Seminar Meeting Checklist

When emailing the University Seminars office, always include your seminar’s number and name in the subject line of your email and the meeting date. For all guidelines, templates, instructions, and links mentioned on this form, go to:

http://universityseminars.columbia.edu/resources/forms-and-policies/

A.S.A.P. – Make travel arrangements

☐ Travels funds are not automatic. Your seminar chair should have requested approval for funds from The University Seminars office prior to the start of the semester. Confirm this with your chair before proceeding.

☐ If your guest speaker(s) expect reimbursements for travel-related expenses not arranged through our travel agent, contact Pamela Guardia (pfg2106@columbia.edu) immediately. All non-Columbia payees must be approved in advance.

☐ Make hotel reservations. Refer to our Hotel Booking Procedure section on our website.

☐ Contact your travel agent, Lori Ean, for any air or rail travel accommodations (refer to the Travel section).

3 weeks or more before the meeting

☐ Confirm with Pamela Guardia (pfg2106@columbia.edu) that a meeting room has been arranged.

☐ Email an announcement to seminar members and to univ.seminars@columbia.edu. (Refer to the Announcements Template on the Rapporteurs section.)

☐ Upload a Word doc version of the announcement to CourseWorks in your seminar's announcement folder.

The Wednesday, a week before the meeting date

Email Pamela Guardia (pfg2106@columbia.edu) the following:

☐ An accurate dinner attendee number (for dining at Faculty House only).

☐ Your seminar will receive two complimentary bottles of wine at dinner (if you require additional wine, you must make a request in advance – cost for each additional bottle of wine requested is $20).

☐ (If necessary) make special dietary requests (no gluten, Kosher, etc.) and request parking for speaker(s).

☐ Confirm AV equipment needed (supplies are limited).

Day of the meeting

☐ Assist guest speaker(s) with set up and test AV.

☐ Have all attendees (including Chair(s), Speaker(s), and Rapporteur) sign the Attendance Sheet.

☐ Record minutes. (Refer to the Minutes Template on the Minutes section.)

☐ Return AV equipment to the University Seminars’ office.

For dinners at Faculty House

☐ Collect checks from guests, secure checks inside the provided dinner envelope, and fill out the dinner envelope label.

WE DO NOT ACCEPT CASH for dinners, additional wine, or contributions.

• Checks for dinners and additional wine must be made payable to “Columbia University” with the seminar number, dinner date and/or the word “dinner” or “additional wine” written in the memo field.

• If a member would like to submit a donation to the seminar, they must write a separate check made payable to “Columbia University” and note on the memo line the seminar number and the word “contribution”. The University Seminars office remits contribution checks to Columbia’s Development office for deposit. Please note: Contributions must be voluntary. The seminars are not allowed to collect dues.

☐ Return dinner money envelope to the office (slide under the door if office is closed).

1 – 2 weeks after the meeting

☐ Upload minutes to CourseWorks: https://courseworks.columbia.edu/welcome/.

☐ Submit original Attendance Sheet and a signed Timesheet to the office.

☐ Submit all pre-approved reimbursement requests.

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