

Welcome to THE UNIVERSITY SEMINARS

New Rapporteur Orientation
Fall 2022

Orientation Overview

1. A Brief History of The University Seminars
2. Website & Guidelines
3. Rapporteur Responsibilities
4. Hosting Virtual Meetings
5. Making Arrangements for Meetings in Person
6. Submitting Material
7. Reimbursements
8. Harassment, Misconduct and Discrimination
9. Hiring & Compensation

The founding of The University Seminars



Jane Belo, teacher, painter, and anthropologist.
Photograph by Carl Van Vechten.



Frank Tannenbaum, historian of Latin America, Slavery, and Prison Systems; founder and first Director of The University Seminars.

ALICE NEWTON

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AN2113@COLUMBIA.EDU

PAMELA GUARDIA

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PAMELA.GUARDIA@COLUMBIA.EDU

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TBD

Administrative Assistant

THE OFFICE OF THE UNIVERSITY SEMINARS

INTRODUCTIONS

The University Seminars Website

universityseminars.columbia.edu

General Email Address

univ.seminars@columbia.edu

Rapporteur Responsibilities

Important Things to Remember

- ▶ Intellectual work is going on and your job is to record it. You are the liaison between The University Seminars office and your chairs.
- ▶ Read the guidelines and the Zoom manuals before your first meeting. On our website, under “Guidelines,” you’ll find reference pages for rapporteurs and chairs.
- ▶ Always refer to your **seminar number and seminar name** in your email correspondence with The University Seminars office. We deal with almost 100 seminars and any help referencing emails is appreciated.
- ▶ Honoraria and dues are forbidden by our charter

Important Things to Remember

- ▶ Email is the primary form of communication. Voice and video Zoom meetings with the office can be scheduled in advance.
- ▶ Mark emails URGENT in the subject line if you need a prompt response. We receive over 150 emails a day.
- ▶ Individual contact information is online. General email: univ.seminars@columbia.edu

Know the website

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universityseminars.columbia.edu



[ABOUT](#) [SEMINARS](#) [GUIDELINES](#) [FAQS](#) [SPECIAL EVENTS](#) [SUBMITTABLE](#) [CONTACT US](#)



[Donate](#)

*These are the places to make mistakes and
to take intellectual risks.*

ROBERT L. BELKNAP

UPCOMING EVENTS

There are no upcoming events at this time.

[NEWSLETTER](#)

[ANNOUNCEMENTS](#)

[BOOKS](#)

[ARCHIVE](#)



NEWSLETTER | SPRING 2020

Dear Seminars Community, I am lucky enough to be in Georgia with my spouse,

The University Seminars
COLUMBIA UNIVERSITY

FOR CHAIRS, MEMBERS, & RAPPORTEURS

2022-2023

Read the guidelines

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

STUDIES IN MODERN ITALY

Founded | Seminar Number
1966 | 483

This seminar is concerned with political, social, cultural, and religious aspects of Italian life from 1815 to the present. In recent years, the seminar has stressed an interdisciplinary approach to Italian studies, increasing the participation of anthropologists and scholars of art, film, and literature. The seminar meets on the second Friday of the month, from October to April, to discuss a paper presented by a member or an invited speaker. Papers cover a wide range of topics, approaches, and methodologies. The seminar occasionally holds a day-long conference or a more restricted symposium to explore a topic in depth.

Chair

Professor Molly Tambor
molly.tambor@liu.edu

Rapporteur

Luca Abbattista
la2790@columbia.edu

MEETING SCHEDULE

09/09/2022	Italian Academy for Advanced Studies, Columbia University 6:15 PM	AN UGLY WORD: RETHINKING RACE IN ITALY AND THE UNITED STATES Ann Morning, New York University Rhiannon Welch, University of California Berkeley
10/14/2022	Italian Academy for Advanced Studies, Columbia University 6:15 PM	THE SOLDIER'S BABY: A STORY OF FAMILY AND RACE IN POSTWAR ITALY Nara Milanich, Barnard College Silvana Patriarca, Fordham University

**Check your schedule
on your individual
seminar web page**

**Notify office for any
corrections.**

RAPPORTEUR RESPONSIBILITIES:

- Obtain, maintain email list. Upload to Submittable with first submission.
- Monitor information on Seminar webpage, including schedule.
- Schedule meetings in Zoom. Share hosting responsibility with chair.
- Request travel and hotel accommodations, AV equipment, and/or dinner reservations for in-person meetings.
- Announce meetings and send out Zoom invitations.
- Ensure that in-person meetings are planned and executes smoothly.
- Direct speakers to the *Speaker Acknowledgment of PP* Google form.
- Meet privacy policy requirements.
- Circulate handouts or background papers.
- Record the minutes. Recording session is optional.
- Submit all minutes and announcements as PDFs via Submittable.
- Submit timesheet after each meeting.

RAPPORTEUR RESPONSIBILITIES:

Virtual & Hybrid Meetings:

- Schedule meetings in Zoom with the appropriate parameters (recurring meetings, password entry requirement, waiting room, auto-record).
- Ensure chair/s and moderators have hosting rights to Zoom meetings.

In-Person & Hybrid Meetings:

- Reserve meeting and dinner space.
- Arrange travel, hotel and parking for guests with the Administrative Assistant, as necessary.
- Communicate dietary restrictions to The University Seminars office.
- Reserve AV equipment. Return all borrowed equipment

RESPONSIBILITIES:

At the start of each academic year

- Communicate with chair/s. Know your responsibilities.
- Confirm seminar schedule with The University Seminars office and with chair/s.
- Check seminar webpage. Email corrections to Summer Hart.
- Obtain an email list from the previous rapporteur or seminar chair and make update as necessary. Upload a copy with the first Meeting Documentation submission.

