

# THE UNIVERSITY SEMINARS

SEMINAR CHAIR ORIENTATION  
FALL 2023

# THE UNIVERSITY SEMINARS OFFICE

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# MISSION AND CHARTER

- The University Seminars at Columbia University is an ongoing community of partnerships each of which is constituted by scholars from multiple academic departments and disciplines, often including experts from outside academia, and is devoted to the study of an institution, practice, or issue of theoretical and/or practical importance. The University Seminars originated in, and maintains its vitality through, spontaneous intellectual initiatives and is therefore considered a movement. The mission of The University Seminars collectively is to enable the intellectual missions of its individual constituent seminars.
- Seminars are individual entities, free to determine how and when to hold elections, offer membership and how to explore their fields of interest.
- No honoraria; no dues.
- Meetings are by invitation only.



**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.

## CONDITIONS

- Every seminar includes members from more than one academic department as well as non-Columbia associate members who link Columbia with the intellectual resources of surrounding communities.
- Seminars admit their own university affiliates, associate members, and guests by individual invitation.
- Participation is voluntary and unpaid—our charter forbids honoraria from any source.
- Seminars meet a minimum of four times per academic year.
- Minutes and attendance are taken at every meeting.
- Chairs must ensure that the privacy policy is acknowledged at each meeting with the help of the rapporteur.
- All speakers must submit a Speaker Acknowledgement of Privacy Policy Google form.
- Guests and graduate students may be invited to attend meetings.

# CHAIR RESPONSIBILITIES

# CHAIR RESPONSIBILITIES

- Invite speakers in consultation with seminar members.
- Communicate and work with The University Seminars office.
  - New Academic Year Planning Form
  - Directory Page EDITS
  - Travel Funding Requests
- Know Conditions
- Plan meetings and budget for academic year.
- Hold chair elections.
- Invite membership and update membership lists.
- Hire and work with rapporteur.
- New chairs should meet with the director.

## THE GENERAL MEETING FOR CHAIRS

- The General Meeting is the annual event in the fall where chairs are updated on news and policies from The University Seminars, take part in voting and communicate their concerns, needs and questions to the central office.
- Chairs are required to attend in-person or via an appointed proxy. Rapporteurs are not an appropriate proxy.
- The next General Committee Meeting is scheduled for October 30, 2023, 4-6 PM, over Zoom.

## YEAR-END

- Every spring, Pamela Guardia send chairs a New Academic Year Planning Form. Through this form, chairs communicate the incoming chair/s and rapporteur, and their proposed schedule for the year.
- The University Seminars publishes a *Directory of Meetings, Speakers and Topics* at the close of each academic year. Chairs from that academic year are required to submit their *Directory* page, containing all of the past year's events, even if they are not continuing as chair.
- Membership lists are sent out to chairs at the end of the year. Chairs are responsible for updating their lists by adding or discontinuing members. (Memberships on hold until next academic year).
- Travel Funding Request Forms are due by June 30<sup>th</sup> for the incoming AY and must be submitted by the chair. Travel estimates are expected. A hotel list with prices is available on The University Seminars' website.
- Chair elections should be held every year.
- All year-end forms are due by June 30<sup>th</sup>. Exceptions can be made.
- All forms are available online.



# YEAR-END: THE ANNUAL DIRECTORY

## THE UNIVERSITY SEMINARS

2021  
2022

DIRECTORY OF SEMINARS, SPEAKERS, & TOPICS

### THE RENAISSANCE (407) • Founded: 1945

The Seminar in the Renaissance, founded in 1945 by Paul Oskar Kristeller and John Herman Randall, Jr., of the Columbia Philosophy Department, hosts presentations of about 45-50 minutes on various aspects of Renaissance thought (including Renaissance humanism) and its ramifications in the arts (painting, sculpture, architecture, music, literature) and the sciences (physical, natural, historical and philological), as well as history and philosophy. The Renaissance is taken to include the period from about 1350 to about 1650.

