GUIDELINES FOR VIRTUAL MEETINGS

1. The chair or organizer must read out The University Seminars publication policy to all in attendance prior to the presentation or discussion. This is in lieu of the physical Publication Policy Acknowledgement Form that the chair and speaker sign before each meeting.

2. The guest speaker must state their name to acknowledge the policy. In order for the speaker's notes or paper to be collected for the archive, the speaker must say "I agree to include my paper and/or presentation in the University Seminars Archive."

3. Each member in attendance must speak their name to acknowledge the policy and the rapporteur can record those names in the minutes.

4. Rapporteurs must submit minutes and corresponding documents to The Seminars office according to the minutes guidelines. Rapporteurs should submit their hours as usual. A separate email sent to rapporteurs outlines our pay policy during this time. Rapporteurs with lingering pay questions should reach out to Gesenia Alvarez: ga2030@columbia.edu.

Additionally:

It may be helpful to make use of the record feature in the virtual meeting application that you choose to use.

The premium version of Zoom costs about $25. We are happy to reimburse the cost of the upgrade for any seminar that meets virtually, follows the above guidelines and furnishes minutes.