RESPONSIBILITIES:

At the start of each academic year

- Confirm whether your seminar will meet in person, via Zoom, or hybrid. Reserve space and communicate AV requirements to The Seminars office accordingly.
- As needed, request travel and hotel reservations for presenters.

After chairs have received funding approval from Alice Newton, secure reservations by completing the Travel and Hotel Accommodation Request Form for each traveling seminar presenter. The University Seminar Administrative Assistant will work with the presenter to finalize arrangements.

RESPONSIBILITIES:

Days to weeks before each meeting

- Communicate with speaker. Confirm the date and time of meeting. Obtain bio and paper for circulation to members, as appropriate.
- Send announcement three weeks prior to the meeting. Include the Zoom (or other video- conferencing) details in the announcement or send Zoom invitation separately upon RSVP.
- Check the seminar webpage for the correct speaker's name and topic, event date and time.
- Schedule the Zoom meeting. Send Zoom instructions to members.

You can schedule seminars as recurring meetings and use the same link every month. See Basic Zoom Instructions for Seminar Meetings, Version B for setting meeting preferences, such as muting participants upon joining, to allow joining before the host, and to automatically record the session. Make sure everyone is aware if the session is being recorded.

RESPONSIBILITIES:

Days to weeks before each meeting

- If meeting in person, find out the speaker's AV requirements and communicate them to The Seminars office. Be as specific as possible.
- Gather final RSVP number (for dinner as well as the seminar) and send them to Pamela Guardia. Be sure to note any dietary restrictions.
- If the seminar will dine in a restaurant, make a reservation and reach out to The Seminars office to arrange billing. We can pay directly for meals at Pisticci, Le Monde, Tartina, Symposium, and Elysian Fields. Meal expenses at other restaurants can only be covered via reimbursement.
- If a speaker will be submitting for reimbursement (generally not recommended) put them in touch with the Administrative Assistant to begin the process of setting them up in Columbia's reimbursement system.

RESPONSIBILITIES:

Immediately before VIRTUAL meeting

- Make sure your environment is comfortable, your computer is charged, the internet connection is stable, and you have everything you need to participate in the seminar.
- Log in to Zoom early to test audio and video. If you have trouble with connectivity, audio or video, leave Zoom, close your internet browser, and try again.
- When the chair joins, make them a co-host of the meeting.
- As attendees join the meeting, instruct them to sign into the chat (Name & Affiliation).

RESPONSIBILITIES:

Immediately before IN-PERSON meeting

For in-person meetings, arrive at least 30 minutes in advance to check in with The Seminars office and make sure preparations are in order. Check the monitor on the first floor of Faculty House for room assignments.

Locate the dinner table assigned to your seminar and make sure there are enough places set. Check the setup of the meeting room as well.

Test AV equipment with the speaker.

If there is a bar, secure a drink voucher for your speaker from The Seminars office.

Communicate with The Seminars office right away if any last-minute adjustments need to be made.

RESPONSIBILITIES: During the VIRTUAL meeting

- The chair or rapporteur will read the privacy policy of the seminar. Record acknowledgement of the policy in the minutes (raise virtual hand). If the policy is contested or altered, record the change in the minutes.
- Every participant signs-in by typing their name and affiliation directly into the chat. Record the attendees' names and affiliations in the minutes.
- The rapporteur or chair is responsible for monitoring the discussion, tracking raised hands or comments in chat, and muting and unmuting participants. This role is established in advance of the meeting.
- Take the minutes, adhering to guidelines, page 31. Use the session recording to complete the minutes, as necessary. (Recording expires after 30 days. Attendees must be made aware if a recording is taken).
- Manage breakout rooms, if necessary. Reconvene in the larger meeting space before concluding.

RESPONSIBILITIES: During the IN-PERSON meeting

- Attendance for in-person meetings can be recorded with printed Seminar Meeting Sign-in sheets available in The University Seminars office or for download from the website. Pass it around at the beginning of the meeting.
- Work with The Seminars office to resolve any issues that may come up with AV or with the meeting space itself.
- If the seminar wants to purchase extra wine at dinner (beyond the two bottles provided) a check should be made out in blue or black ink to Columbia University and returned to The Seminars office. Each additional bottle of wine costs \$20. Donations are accepted online.

RESPONSIBILITIES: After each meeting

- For **virtual** meetings, download and save the meeting recording from Zoom. (Zoom will save all recordings to the cloud for up to 30 days).
- For **in-person** meetings, return AV equipment and any collected checks to The Seminars office.
- Submit minutes and announcements via Submittable.
- Submit timesheet via the Google form timesheet (request link from Gesenia Alvarez).
- Send pre-approved reimbursements to The University Seminars Administrative Assistant. (Guidelines, p. 18-19)

Hosting Seminar Meetings

Zoom & Virtual Meetings

- ▶ All Chairs and Rapporteurs require premium accounts in order to co/host meetings.
- ▶ If any Chair or Rapporteur does not have the licensed version, send an email to Pamela Guardia (including non-affiliate chairs).

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.

