

Seminars

Department of Chemistry

The Department of Chemistry sponsors the following seminars:

- Departmental seminars
- Inorganic Division seminars
- Organic Division seminars
- Physical Chemistry seminars

The seminar schedule for the **Departmental Seminars** is posted at:

<http://www.chem.uh.edu/Seminars/>

Administrative Handling of Seminars

Each seminar series is coordinated by a designated faculty member who serves as the seminar chairperson. The designated faculty contacts are also on the website. The faculty contact and department Office Coordinator (front desk staff) work together to ensure that the following activities are completed for each seminar.

Seminar Flyers

Department staff will create seminar flyers and distribute as follows:

Timeline: 1 week before the seminar date

Distribution: By email to all faculty, departmental staff, research staff, and students

Posting: Post at least ten (10) copies. Post near the mailboxes in the department office and on the bulletin boards within the department office and department hallways. Postings are to remain up until the seminar has passed, and then promptly removed.

Seminar Schedule

The seminar schedule is maintained on the Department of Chemistry web site and is maintained by the department's computing staff. Current contact is John Hazelrigg. Currently, only the "Departmental Seminar" schedule is posted. If the other chairmen have interest in posting their seminar schedule, they should contact John.

Seminar Website

The seminar schedule must be updated on a regular basis. Any changes to the schedule must be provided to John Hazelrigg immediately. The seminar chairperson listing must also be updated. It should be reviewed each year for necessary changes. Department staff should coordinate this task.

Seminar Speaker Travel Arrangements

Travel arrangements for seminar speakers are handled by the Department's travel coordinator. The travel coordinator will need all pertinent information at least 2 weeks in advance of the seminar date.