

NCMN Seminar Information **August 2011**

Speaker Selection

- Speaker nominations of outstanding scientists, that would appeal to a broad audience, are made by NCMN faculty members. Send nominations to:
Dr. Mathias Schubert, Electrical Engineering Department, at 472-817-8977, (schubert@eng.unl.edu) or Terese Janovec, NCMN at 472-2716, at (tjanovec3@unl.edu) with your nominee's name, title, address, brief biography, and possible topic.

- All speakers are selected upon approval of NCMN Seminar Committee

Preferred time for seminars

3:30-4:30 pm on Wednesdays

Types of seminars supported

- 1) "Regular" NCMN Seminar held at 3:30 pm on Wednesday

Approximately 12 outside speakers (NCMN support up to \$800/speaker)

- NCMN works with host on the following:
 - Publicity - Create Flyer, Post on UNL News, Send Flyers to Departments, Send Announcement to NCMN Email List, Post on NCMN website,
 - Seminar Room reservation
 - Refreshments
 - Airline & Hotel Reservations if requested
 - Faculty Visits - Host sends 8-10 faculty names to NCMN to contact, schedule, and coordinate if preferred
 - Followup of financial details/payments

- 2) Co-sponsored seminar held at the time of the regularly scheduled department colloquium (i.e. Thursday-Physics)

Approximately 8 outside speakers with departments, other centers, etc. (NCMN co-support – half of expenses up to a total of \$400/speaker)

- NCMN works with host on the following:
 - Faculty Visits Scheduled if requested
 - Publicity - Create Flyer, Post on UNL News, Send Flyers to Departments, Send Announcement to NCMN Email List, Post on NCMN website
 - No refreshments, airline or hotel reservations, seminar room reservations provided
 - Financials handled by department

- 3) NCMN co-hosts seminars on a drop-in basis when departments and centers have outstanding scientists visiting for other events and request their visitor make a presentation as part of the NCMN Seminar Series. NCMN would provide the following services:

- Publicity - Create Flyer, Post on UNL News, Send Flyers to Departments, Send Announcement to NCMN Email List, Post on NCMN website

- 4) UNL speakers inside the university (2 per semester)