Guidelines & Zoom Instructions online



[Donate](#)

GUIDELINES

Travel Fund Requests for Fall 2022 are due by **October 1, 2022.**

GUIDE

The University Seminars
COLUMBIA UNIVERSITY

ZOOM MEETINGS

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

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

RAPPORTEUR TRAINING

[New Rapporteurs](#)

[Returning Rapporteurs](#)

FORM LINKS

[All Seminars, Past & Present](#)



Basic Zoom instructions for seminar meetings

Version B. For meeting HOSTS (Rapporteurs and Chairs)

Zoom Instructions



Basic Zoom instructions for seminar meetings

Version A. For attendees, Members and Guests



Meeting Start Checklist:

Before each meeting, obtain the following-and record them into the minutes:

1. SPEAKER: Privacy Policy Acknowledgement
2. ALL ATTENDEES: Sign in
3. ALL ATTENDEES: Privacy Policy Acknowledgement

1. Speaker Acknowledgement of Privacy Policy

BEFORE the MEETING:

- ▶ Speaker must fill out the **Speaker Acknowledgement of Privacy Policy** Google Form (guidelines, page 22)

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

1. 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

2. Sign in

Upon entering the meeting space, whether virtual or physical, all attendees must sign-in.

- ▶ In **virtual** meetings, attendees type their Name and Affiliation directly into the chat.
- ▶ In **physical** meetings, circulate the Seminar Meeting Sign-in sheet.
- ▶ Record all names and affiliations the minutes. (Chat is available as a basic text document immediately after the meeting).
- ▶ This includes anyone who is not already listed in the minutes by default: speaker, respondent, chair, rapporteur.

3. Attendee Privacy Policy Acknowledgement

- ▶ Chair, Rapporteur or Moderator reads the privacy policy (guidelines, page 30). Be sure to include whether your Seminar minutes are “closed” or “open.”
- ▶ Attendees acknowledge privacy policy by raising their hand, whether in-person or in a virtual space.
(Raising a virtual hand: Zoom instructions, version A, page 8).
- ▶ Privacy Policy is alterable. Membership writes policy.

Privacy Policy

The general Privacy Policy is in the guidelines, page 30.

*Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations.*

Inform virtual attendees in advance

To mitigate frustration and/or confusion during the meeting, all attendees should be informed in advance that they are expected to know how to participate by signing-in and acknowledging the Privacy Policy. Send in advance:

1. **Zoom instructions, version A.** Explain that they are expected to know, at minimum, how to raise their virtual hand and type into the chat to sign-in.
2. **Privacy Policy.** Let them know that they will have to acknowledge the policy at the meeting by raising their hand.

Dear members,

A reminder that our first talk of the semester will take place today at 3PM (on Zoom, link and instructions below) with Andrei [Zorin](#), professor and chair of Russian at the University of Oxford.

Note that the CU Seminars has novel instructions for Zoom meetings. **Please read them below!**

DATE: Friday, September 18, 2020

SPEAKER: Andrei [Zorin](#), Professor and Chair of Russian, University of Oxford

TOPIC: ["Tolstoy and the Romantic Myth"](#)

TIME: 3:00—Lecture

LOCATION: Please follow [this Zoom link](#) (the password is "Slavic"). Please find Zoom instructions attached to this email if you are unfamiliar with the platform.

IMPORTANT:

1. When you enter the meeting, please type your name and affiliation in the chat function.

2. Please note that, by joining this Zoom meeting, you will be consenting to the CU Seminars privacy policy. **We will read the privacy policy out loud at the beginning of the meeting, and you will be asked to use the "raise hand" function to agree to it.** The privacy policy is as follows:

*Seminars are intended to foster an open and unfettered intellectual exchange among peers, allowing attendees the freedom to try out ideas without the inherent limitations of a public discussion. Minutes are taken at all seminar meetings. After five years, minutes are included in The University Seminars Digital Archive as part of Columbia University's Rare Book & Manuscript Library. Each seminar has an individual privacy policy, which may be "open" or "closed." A seminar with a "closed" policy agrees to keep minutes private *prior* to their inclusion in the archive. With an "open" policy, the seminar decides when and how to circulate minutes. The University Seminars office encourages members to adhere to the privacy policy of their seminar, but cannot guarantee confidentiality, even with "closed" meetings. Copyright of meeting minutes belong to the Trustees of Columbia University. Speakers maintain full publication and all other rights to their papers and presentations.*

We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.

We look forward to seeing you today at 3PM!

Co-chairs of the CU Slavic Seminar

Sample announcement

IMPORTANT:

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We use a "closed" policy in the Slavic seminar. The meeting will also be recorded, but this is only to compile accurate minutes; the recording will not enter the archive and will be deleted after the minutes have been written.

Submitting Minutes, Announcements & Email Lists

Minutes & Announcements

- ▶ Minutes and announcements are submitted as **PDFs** to ***Submittable*** (3rd party, non-Columbia).
- ▶ Must create external *Submittable* account (not UNI). Go to: <https://universityseminars.columbia.edu/submittable/>
- ▶ Minutes & announcements (pgs. 29-32)
- ▶ Submittable (pg. 15)

SUBMITTABLE

Submittable is a cloud-based submission management system used by The University Seminars office to manage the following proposals and requests. Submittable is a third party system and not associated with nor managed by Columbia University. First-time submitters will be asked to create an account by entering their email address and choosing a password.

Submittable is not connected to the Columbia UNI/password system.

