

## Help with Seminar Scheduling

The Department main office is happy to assist faculty in the arrangement and scheduling of seminar speakers. In order to ensure that all preparations can be made in time, we request notifying the office staff at least 3 weeks prior to date of event. Please send requests with the following information to [Luanne.johnson@oregonstate.edu](mailto:Luanne.johnson@oregonstate.edu).

- Visitor name
- Visitor location
- Visitor email
- Date of visit
- Location, time and number of attendees for dinner
- Copy of finalized hourly itinerary (needed just prior to event)

With this information, the office staff will work with the visitor and the faculty host to accomplish the following:

- Airfare arrangements
- Rental Car/Shuttle arrangements
- Lodging reservations
- Reservation of seminar room
- Lunch reservation (at direct bill restaurant)
- Dinner reservation (at direct bill restaurant)
- Advertising
  - Departmental Calendar email
  - Reminder email automatically sent day of event
  - Supplemental Seminar List email (this is to other departments who may be interested – feel free to notify the office regarding additions to this list at any time)
  - Posting to department website (this also creates secondary post to COS website)
  - Posting to University Lectures/Seminars calendar
  - Posting on Facebook and Twitter
  - Facebook Event page (\*NEW\* and by request only) – generally reserved for large lecture series
  - Flyers created and posted in Gilbert and LPSC (including removal of old flyers on a regular basis)
- Reimbursement paperwork processing after speaker has left

If there additional items you would like to have included on this list, please let us know and we will do our best to accommodate.