CO-CHAIRS: **Professor Cynthia M. Pyle**; **Professor Alan Stewart** • RAPPORTEUR: **Mackenzie Fox**

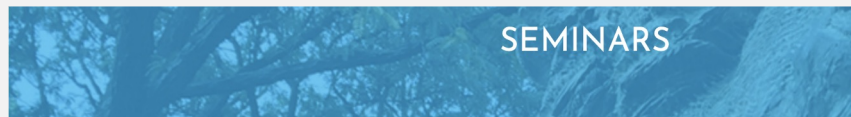
#### 2021-2022 MEETINGS

- |              |   |
|--------------|---|
| September 14 | <i>Defining Florence Musically: The Early-Modern Era</i><br><b>Anthony Cummings</b> , Lafayette College   |
| October 12   | <i>Petrarchan Poetry and the European Borderlands</i><br><b>Ivan Lupić</b> , Stanford University  |
| November 9   | <i>Maruša Gundulić (Maria Gondola) – a Renaissance female “Socrates”</i><br><b>Luka Boršić</b> , Institut za filozofiju (Croatia)                                       |
| December 14  | <i>Shopping at the Right Shop: A Renaissance Metaphor for the Intellectual Disciplines</i><br><b>Hilary Gatti</b> , Fondazione Università di Roma “La Sapienza” (Italy) |
| February 8   | <i>Considering Privacy</i><br><b>Marian Rothstein</b> , Carthage College  |
| March 8      | <i>Cinquecento Façade Frescoes in Venice and Descriptions of Ancient Painted Exteriors</i><br><br><b>Diana Gisolfi</b> , Pratt Institute; Director, Pratt in Venice     |
| April 12     | <i>Text and Image in Altichero’s Infancy Cycle in the Oratory of Saint George in Padua (1377-1384)</i><br><b>Mary D. Edwards</b> , Pratt Institute                      |
| May 10       | <i>The Secretary’s Last Rites: Machiavelli on His Deathbed</i><br><b>William Connell</b> , Seton Hall University  |

## WEBSITE & NEWSLETTER

- The University Seminars website contains guidelines within the new Administrative Portal, contact information and an individual web page for each seminar.
- Chairs should read their seminar description for relevance and check that their contact information is correct.
- Guidelines for Seminar Chairs are searchable from within the Portal.
- The University Seminars publishes a Newsletter 2-3 times per year. Remember to send newsworthy items to Summer Hart for inclusion in the Newsletter.