Proposals and Funding Requests

[New Seminar Proposals](#)

[Conference Proposals](#)

[Publication Fund Requests](#)

[The Belo Award](#)

Rapporteurs

[Meeting Documentation](#)

MENU

[Annual Directories](#)

[Director](#)

[Executive Committee](#)

[Office](#)

[USEMs Calendar](#)

[Bar Dates](#)

[Faculty House](#)

Minutes & Announcements

Use appropriate naming convention

Guidelines, pg. 30

All files are named: **[Seminar #].AY[academic year].[meeting date].[file content].pdf**

- a = announcements
- e = email
- h = handouts
- m = minutes
- sn = speaker's notes
- sp = speaker's papers

**Example: Minutes for Seminar #123,
meeting on January 4th, 2023,
would be named:**

123.AY20222023.0104.m.pdf

Reasons Minutes May Not Be Accepted

Minutes are not considered complete until they are marked “accepted” in Submittable. If edits are necessary, Summer Hart will make the submission editable and request corrections.

Some common reasons minutes might not be accepted:

- ▶ Use of out-of-date or wrong template. Templates are updated every academic year.
- ▶ Copyright year in footer listed as incorrect year or left blank.
- ▶ Attendee names and affiliations not listed.
- ▶ Email addresses listed in the minutes. Email addresses are for mailing list only.
- ▶ Privacy policy as it pertains to the particular seminar not listed, including whether the seminar is “open” or “closed” and that it was acknowledged by everyone in attendance.
- ▶ Document incorrectly named. Please follow the naming convention carefully.

Submitting Acceptable Material

Minutes must include:

- **Full Seminar Name and Number**
- **Meeting Date and Location**
- **Name and Affiliation of Speaker(s):** It is important to use the speaker's full name, title, and affiliation(s) in both the minutes and email announcements. The central office refers to this information when preparing copy for the annual *Directory of Seminars, Speakers, & Topics*.
- **Title of Meeting Presentation:** This is the title of the presentation as it is to appear in the *Directory*; if there is a discrepancy between the title given in the meeting announcement and the title listed in the minutes, the directory will use the latter.
- **Name(s) of Presiding Chair(s)**
- **Name of Rapporteur**
- **Name and Affiliation of Attendees:** Collect this information from the chat sign in.
- **The Seminar Privacy Policy:** This is the policy read at the start of the meeting. Adjust to suit your seminar. Include whether the minutes are "closed" or "open."
- **Acknowledgement of Privacy Policy:** Record how the policy was acknowledged. See *Privacy Policy and Attendance*, p. 30.
- **Summary of Presentation:** This is a narrative description of the speaker's presentation, not an outline. If the speaker has provided a paper with an abstract, the abstract may be used as the summary, but it should be clearly identified as the speaker's work.
- **Summary of Discussion:** The major work of the seminar takes place in the discussion period, making this the most important part of the minutes. The discussion need not be recorded verbatim, but the summary should clearly convey the specific issues addressed.
- **Copyright Language:** Please add the following to your minutes document footer: "©[Current Year], The Trustees of Columbia University in the City of New York"

Announcements must include:

- **Full Seminar Name and Number**
- **Meeting Date, Time, and Location**
- **Speaker's Name, Title, and Affiliation**
- **Title of the Presentation**
- **Abstract or Description of the Talk**
- **Reply Request:** Specify the name and email address of the seminar's contact person (usually the rapporteur) for RSVPs due a week prior to the meeting.
- **Note Regarding Donations:** Due to COVID-19, donations are only accepted through Columbia University's secure online giving form, [Giving to Columbia](#). See *Donations*, p. 17 for more information.
- **Accessibility Statement:** *Columbia University encourages persons with disabilities to participate in its programs and activities. The University Seminars participants with disabilities who anticipate needing accommodations or who have questions about physical access may contact the Office of Disability Services at 212.854.2388 or disability@columbia.edu. Disability accommodations, including sign-language interpreters, are available on request. Requests for accommodations must be made two weeks in advance. On campus, seminar participants with disabilities should alert a Public Safety Officer if they need assistance accessing campus.*

Guidelines, pages 29-31

Reimbursements

Fall Travel

All travel funding and travel arrangements are suspended for September.

Travel funding must be requested in advance by the seminar chair.

Travel must be arranged through the office.

Rapporteurs submit a TRAVEL ACCOMMODATION FORM to the Administrative Assistant to arrange travel.

Travel and Hotel Accommodation Request Form

Travel funding must be approved in advance by The University Seminars office.

[Sign in to Google](#) to save your progress. [Learn more](#)

* Required

Email *

Your email

Seminar Name *

Choose

Has travel funding been approved by Alice Newton? *

Yes

No

Next

Page 1 of 12

Clear form

IMPORTANT

AVOID REIMBURSEMENTS to non-Columbia University affiliates.

Some specific federal and university regulations categorize some individuals such that they are prohibited from receiving pay of any kind, including reimbursements. Do not offer any guest a reimbursement unless you have been given the express authorization of Pamela Guardia in advance.

Reimbursements: Non-CU individuals

AVOID REIMBURSEMENTS to non-Columbia University affiliates.

- ▶ Each payee must submit:
 - ▶ Tax form: W9 or W8
 - ▶ Expense form
 - ▶ Receipt(s)
- ▶ Payments are not processed until everything is received.
- ▶ Payment and reimbursement guidelines are on pgs. 18-19.

Reimbursements: Columbia University Affiliates

- ▶ Each affiliate payee must submit:
 - ▶ Expense form
 - ▶ Receipt(s)
 - ▶ Announcement or flyer of event
- ▶ Payments are not processed until everything is received.
- ▶ Payment and Reimbursement Guidelines are on pgs. 18-19.

