

# Seminar Duties

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*Congratulations! You're in charge of seminar!*

## I. Setup and Clean up

*\* Note the seminar reception is held in Room 6740. Set up begins at 2:00pm.*

### SETUP

All non-alcoholic drinks and supplies reside in the padlocked, gray, metal cabinet in the copy room. Get the key from the seminar coordinators.

Setup room 6740 by moving tables and chairs against wall. Set up two tables in the center of the room for drinks and let one of the tables against the wall serve for food setup. Feel free to deviate from these setup guidelines; this is simply what has worked in the past and results in fewer tables having to be moved.

**Ice and drinks:** there are two buckets and a large, metal basin on top of the cabinet in the faculty kitchen / copy room area. Fill up both buckets with ice. The ice machine is on the second floor at the end of the chemistry lab hallway (take the main elevator down to floor 2 and walk past the lockers towards the chemistry store). Put all beers and ice in the large metal basin on the table in 6740.

### CLEANUP

At the end of the reception, empty ice into the sink in the copy room. Place all remaining beverages in the grad room fridge, and put away any leftover food items. Lock all items back in the cabinet and return the keys and moneybox to the coordinators.

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## II. Reimbursements

*\*Note you will not be reimbursed for tax. Please see the seminar coordinators for a tax-exempt form prior to shopping for food. You will need to save all receipts in order to be reimbursed. If you are in concur, you will need to digitize your receipt in order to upload it with your expense report. With regards to drink purchases, you may want to selectively choose cans instead of bottles. If you choose bottles, you are responsible for taking them to the recycling after seminar is over. Glass bottles are not to be left in a box in the graduate room.*

Food budget per week is **\$20**  
Drink budget: **Less than \$2** (plus tax) **per drink**

### FOOD REIMBURSEMENTS:

#### Not in concur:

If you are not in concur, tape receipts to an 8.5 x 11 sheet of copy paper and include the following information written on the paper: "EES seminar", the date, the name of the speaker, and your full name.

#### In concur:

If you are in concur, log in (<https://finance.vanderbilt.edu/ebiz> and select "concur") using your VUnetID and ePassword. Click on "Start a report" and enter the following information in the appropriate boxes:

**Report Name:** EES seminar

**Cost Center:** 1205700000

**Expense category:** non-travel – visiting speaker/guest

**Business Purpose Description:** EES seminar

*Leave all other boxes empty and click “next”.*

In the box that says “Expense Type”, type “Special event (61432)”. Once you type “special”, it will automatically suggest “special event (61432)” and you can just click on it. Enter the following information in the appropriate boxes:

**Transaction Date:** the date on the receipt

**Vendor name:** the name of the location where the food was purchased

**Payment type:** out of pocket

**Amount:** total amount you paid NOT including taxes\* (see tax exempt information above)

**Description:** EES seminar

*On the bottom right corner, click “attach receipt” and attach a digital copy of your receipt. You can digitize your receipt on the copy machine or through an app on your phone (e.g. Genius Scan). Once you have completed the information and attached the receipt, click “save” in the bottom right corner. If you are uploading a second receipt, start a new expense (new expense button in the top left corner) and repeat the process. You will need to create a new expense for each receipt. When finished, click “submit report” in the top right corner.*

### **DRINK REIMBURSEMENT:**

The seminar coordinators will take care of all of the cash sales from drink purchases. Please turn in your receipt to one of the coordinators within one week of the purchases to be reimbursed.

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## **III. Seminar Coordinator Duties**

Buy cups, plates, etc

Create grad-student schedule calendar

Reimburse people for drink purchases (keep a log and receipts)

Keep the cash box and the keys for the cabinet

Organize weekly speaker lunches

- Let Teri know the final headcount and the food source location by Thursday evening
  - When you email Teri about lunch, include the following: the name of the speaker, the name of the grad students in attendance, and details on the lunch order. She will order pizza for you. If you want something other than pizza or subs (see the bullet point below), you will need to order that yourself.
- \$70 limit for lunch; potential for going *slightly* over if a previous week was significantly under

Apply for grants to bring speakers

- Grants to keep in mind: <http://awg.org/distinguishedlecturer> → can only get once per year

Teach next coordinator the duties