# WEBSITE



## STUDIES IN MODERN ITALY

Founded	Seminar Number
1966	483

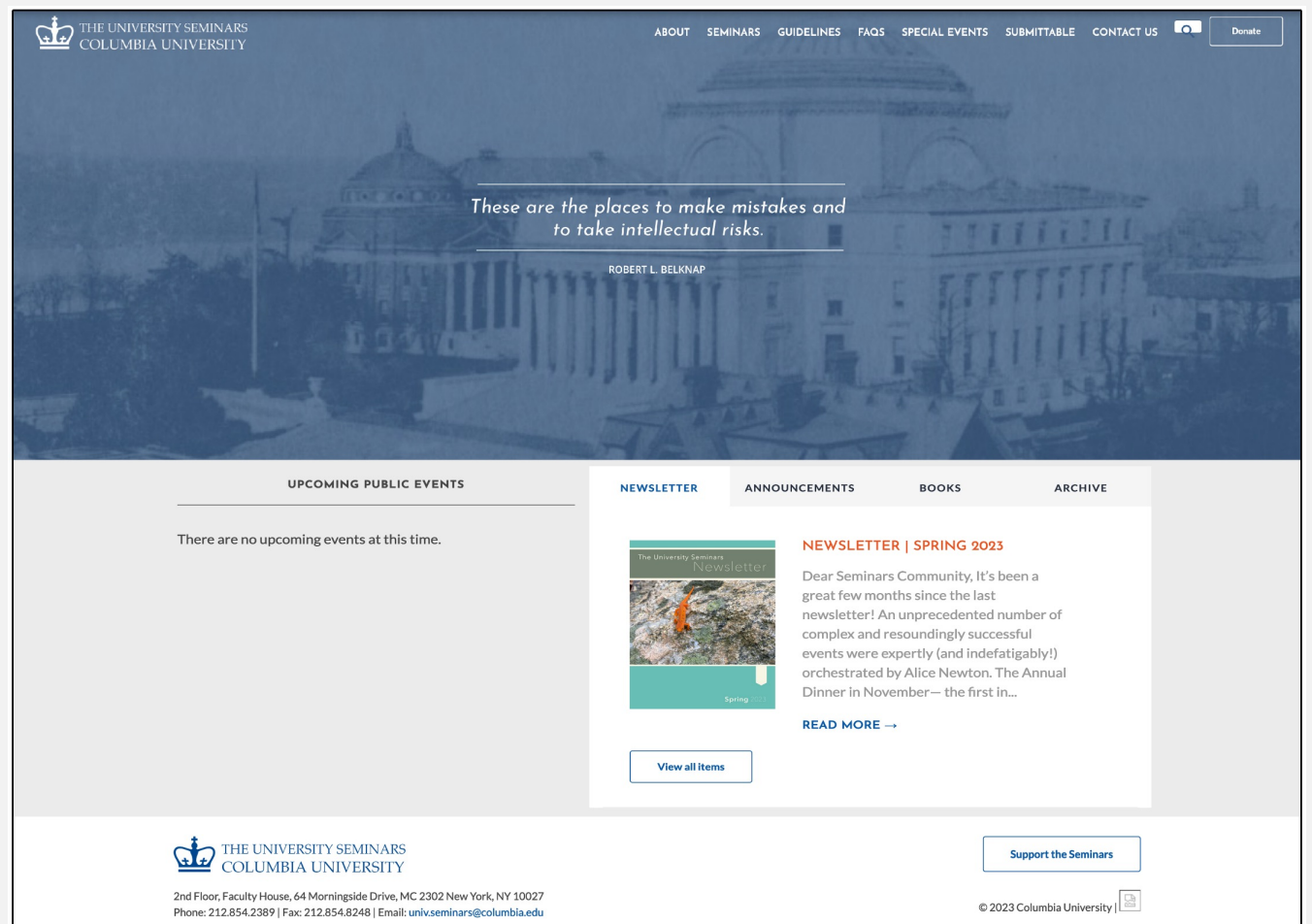
This seminar is concerned with political, social, cultural, and religious aspects of Italian life from 1815 to the present. In recent years, the seminar has stressed an interdisciplinary approach to Italian studies, increasing the participation of anthropologists and scholars of art, film, and literature. 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](mailto:molly.tambor@liu.edu)

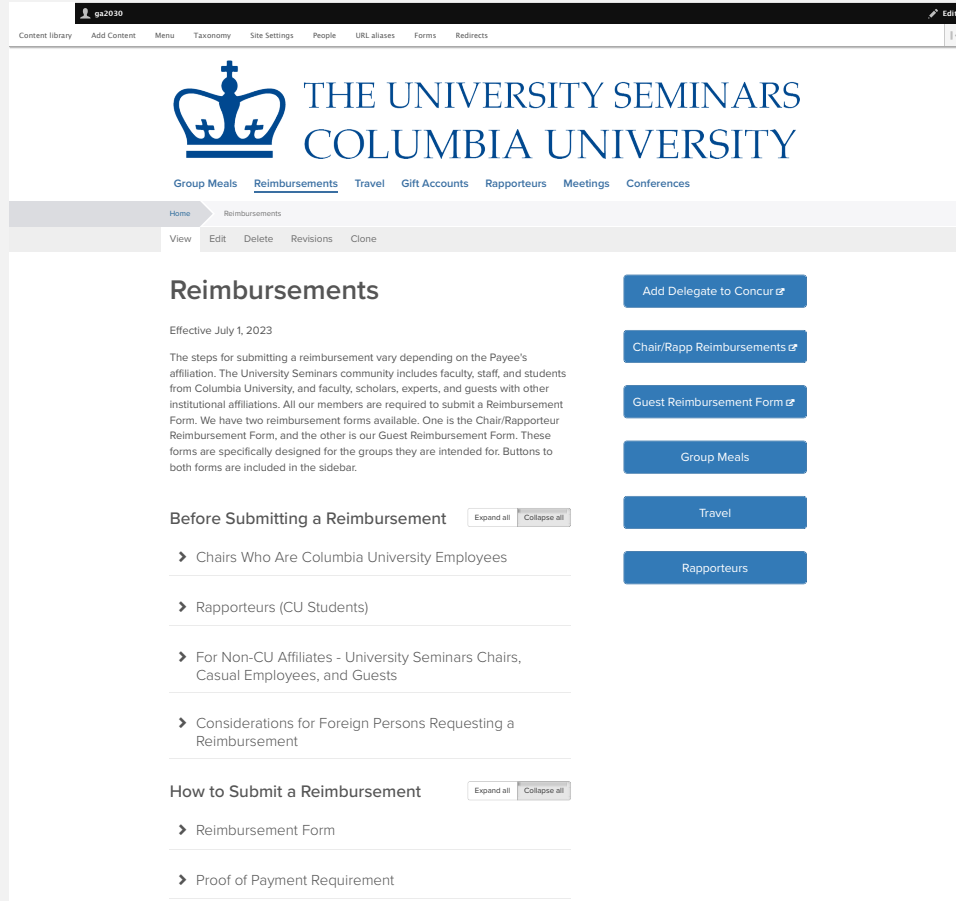
**Rapporteur**  
Luca Abbattista  
[la2790@columbia.edu](mailto:la2790@columbia.edu)