Reimbursements: Expense Form

(all payees)

THE UNIVERSITY SEMINARS
COLUMBIA UNIVERSITY, MC: 2302
FACULTY HOUSE, 64 MORNINGSIDE DRIVE, 2ND FLOOR, NEW YORK, NY 10027

**TRAVEL AND BUSINESS EXPENSE
 REIMBURSEMENT FORM**

ATTACH ALL ORIGINAL RECEIPTS
 (except for local subway/bus fares and mileage).

Meeting Date: _____

Seminar: _____

Full Name: _____

Home Address: _____

Email Address: _____

Telephone: _____

FOR NON-RESIDENT ALIENS,
Visa Type/Number (attach photocopy): _____

TRANSPORTATION:

AIR/RAIL, ETC \$ _____

TAXI _____

PARKING _____

TOLLS _____

MILEAGE: _____ miles @ \$0.56/mile _____

HOTEL \$ _____

Reimbursements: Tax Forms (non-CU affiliates)

Form **W-8BEN** **Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding**
 (Rev. February 2006)
 Department of the Treasury
 Internal Revenue Service

Section references are to the Internal Revenue Code. See separate instructions.
 Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do not use this form for:

- A U.S. citizen or other U.S. person, including a resident alien individual
- A person claiming that income is effectively connected with the conduct of a trade or business in the United States
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exceptions)
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt foreign private foundation, or government of a U.S. possession that received effectively connected income claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (see instructions)

Note: These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the claim they are a foreign person exempt from backup withholding.

- A person acting as an intermediary

Note: See instructions for additional exceptions.

Instead, use Form W-9

Part I Identification of Beneficial Owner (See instructions.)

1 Name of individual or organization that is the beneficial owner

3 Type of beneficial owner: Individual Corporation Disregarded entity
 Grantor trust Complex trust Estate Government
 Central bank of issue Tax-exempt organization Private foundation

4 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or a post office box.
 City or town, state or province. Include postal code where appropriate.

5 Mailing address (if different from above)
 City or town, state or province. Include postal code where appropriate.

6 U.S. taxpayer identification number, if required (see instructions) 7 Foreign taxpayer identification number, if required (see instructions)
 SSN or ITIN EIN

8 Reference number(s) (see instructions)

Part II Claim of Tax Treaty Benefits (if applicable)

9 I certify that (check all that apply):

- The beneficial owner is a resident of _____ within the meaning of the income tax treaty.
- If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).
- The beneficial owner is not an individual, derives the item (or items) of income for which the applicable treaty benefits are claimed from the source of the income, and meets the requirements of the treaty provision dealing with limitation on benefits.
- The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).
- The beneficial owner is related to the person obligated to pay the income within the meaning of Form 8833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, 10% of the total amount of income received during that year.

10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming treaty benefits on line 9a above to claim a _____ % rate of withholding on (specify type of income) _____
 Explain the reasons the beneficial owner meets the terms of the treaty article: _____

Part III Notional Principal Contracts

11 I have provided or will provide a statement that identifies those notional principal contracts connected with the conduct of a trade or business in the United States. I agree to update this information as needed.

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief, the information is true and correct. I am not aware of any information that would cause this form to be incorrect. I am not a U.S. person.

Form **W-9** **Request for Taxpayer Identification Number and Certification**
 (Rev. January 2011)
 Department of the Treasury
 Internal Revenue Service

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) Exempt payee
 Other (see instructions)

