

# DAP SEMINAR ORGANIZATION CHECKLIST

Speaker	Local Contact	Organizer	Date

## 1 When Contacting the Speaker (done by the organizer)

- Ask local contact & relevant people what dates are they available.
- Ask speaker two or three dates among those available, if possible.
- Send speaker the guidelines and ask for a title.

## 2 One or Two Months Before a Seminar (done by the organizer)

- Start helping the speaker book his flight and accomodation.

## 3 Two weeks before the Seminar (done by the organizer)

- Send a reminder to the speaker (ask if accomodation is OK).
- Ask the speaker for an abstract  $\Rightarrow$  send this information to the chair.
- Ask for a few biographic info, *e.g.*:
  - thesis date, lab;
  - different positions;
  - role in collaborations and big projects.
- Estimate how many people will want to go to *La Rotonde* and send this info to the chair.
- Reserve a desk for the visitor. *Commission locaux* representatives:  
**Ground floor:** Fabio ACERO;  
**First floor:** Stéphane SCHANNE;  
**Second floor:** Christine TIQUET.

## 4 One week before (done by the chair)

- Reserve *La Rotonde*.
- Reserve the service car if you want to pick the speaker up in Le Guichet.
- Send an email to Pasale CHAVEGRAND with the title and abstract  $\Rightarrow$  she should circulate the announcement on the Thursday before (check if she has done it).

## 5 Day before the Talk (done by the organizer)

- Confirm/adjust *Le Rotonde*.
- Arrange arrival at DAP. Contact the speaker:
  - Explain RER, bus;
  - Provide him with a phone contact in case of problem.
- Ask the speaker if he agrees to have the PDF of his presentation put on the website.
- Prepare info for introducing the speaker before his talk.
- Remind Pascale CHAVEGRAND to send a reminder on Tuesday morning before the breakfast.

## 6 Day of the Seminar (done by the local contact)

- Check if Pascale has sent the reminder. Otherwise, remind her.
- Pick the speaker up if needed.
- Guide the speaker to the breakfast.
- Get the *Rotonde* canteen card from Pascale CHAVEGRAND.
- At 9:40/9:45, go the Galilée room with the speaker:
  - Open the room;
  - Switch the projector on;
  - Hook the computer and pray for the rig to work;
  - Set the microphone up.
- 9:55, announce the seminar on the RDO microphone (in the mail room):
  - Press 2 for the building;
  - Keel bell pressed until announcement is over.

### 6.1 During the Seminar

- Introduce the speaker with the info you have gathered.
- Ask if everyone can hear fine.
- Dim the light.

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4.  Count the number of people  $\Rightarrow$  send it to the chair afterwards for statistics.
5.  Keep the full event (talk + questions under 1 hour)  $\Rightarrow$  give the speaker 10 and 5 minute reminders.  
The talk should last about 45 minutes.
6.  Questions:
  - a) prepare 1 or 2 questions yourself in case nobody raises a hand;
  - b) start with interns, PhD students and postdocs;
  - c) everyone.
7.  End:
  - a) remind everyone which office the speaker will be in the afternoon;
  - b) remind everyone that the PDF will be uploaded to the website (if the speaker agrees);
  - c) switch the microphones off;
  - d) switch the projector off;
  - e) switch the lights off;
  - f) close the room.

### After the Seminar

1.  Go to lunch. Do not forget the speaker.
2.  Return the card to Pascale.
3.  Eventually organize an informal discussion with the speaker.
4.  Internet access through Eduroam or the local network forms in front of Christine TOUTAIN's office.
5.  Ask the speaker for the receipts he already has, and make him fill out the bank form.

### After the Seminar (done by the chair)

1.  Check that all the reimbursement documents have been provided by the speaker to the local contact.
2.  Put the PDF slides on the website (if speaker agrees).

**Put the chair in copy of all your exchanges with the speaker.**