

Procedures concerning departmental seminars at EMG: the FAQ

This document aims to describe the routines for departmental seminars at EMG: how invited speakers are nominated, and what your responsibilities are for hosting a seminar. If you don't find the information you need here, or have suggestions for changes, please let the seminar group know.

This description concerns the EMG seminars held on Wednesdays at 13:00. In addition, we have the PhD-student seminars on Fridays, and additional seminars held at other times at the initiative of individual research groups.

How do I nominate someone as an invited seminar speaker?

Speaker suggestions can be sent when the seminar group announces a call for proposals, which will normally happen twice a year (spring and fall). Any EMG member (PhD student, post-doc, senior researcher or teacher) can suggest a speaker. Suggestions should be made on the form sent out together with the call.

For special cases, for example when a well-known potential speaker happens to be in Sweden for other reasons and might be invited on short notice, the seminar group can be contacted at any time.

When selecting among suggested speakers, the seminar group will primarily consider the importance of the speaker to EMG, for example whether the speaker is of interest for more than a single field of research or teaching at the department. Scheduling of invited speakers is typically done on a "first-come-first-served" basis, so if you are hosting a guest speaker, it is important that you contact the guest speaker early to discuss suitable dates (see next section).

When should I contact the speaker?

If your speaker suggestion has been approved by the seminar group, you may proceed to contact the speaker about possible times. No definite arrangements may be made before the seminar group has confirmed a date/time for the talk. It may take several rounds of communication among the guest, host, and committee until an appropriate date has been found. Once the date for a visit has been confirmed, travel arrangements should be made well in advance to benefit from economically priced tickets and hotel rates.

What are the expectations for invited speakers? "What is covered?"

Since the idea of inviting speakers is to create opportunities for people at the department to interact with the speaker (and make sure he/she has a good time here), there are a number of activities that may be considered in addition to the Wednesday seminar. These activities may not apply to all invited speakers:

- A talk during the regular Wednesday seminar spot.
- Meeting with PhD-students (e.g. fika or going to the EMG pub).
- Strategic discussions with individual researchers/PhD-students (e.g. for research collaborations).
- A second more specialized talk or workshop for the area of interest.
- Dinner with EMG researchers and students. This is typically paid for by project money by inviting research groups, but for hosts lacking funds, the department may reimburse. In such case, the host should contact the seminar coordinator before inviting the speaker and EMG researchers/students for dinner, as EMG has only a limited budget for this purpose. Researchers/students who join the dinner should always be prepared to pay by themselves.

What are my responsibilities as host?

The host should ask the speaker for a title and a short abstract of the talk ideally a few weeks in advance, and forward this information to the seminar coordinator.

KB5C2 will be booked on Wednesdays 13:00-14:00 for the seminar series. But if for some special reasons the seminar need be held at another time/location, the host is responsible for room booking/arrangements. KB5C2 is equipped for broadcasting the seminar on the web. If the seminar is held at another room and online broadcasting is required, contact the computer support team (support@emg.umu.se) at least a week in advance.

The host should take the speaker to the lecture room in time to set up the presentation. The host is also responsible for introducing the speaker, facilitating the questions from the audience, and taking a head count of attendees (please send this to the seminar committee after the talk). In addition, the following activities might be considered:

- Make sure the arrangements for transportation of the invited speaker works out at arrival and departure.
- Arrange a meeting schedule with EMG colleagues.
- Organize PhD-student meetings with the invited speaker.
- Invite the speaker to EMG fika and pub.
- If time permits, you may take the speaker for an excursion or sightseeing.

How are travel arrangements made?

Transportation (flight, train, taxi) should be booked through a travel agency with which the university has an agreement. Ask the departmental economy administration for the account number/code for booking travels for invited speakers. If you book through a travel agent, give the reference code to an economy administrator, and send a message to the administrator that an invoice regarding costs for seminars (and what it is for, e.g. name of the speaker) is on its way. If not also booked through the travel agency, hotel bookings should use the same account number. In special circumstances, arrangements can be made by the guest speaker with later reimbursement directly to them, but this is typically a lengthy and more complicated procedure.

How are reimbursements handled?

In case the invited person needs to be reimbursed, for example for tickets not bought through the travel agency, the following forms should be filled and signed by the guest and left to an economy administrator:

- Remuneration form (link: <https://www.aurora.umu.se/globalassets/dokument/universitetsforvaltningen/forvaltningsgemensamt/blanketter/anstallning-lon-personal/arvodesrakning-english-remuneration-form.doc>)
- Payment of salary/pension outside Sweden (link: https://www.aurora.umu.se/globalassets/dokument/universitetsforvaltningen/forvaltningsgemensamt/blanketter/anstallning-lon-personal/nordea_utbet_lon_pension_utlandet.pdf)
- Special income tax for residence abroad (link: https://www.aurora.umu.se/globalassets/dokument/universitetsforvaltningen/forvaltningsgemensamt/blanketter/anstallning-lon-personal/residence_abroad_la11.doc)
- A copy of passport and tickets

How should I advertise the seminar to ensure good attendance?

The seminar coordinator will help to publicize the talk via e-mails to emg-info@lists.umu.se and ECOLOGY-IN-UMEA@LISTSERVER.SLU.SE at least one week in advance. Announcements also will be displayed on the door of fika room, departmental screens, and calendars on EMG and KBC homepages.

The host can forward the email notice to people who are not on the email lists above but may be interested in the seminar, and put up announcement posters on additional strategic places. A poster template can be found at the right column of the following page:

<http://www.emg.umu.se/english/research/seminars>

Who is in the EMG seminar committee?

The group presently consists of Danny Lau and Mehdi Cherif. Contact person and coordinator is Danny Lau (e-mail: danny.lau@umu.se).

What are the responsibilities of the seminar committee?

The goals of the seminar group are to improve the visibility, consistency, attendance, and excellence of the EMG seminar series. Specifically, the tasks are:

- To advertise and evaluate calls for proposals for invited seminar speakers twice per year (spring and fall).
- To schedule the Wednesday seminars (externals, internals, monthly post-doc talks, PhD exit talks, special events, etc.).
- To distribute the schedule to the EMG-info mailing list, the EMG web calendar (Elisabet Carlborg), the KBC mailing list (Eva-Maria Diehl).
- To coordinate seminar equipment issues with seminar hosts.
- To discuss, set and evaluate seminar-related issues, goals and outcomes.