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person Date

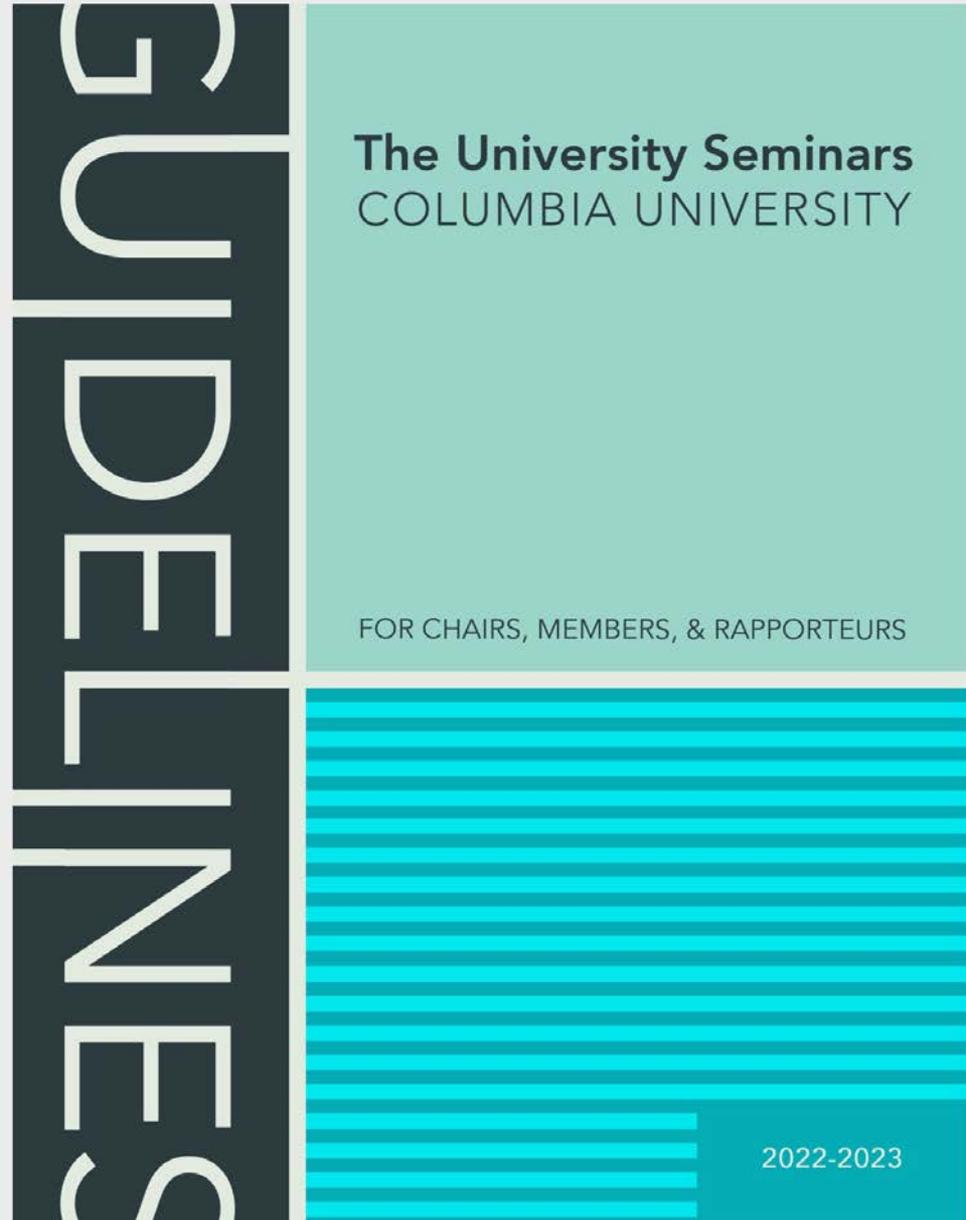
General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

All Forms are linked next to the Guidelines

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RAPPORTEUR TRAINING

[New Rapporteurs](#)

[Returning Rapporteurs](#)

FORM LINKS

[All Seminars, Past & Present](#)

[Announcement Template](#)

[Conference Budget Worksheet](#)

[Conference Planning
Worksheet](#)

[Conference Funding Agreement](#)

[Minutes Template](#)

[Seminar Meeting Sign-in sheet](#)

[UNISEM Reimbursement Form](#)

[2022-2023 AY Planning Form](#)

[Speaker Acknowledgement](#)

[Travel and Hotel
Accommodation Request Form](#)

[Travel Fund Request Form](#)

[UNISEM Membership Form](#)

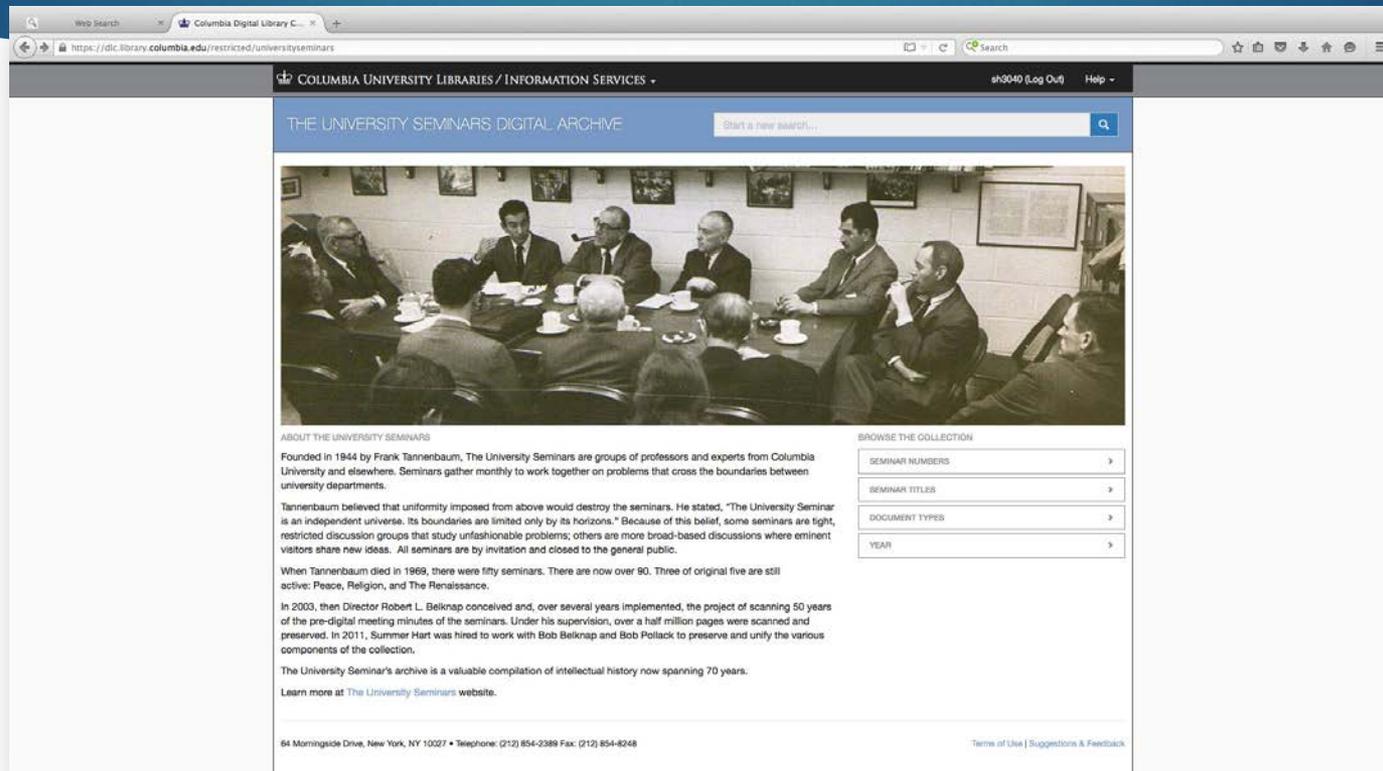
[W-8BEN](#)