## MEETING SCHEDULE

09/09/2022	Italian Academy for Advanced Studies, Columbia University 6:15 PM	<b>AN UGLY WORD: RETHINKING RACE IN ITALY AND THE UNITED STATES</b> Ann Morning, New York University  Rhannon Welch, University of California Berkeley
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# ADMINISTRATIVE PORTAL



The University Seminars Administrative Portal will go live in September 2023. All guidelines, instructions and forms are organized in the portal.

Through summer 2023, the Guidelines PDF booklet remains the best source of information for chairs and rapporteurs.

All forms mentioned throughout the slides are in the portal and online on the Guidelines webpage.

RAPPORTEURS

# EXPECTATIONS

- Rapporteurs are graduate student workers at Columbia University, hired by The University Seminars.
- No student may work more than 20 hours per week for all university employment. Seminar work should take no more than 6-10 hours per month.
- Rapporteurs are not expected to answer emails or take calls on weekends or evenings when a seminar is not scheduled to be held. Delayed responses to emails are expected since rapporteurs are students first. Rapporteurs are not assistants.
- Fair, courteous and respectful communication is expected from all members of our community, including toward rapporteurs. Chairs must follow and uphold The University Seminars *Code of Conduct*.
- Rapporteurs are asked to submit minutes before the next seminar meeting. Chairs may not hold onto nor extensively edit seminar minutes. All minutes must be submitted by June 30.
- Rapporteurs apply for a seminar directly with the chair and are employees of the university.

## RAPPORTEUR RESPONSIBILITIES

- Keep in communication with chair. Understand responsibilities and expectations.
- Maintain an email list of seminar members, associates, & guests.
- Confirm information on the individual seminar website is correct, including schedule.
- Send announcements of seminar meetings. Zoom invitations for virtual meetings.
- Circulate handouts or background papers for presenting guest.
- Meet privacy policy requirements.
- Direct speakers to the "Speaker Acknowledgment" form.
- Record the minutes and collect names and affiliations (include in minutes).
- Handle general administrative duties for the seminar.
- Submit all minutes and announcements via Submittable and timesheet via Google

## RAPPORTEUR COMPENSATION

- Rapporteur responsibilities are limited to the job description in our guidelines.
- Hourly rates: \$25 in first 2 years; \$30 in subsequent years.
- If timesheets are consistently over 10 hours per month, the chair will be contacted.



MEETINGS

## SCHEDULES & PLANNING

- New Academic Year Planning Form must be submitted by the beginning of the fall semester.
- Schedule updates must be sent to the office to be posted on the seminar webpage.
- Meetings to be held in the Faculty House are subject to space availability. Contact Pamela Guardia with changes to your schedule or programming.

