

The University Seminars

Virtual Edition

September 2020

Returning Rapporteurs

The University Seminars office & all seminar meetings are virtual.

Email is the primary form of communication. Voice and video zoom meetings with the office can be scheduled in advance.

Contact information is online.

General email:
univ.seminars@Columbia.edu

Highlights

Zoom Meetings
Privacy Policy
Meeting Moderators
Minutes & Announcements
Compensation

Detailed information in new AY 2020-2021 guidelines and Zoom instructions.

<https://universityseminars.columbia.edu/guidelines-3/>

Zoom & Virtual Meetings

- ▶ All rapporteurs require premium accounts in order to co/host meetings.
- ▶ Continuing rapporteurs have the premium version now. Log in to Zoom and check your version. Send email to Pamela Guardia if your version is not licensed.

Check Zoom version:

Log in with UNI: <https://columbiauniversity.zoom.us/>

Your name is on profile page.

Halfway down page, USER TYPE value must = **Licensed**

User Type

Licensed 

Licensed user can host meetings with unlimited minutes for up to 300 participants.

Zoom & Virtual Meetings

- ▶ Chairs who don't have the premium version should email Pamela Guardia for options.
- ▶ Members sign-in to the meeting by typing their name into chat.
 - ▶ Instruct attendees as they enter the meeting. Announce sign-in method in announcement. (Prevents tech fatigue / frustration with the new)
- ▶ Zoom instructions available online. Share version A with membership!

<https://universityseminars.columbia.edu/guidelines-3/>

Notify attendees of changes in advance

- ▶ To mitigate frustration and/or confusion during the seminar meeting, notify all attendees in advance over email of the policies that they will take part in:
 - ▶ Send everyone Zoom instructions, version A, in advance. Tell them that they will need to know how to raise their virtual hand in Zoom and how to type into the chat.
 - ▶ Send them the privacy policy in advance. Let them know that they will have to acknowledge the policy at the meeting by raising their hand.
 - ▶ Also make sure they understand that they sign-in to chat as soon as they enter the meeting. Remind them as they enter the meeting.

Guidelines & Zoom Instructions online



THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY

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GUIDELINES

Due to the COVID-19 pandemic, all University Seminar meetings will be held over Zoom, or another virtual forum, at least through Fall 2020. Please review the 2020-2021 Guidelines carefully as many of our policies have changed. For instructions on hosting or attending Zoom meetings, please review the Basic Zoom Instructions manuals linked in the sidebar (A for members and guests, B for chairs and rapporteurs).

ZOOM MEETINGS

[Zoom Basic Instructions, A—for Attendees \(members, guests\)](#)

[Zoom Basic Instructions, B—for Hosts \(rapporteurs, chairs\)](#)

FORM LINKS

[All Seminars, Past & Present](#)

[Announcement Template](#)

[Conference Budget Worksheet](#)

[Conference Planning Worksheet](#)

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Speaker Acknowledgement of Privacy Policy

BEFORE the MEETING:

- Speaker must fill out the ***Speaker Acknowledgement of Privacy Policy*** Google Form (guidelines, page 21)

<https://docs.google.com/forms/d/e/1FAIpQLSfHWkC4vsrn2sfiod166WU4ews0S-coGp2SRLOMYb634Asm7g/viewform>

Speaker Acknowledgement of Privacy Policy

The University Seminars *at* COLUMBIA UNIVERSITY

Speaker Acknowledgement of Privacy Policy

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not **pfg2106@columbia.edu**? [Switch account](#)

* Required

Email address *

Your email

[Next](#)

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Attendee Privacy Policy Acknowledgement

At the START of the MEETING:

- ▶ Host or Moderator reads the privacy policy (guidelines, page 21).
- ▶ Attendees acknowledge privacy policy by raising a virtual hand (Zoom instructions, version A, page 8)
- ▶ Privacy Policy is alterable

Meeting Moderators

- ▶ Form of help to rapporteurs. New virtual format and privacy policies can be frustrating, especially at the first meeting.
- ▶ Moderators: remind attendees to sign-in to chat, read the privacy policy, note acknowledgements or disagreements of the policy, remind speaker to fill out the *Speaker Acknowledgement of PP* Google Form, help with any tech issues.
- ▶ NOT compulsory. Rapporteurs are welcome to moderate/read privacy policy/troubleshoot/take minutes themselves - as long as everything gets done.
- ▶ If you definitely DO or definitely DO NOT want a moderator, let Pamela Guardia know.

Minutes & Announcements

- ▶ Minutes and Announcements are now submitted as PDFs to **Submittable** (3rd party, non-Columbia).
- ▶ Must create external *Submittable* account (not UNI).
- ▶ Minutes & announcements: guidelines, pgs. 30-31
- ▶ Submittable: guidelines, pg. 15

Compensation

- ▶ Seminar meals are part of compensation.
- ▶ New pay rates:
 - ▶ 2nd year: \$25
 - ▶ 3rd & 4th years: \$30
- ▶ Contact Gesenia Alvarez for timesheet link or with any compensation questions:
ga2030@columbia.edu

Payroll Direct Deposit

Live checks are not delivered directly to our office. All mail is severely delayed.

Sign up for direct deposit if you haven't yet done so.

Enrollment instructions are available on the HR site:

<https://humanresources.columbia.edu/content/direct-deposit>

Other Resources

► To View Your Pay Stubs on the Web

Go to: <https://my.columbia.edu/>

Log in with UNI. Click "View Your Paycheck" under Faculty and Staff, Self-Service. Scroll to the bottom of a particular check to see if the check is live or direct deposit.

- For More on Tax and Withholding Information or to receive your W-2: Contact the Payroll department directly at (212) 854-2122.
- For International Students with questions regarding taxes on wages, etc.: <https://isso.columbia.edu/content/taxes>.

Thank You and Good Luck!