[W-8BEN-e](#)

[W-9](#)

Digital Archive

Digital Archive: Keyword Search



Web search Columbia Digital Library C...
https://dlc.library.columbia.edu/restricted/universityseminars

COLUMBIA UNIVERSITY LIBRARIES / INFORMATION SERVICES - sh0040 (Log Out) Help -

THE UNIVERSITY SEMINARS DIGITAL ARCHIVE

START A NEW SEARCH...



ABOUT THE UNIVERSITY SEMINARS

Founded in 1944 by Frank Tannenbaum, The University Seminars are groups of professors and experts from Columbia University and elsewhere. Seminars gather monthly to work together on problems that cross the boundaries between university departments.

Tannenbaum believed that uniformity imposed from above would destroy the seminars. He stated, "The University Seminar is an independent universe. Its boundaries are limited only by its horizons." Because of this belief, some seminars are tight, restricted discussion groups that study unfashionable problems; others are more broad-based discussions where eminent visitors share new ideas. All seminars are by invitation and closed to the general public.

When Tannenbaum died in 1969, there were fifty seminars. There are now over 90. Three of original five are still active: Peace, Religion, and The Renaissance.

In 2003, then Director Robert L. Belknap conceived and, over several years implemented, the project of scanning 50 years of the pre-digital meeting minutes of the seminars. Under his supervision, over a half million pages were scanned and preserved. In 2011, Summer Hart was hired to work with Bob Belknap and Bob Pollack to preserve and unify the various components of the collection.

The University Seminar's archive is a valuable compilation of intellectual history now spanning 70 years.

Learn more at [The University Seminars website](#).

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BROWSE THE COLLECTION

- SEMINAR NUMBERS >
- SEMINAR TITLES >
- DOCUMENT TYPES >
- YEAR >

Access archive with your UNI/password:

<https://dlc.library.columbia.edu/restricted/universityseminars>

Digital Archive: PDF Viewer

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The screenshot displays a web browser window with the URL <https://dlc.library.columbia.edu/restricted/universityseminars/ldpd:466947>. The page header includes 'COLUMBIA UNIVERSITY LIBRARIES / INFORMATION SERVICES' and a search bar. The main content area is titled 'THE UNIVERSITY SEMINARS DIGITAL ARCHIVE' and features a search bar with the text 'Start a new search...'. Below this, there is a navigation bar showing '1 of 56' pages. The left sidebar contains metadata for the document, including title, name, collection, date, note, subjects, and place. The main viewing area shows a PDF document titled 'Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969'. The document content includes the following text:

499

COLUMBIA UNIVERSITY
UNIVERSITY SEMINAR ON THE NATURE OF MAN

Minutes

Date: February 3, 1969
Time: 7:30 p.m.
Place: Home of Dr. Ruth Anshen
Speakers: Members of the Seminar
Topic: The Future of the Seminar
Presiding: Dr. Margaret Mead
Present: Dr. Ruth Anshen
Dr. Francisco Ayala
Dr. Catherine Bateson
Dr. Harry Frankfurt
Dr. Margaret Mead
Dr. Aage Petersen
Guests: None
Secretary: Mr. Chauncey Glinger
Next Meeting: March meeting cancelled.

HIGHLIGHTS:

search within document, full screen, zoom in and out, scroll through pages, meta-data in side bar

Reporting

Sexual Harassment, Gender-Based Misconduct & Discrimination

Columbia University Resources

Columbia University has extensive resources, programming and research dedicated to responding to sexual harassment and other gender-based misconduct.

- ▶ Office for Equal Opportunity and Affirmative Action: Hub for information and resources: <https://eoaa.columbia.edu/>
- ▶ Student Conduct & Community Standards (SCCS): <https://studentconduct.columbia.edu/>
- ▶ University Life: <https://universitylife.columbia.edu/>
- ▶ Sexual Respect / Title IX: <https://sexualrespect.columbia.edu/>
- ▶ Pronouns in Use program: <https://universitylife.columbia.edu/pronouns>

Reporting a Complaint

1. Use CU resources: Sexual Respect / Title IX:
<https://sexualrespect.columbia.edu/>
2. Duty to report to Student Conduct and Community Standards (SCCS):
<https://studentconduct.columbia.edu/>
3. A SCCS member will reach out to you.
 - ▶ Speaking with a member of either SCCS or EOAA, and whether you participate in the reporting is **completely optional**.
 - ▶ I do not need to know the details of a case in order to report. I am responsible for providing students with resources.

Other Complaints

Complaints that are not related to sexual harassment, gender-based misconduct or discrimination are handled internally.

1. There are resources available for reporting other forms of discrimination.
2. Switching seminars is possible when available.