# NEW ACADEMIC YEAR PLANNING

DESCRIPTION (Do not modify)	ENTER INFORMATION HERE	INSTRUCTIONS
Seminar Name		
Seminar No		
Academic Year From	2023	Do not modify
Academic Year To	2024	Do not modify
Rapporteur Name		
Rapporteur Email		
Chair Name		
Chair Email		
Cocktail at FH?		Enter Y/N
Dinner at FH?		Enter Y/N
Meeting at FH?		Enter Y/N
If not FH, enter Dinner Venue		
If not FH, enter Meeting Venue		
Meeting Dates: September		DD (e.g. 05)
. October		DD
. November		DD
. December		DD
. January		DD
. February		DD
. March		DD
. April		DD
. May		DD
Cocktail Start Time		HH:MM (e.g. 07:30)
Cocktail End		HH:MM

New Academic Year Planning forms are sent out to chairs each spring and are expected to be returned by June 30<sup>th</sup>.

If a new rapporteur is needed, the seminar will be added to a job list.

Space in the Faculty House is limited.

The form is required even if your seminar will not meet in the Faculty House.

## VENUES

- Seminars are welcome to meet in their own department, either at Columbia or at their own institutions.
- Budgets for outside dinners are always \$50 per person, with an additional \$40 for a bottle of wine.
- Even if you meet off-campus or outside of the Faculty House, you must submit a completed NAYPF.
- Conferences, Symposia & Special Events may be organized off-campus. If you are interested in holding your special event in the FH, submit a Conference Planning Worksheet to Pamela Guardia.

## FACULTY HOUSE

- Schedules are submitted via the NAYPF by June 30<sup>th</sup> and confirmed in by the end of the summer.
- Dinners are catered and paid by TUS. Complimentary wine is offered for dinners at the Faculty House. Guest speakers, rapporteurs and chairs are guests of The University Seminars.
- Technology needs are arranged with the office.
- Changes to schedule, rapporteur, technology and disability accommodations must be communicated to TUS as soon as possible.
- Remember to interact with FH staff and TUS staff with respect and professional courtesy.

# TECHNOLOGY

- Remember that the meeting technology, including projectors, screens, televisions, laptops, Meeting Owls, PowerPoint advancers, speakers and wires, are all property of The University Seminars.
- The University Seminars provides these items as a courtesy free-of-charge. Our partnership with the Faculty House allows us to use our own equipment in the building.
- Our administrative assistant or a hired work-study will help set up. Once equipment is set up and tested, do not unplug anything. The technology will not tolerate the change and will not reconnect.
- Issues with equipment or set up are to be directed to Pamela Guardia.

# PRIVACY POLICY

At the start of each meeting (virtual or in-person), rapporteurs read the seminar's agreed upon privacy policy including whether the seminar is "open" or "closed." All attendees must acknowledge the policy in a manner agreed upon by the seminar and this acknowledgment is also recorded in the minutes.

At the start of each meeting (virtual or in-person), rapporteurs read the seminar's agreed upon privacy policy including whether the seminar is "open" or "closed." All attendees must acknowledge the policy in a manner agreed upon by the seminar and this acknowledgment is also recorded in the minutes. The rapporteur will state whether the meeting is "open" or "closed." If the meeting is held in-person, attendees will be asked to raise their hands in acknowledgement. If an attendee does not agree with the policy, this is noted in the minutes. If the meeting is held virtually, attendees will be asked to acknowledge by virtual hand raise. Attendees may not raise hands prior to the policy being read. Rapporteurs will also collect the names and affiliations (N/A if unaffiliated) of everyone in attendance. This information will go in the minutes.

# PRIVACY POLICY

*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.



# PRIVACY POLICY

- Meetings are not necessarily recorded, even if they are held on Zoom.
- If a meeting is recorded, the video/audio are for the rapporteur's use only in taking minutes.
- If a meeting is going to be recorded, everyone in attendance must be made aware of this intention.
- Video will not be saved.
- Audio will not be saved.
- Zoom recordings may not be shared with anyone—including the speaker.
- Zoom recordings are not included in The University Seminars Archive.
- Minutes may be circulated if a seminar has an open policy.

MEMBERSHIP

# MEMBERSHIP

Columbia University affiliate membership is reserved for faculty and other experts of Columbia University. Associate membership may be offered to faculty and experts from other academic and non-academic institutions; external scholars may also contact the seminar's chair and ask to apply for associate membership.

Columbia affiliate and associate members may be nominated to the seminar's roster at any time by the seminar chair.

