult with the faculty host) on whom they would recommend for meeting with the speaker during their visit. For student-selected seminars, these will mostly be groups of students. The Travel & Seminar Coordinator will contact the recommended individuals or groups first, in cooperation with the student host. After seven days, reminder invitations will be sent and the Travel & Seminar Coordinator will consult with the student host about whether to also invite the rest of the graduate students or the faculty to fill any openings in the schedule.
- 8) Two weeks before the seminar, the Travel & Seminar Coordinator will contact the speaker to gather any outstanding information (the talk title and abstract, flight itinerary, etc.), and ensure the events calendar is updated and displays the seminar title correctly.
- a. At this time, the Travel & Seminar Coordinator will also finalize and/or confirm transportation between the airport and Bloomington, confirm hotel reservations, and request that the student host send the Safety Minute topic and the name of the presenter to the Assistant Chair.
- 9) One week before the seminar, if any openings remain on the schedule, a third and final request will be sent to the faculty and grad students. ***Faculty and grad students should be aware that when the third request email comes to their inbox, this is the last chance to sign up with the speaker and if they see any open slots on the schedule, they should volunteer to fill those slots, if possible.***
- a. The visit schedule will then be passed to the faculty and student hosts, who will be responsible for filling any remaining appointment slots. ***This will need to be completed promptly, so the final schedule can be shared with the speaker before they travel to Bloomington.***
 - b. The Travel & Seminar Coordinator will ensure the hosts have finalized the schedule, including meals and plans for escorting the visitor to and from their hotel, campus, and restaurants, and confirm any previously made reservations. The schedule will then be shared with the visitor, hosts, the Department Chair, and the individuals listed on the schedule. **The schedule must be shared at least two days prior to the visit.**
- 10) On the Friday immediately preceding the visit, the Travel & Seminar Coordinator will send out the TWIC, which will list the student-selected seminar. At this time, the Travel & Seminar Coordinator will also review the checklist for the upcoming visit and resolve any outstanding issues.

IV. During the Visit



INDIANA UNIVERSITY DEPARTMENT OF CHEMISTRY

- 1) Any gaps in the schedule or any last-minute adjustments will need to be accommodated by the faculty and student hosts. This includes filling any last-minute openings in the schedule and escorting the speaker to their next appointment, hotel, or restaurant.
- 2) On the day of the seminar, the Travel & Seminar Coordinator will send a morning announcement to the department listing the day's events.
- 3) Fifteen minutes prior to the lecture, the faculty or student host will meet the speaker in the seminar room to assist them in setting up the technology. The Travel & Seminar Coordinator will deliver a bottle of water and slide advancer to the room, make coffee, and set out cookies for the event.
 - a. **Note: if the event is not held in the Chemistry Building, cookies and coffee will not be served.**

V. *Seminar Reimbursement*

- 1) Immediately following the visit, the Travel & Seminar Coordinator will contact the speaker to gather all information necessary to process a reimbursement for reasonable travel expenses, consistent with IU policy.
- 2) Dinners with the student-selected speaker will be reimbursed up to a maximum of \$250. Lunch, typically with graduate students, can be paid directly by voucher at the IMU Tudor Room or reimbursed up to \$120 at a restaurant of choice.
 - a. Tudor Room vouchers must be obtained in advance of the lunch by contacting the Chemistry Fiscal Officer, Travel & Seminar Coordinator, or Administrative Assistant to the Chair. **Only one Tudor Room voucher will be provided per seminar.** Each voucher covers the cost of five lunches (e.g., the speaker plus four students).
 - b. Itemized receipts are **required** for all out-of-pocket expenses, and receipts must be turned in within 30 days of the purchase. Receipts should be scanned and emailed to chemsem@indiana.edu in PDF format. **Photos of receipts will not be accepted.**