Hiring & Pay

Hiring & Payroll Questions

- ▶ Compensation or hiring process questions:

GESENIA ALVAREZ-LAZAUSKAS

Associate Director, Budget and Operations

GA2030@columbia.edu

- ▶ Read compensation guidelines carefully (pgs. 34-35)

Hiring Process

Because of COVID-related restrictions, we have converted many of our in-person processes to virtual platforms. On-boarding is a multi-step process that requires careful review and coordination with Columbia University's Human Resources department.

- ▶ Initiate hiring process: **New Rapporteur Data Form:** <https://forms.gle/1MkJa64dmGc3ijWMA>
- ▶ You will receive an email confirmation from Gesenia Alvarez with additional requirements needed for Human Resources approval. If you do not receive an email within a few days, send Gesenia an email at ga2030@columbia.edu
- ▶ Once approved by Human Resources, Gesenia will email you Information regarding rapporteur payments, link to payroll calendars, and a reusable link to our timesheet form.

Guidelines for Reporting Hours

- ▶ Completed Work: Work for a seminar meeting is considered complete with the submission of all meeting documentation: Minutes, Announcement, other materials, email list.
- ▶ Submit 1 timesheet for each seminar meeting. Submit no later than 1 month after meeting date. Can submit a draft if you are waiting on chair approval.
- ▶ First Timesheet: Include 2 hours of training, organizational work upon hire and every new academic year, including any summer hours. This means your first time sheet is expected to go over 10 hours.
- ▶ Timely Reporting: Columbia University's Payroll Department will drop student employees from the time entry system if there is a prolonged period of inactivity. If this happens, you will need to be rehired.

Guidelines for Reporting Hours

- ▶ Changes in employment status or personal information: Notify Gesenia Alvarez. Failure to do so may result in delayed pay.
- ▶ University Hour Limits: No student may work more than 20 hours per week at any on-campus employment, and University and academic holidays must be observed.
- ▶ CU Reporting Deadlines: Timesheets should be submitted by the 5th (for payment in the middle of the month) and/or the 20th (for payment at the end of the month). Payment delays may occur because of appointment end dates (usually mid-May for the spring and mid-December in the fall). Your academic department will need to approve all added compensation requests.

Typical Hour Distribution

Tasks	Hours
Pre-Meeting - correspondence, reservations, etc.	1 – 3 hours
Day of Meeting - setup, taking minutes, dinner, etc.	2 – 4 hours
Post Meeting - delivering minutes, announcements, and meeting forms to UNISEM office, etc.	1 – 3 hours

- 6-10 hours is typical. Occasional extra work (over 10 hours) is possible.
- If you are consistently going over 10 hours per meeting, a justification will be requested from your chair.

Payment for Conference Work

Conferences, symposia and other special events are not part of regular rapporteur duties. If you agree to perform work for a special event:

- ▶ Reporting hours: Submit timesheets regularly (at least monthly) and separate from regular seminar meeting work. If you only put in hours on the day of the special event, submit 1 timesheet for all work for the event.
- ▶ Conference Budget: The University Seminars will pay up to 20 hours of rapporteur pay for a conference from our general rapporteur budget. Additional hours will be discounted from the funds allocated to the conference.
- ▶ Note Hour Restrictions for Students: “During the academic year, students may not work more than 20 hours per week at paid pursuits. University and academic holidays must be observed.” This includes all regular work across the university!
- ▶ A reusable link to our timesheet form will be emailed to the rapporteur once Human Resources approves the hire.

Compensation

Pay Rates

- ▶ 1st & 2nd years: \$25
- ▶ 3rd & 4th years: \$30
- ▶ Meals with the seminar are a part of your compensation

Enroll in Payroll Direct Deposit

Payroll checks are mailed to the employee's mailing address on file.

We highly recommend you activate a direct deposit account once your hiring paperwork is approved by Human Resources.

Please wait for a payroll confirmation email from Gesenia Alvarez for further instructions on how to set up direct deposit.

Types of Compensation

- ▶ Student Officers - exempt; includes teaching fellows and assistants, research fellows and assistants, preceptors, readers, graders, and any other exempt student officer position. Payment is approved and issued as added compensation via the student's academic department's payroll system on the 15th or end of the month.
- ▶ Student Casual Employees - non-exempt; non-union, student support staff. Payment is issued via University Seminars payroll system. Multiple Job Student Casual Employees - payments may be issued by a home department other than University Seminars. Student casual employees should expect payment about a week or two after the submission date.
- ▶ Payroll checks include bulk payments. If you are not sure you received payment for your rapporteur hours, see how to view your payments here: <https://humanresources.columbia.edu/content/pay-resources>

International Students

► I-20 and student visa dates:

You are not allowed to work past these dates unless you receive an extension. Any changes to your student or immigration status must be reported to our office and to the I-9 office at Kent Hall immediately.

For example, if your I-20 expires on 5/17/2017 and you're next seminar meeting is scheduled for 5/15/2017, the likelihood of completing your rapporteur duties by the 17th is slight. Let us know if you think you are in danger of working past your student visa and I-20 dates.

Other Resources

- ▶ **To View Your Pay Stubs on the Web:**
<https://my.columbia.edu/>
- ▶ **Tax and Withholding Information** or to receive your W-2:
Contact the Payroll department directly at (212) 854-2122.
- ▶ **International Students** with questions regarding taxes on wages, etc.: <https://isso.columbia.edu/content/taxes>.

Thank You and Good Luck!