Memberships are on hold for the current academic year.

# MEMBERSHIP

Associate membership is awarded when the following have occurred

1. The seminar's chair submits a letter of nomination to the director.
2. Nomination is reviewed and the nominee is asked to complete the UNISEM Membership Form via Google.
3. The director approves the appointment, following review of the nomination and google form. In rare cases, the nomination may be rejected or more information requested before approving the appointment.
4. A formal notice of appointment is sent to both the seminar chair and the new member or associate.

TRAVEL

# TRAVEL FUNDS

- Travel funding is not automatic
- TFRFs are submitted to The University Seminars Director, Susan Boynton and are due by the first day of the semester.
- The Travel Funding Request Form is found on our website.

# YEAR-END: TRAVEL FUNDING

TRAVEL FUND REQUEST WORKSHEET					FALL 2023						
SEMINAR #											
SEMINAR NAME											
CONFERENCE NAME											
MEETING DATE	TRAVEL DATES: ARRIVAL	TRAVEL DATES: DEPARTURE	NAME	AFFILIATION	TRAVELER EMAIL ADDRESS	TRAVEL (FLIGHT /TRAIN /MILEAGE)	HOTEL: AMOUNT	HOTEL: # OF NIGHTS	TAXI/PARKING	NOTES/COMMENTS	TOTALS PER GUEST
MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Mary Smith	University of Arkansas	mary.smith@ua.edu	\$ Amount	\$ Amount	1	\$ Amount	M. Smith is an expert in aspects of our inquiries for this year. She is flying from Little Rock, AK.	
									<b>TOTAL TRAVEL BUDGET REQUESTED</b>		0
DIRECTIONS: Contact your guest for their travel needs and estimate the expenses below. You must receive approval for the requested funding before travel arrangements can made by our office. Refer to the list of preferred hotels available on The University Seminars website.											
*SPECIAL TRAVEL ARRANGEMENTS*: Special travel arrangements, such as breaking up a trip into multiple destinations or extending a guest’s stay beyond the day/s of the seminar event, will require special approval by university finance.											
The university will only allow 1-2 nights in a hotel. If additional nights are required for a particular guest, contact the office with a justification.											
The university will only pay for a direct round trip around the dates of the seminar or conference. For multiple destinations, for different destinations, or for arranging an extended stay, contact the office with a justification.											

# TRAVEL ARRANGEMENTS

- TARFs submitted by rapporteur or by the traveling guest.
- Requests must be submitted with as much advanced notice as possible.
- Last-minute travel requests can cause the price of trains or flights to exceed Columbia University limits. Exceptions will need to be made at the provostial level for travel that exceeds CU limits by a large amount.
- If travel exceeds original budget, an email must be sent to the director requesting additional funds.



# TRAVEL REIMBURSEMENTS

- Reimbursements are avoided as much as possible.
- Reimbursements to university affiliates must be done through the Concur Financial System.
- All forms for reimbursement are on our website (affiliates, non-affiliates).

# REIMBURSEMENTS: FORMS

GUIDELINE

## The University Seminars COLUMBIA UNIVERSITY

FOR CHAIRS, MEMBERS, & RAPPORTEURS

### RAPPORTEUR TRAINING

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[New Rapporteurs](#)

[Returning Rapporteurs](#)

### FORM LINKS

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[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](#)

# REIMBURSEMENTS: FORMS

Form **W-8BEN**  
(Rev. February 2006)  
Department of the Treasury  
Internal Revenue Service

**Certificate of Foreign Status of Beneficial Owner  
for United States Tax Withholding**

► 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

Instead, use Form:  
W-9

**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.

**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**

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)

☐ SSN or ITIN ☐ EIN

7 Foreign

8 Reference number(s) (see instructions)

**Part II Claim of Tax Treaty Benefits** (if applicable)

9 I certify that (check all that apply):

- a ☐ The beneficial owner is a resident of ..... within the meaning of the income tax treaty between the United States and the country of residence.
- b ☐ If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).
- c ☐ The beneficial owner is not an individual, derives the item (or items) of income for which the applicable, meets the requirements of the treaty provision dealing with limitation on benefits.
- d ☐ The beneficial owner is not an individual, is claiming treaty benefits for dividends received from U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).
- e ☐ 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

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming treaty identified 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

Form **W-9**  
(Rev. January 2011)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

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.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (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.

Social security number

..... - ..... - .....

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

Employer identification number

..... - .....

**Part II Certification**

Under penalties of perjury, I certify that:

1. 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
2. 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
3. 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.

# REIMBURSEMENTS: FORMS

**THE UNIVERSITY SEMINARS  
COLUMBIA UNIVERSITY, MC: 2302  
FACULTY HOUSE, 64 MORNINGSID DRIVE, 2<sup>ND</sup> 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**


**\$**

# CONFERENCES


## CONFERENCE FUNDING


- The University Seminars can provide limited funds toward a conference, symposium or special event if the work comes out of the seminar.
- Seminars are encouraged to seek other sources of funding.
- Conference funding requests are made through Submittable.
- Communicate with The University Seminars office for costs and expectations.

# SUBMITTABLE



THE UNIVERSITY SEMINARS  
COLUMBIA UNIVERSITY

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



## 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.*

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### Proposals and Funding Requests

- [New Seminar Proposals](#)
- [Conference Proposals](#)
- [Publication Fund Requests](#)
- [The Belo Award](#)

MENU

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- [Annual Directories](#)
- [Director](#)
- [Executive Committee](#)
- [Office](#)
- [USEMs Calendar](#)
- [Bar Dates](#)
- [Faculty House](#)

# CONFERENCE PLANNING

- Selecting a venue on or off campus
- For events to be held at the FH:
  - Submit a Planning Form
  - Work with PFG to coordinate



# RAPORTEURS

- Conference work is not a part of regular rapporteur responsibilities
- Up to 20 hours of pay per week permissible by the university
- Remember to keep realistic expectations.
- Rapporteurs can elect to work for a conference or special event. It is not required.
- Other rapporteurs or organizers may be available to help as well.

# PUBLICATIONS

## PUBLICATION FUNDING

- The University Seminars offers publication funding for material that has been presented at a University Seminar and accepted by a publisher.
- Funds can be used for indexing costs, image usage rights, translations, etc.
- Publications supported by The University Seminars can be viewed online.

# GIFT ACCOUNTS

## GIFT ACCOUNTS

- Each seminar may contribute to their own gift account. The funds held here can be used to defray some travel or conferences costs, to hold a reception at the end of the year or help pay for meals for graduate students who attend the seminars.
- To start or check the balance of a gift account, contact Gesenia Alvarez.
- Donations are made online only. Be sure to put your seminar number in the notes section.

# THE BELO FUND

## THE BELO FUND

- The Belo Award aims to increase participation from emerging and independent scholars and non-tenured professors from underrepresented groups in The University Seminars' events. The Award may be used for expenses associated with attendance, over and above the cost of travel and accommodation usually covered by the Seminars Office. Such expenses might include dependent care, the cost of food, and other incidentals. To start or check the balance of a gift account, contact Gesenia Alvarez.
- Below Award requests are accepted on a rolling basis through Submittable.

# SPECIAL ANNUAL EVENTS



## THE ANNUAL DINNER & THE SCHOFF LECTURE SERIES

- The Schoff Lecture Series is a series of three lectures given by an invited speaker on their current or recent work in their field. They are held over three consecutive Mondays in the Fall. These lectures are free and open to the public.
- The Annual Dinner is held in the spring to celebrate our community, honor a community member and hear a single lecture from an invited presenter. These are open to the University Seminar Community.
- Chairs are expected to circulate notice of these events to their email lists.

ARCHIVE

# ARCHIVE

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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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DOCUMENT TYPES

YEAR

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**TITLE:**  
Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969

**NAME:**  
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[University Seminars records](#)

**DATE:**  
1968-1969

**NOTE:**  
original  
filename: 499-500.AY6869.0203.m.pdf

**SUBJECTS:**  
Nature of Man

**PLACE:**  
New York

**IDENTIFIER:**  
ldpd.usem/499-500/AY6869/499-500.AY6869.0203.m

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Minutes, 1969-02-03. The Nature of Man, seminar 499, 1968-1969

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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

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