

Department of Chemistry & Biochemistry

Procedure for the departmental and divisional seminars 6/10/26

Our seminar program is a common resource. When choosing a speaker for the departmental or divisional seminars, please consider that their visits should benefit our students and your colleagues. For the departmental seminars, we typically invite tenured faculty or senior scientists from other research institutions or industry. For the divisional seminars, any level researchers pursuing independent research careers are welcome. Give your invitees the opportunity to interact with many researchers during their visit to our department through formal meetings and faculty lunches and dinners. Below is the general operational procedure for the seminar speaker's visit. Please, discuss any special situations or requests with Aaron Vannucci (vannucci@mailbox.sc.edu).

Standard procedure for speaker invitations and visits

1. Divisions should meet as a group and plan named lectureships (Murtiashaw, Fisher, etc.) well in advance (12-18 months) to secure dates for prominent speakers with busy schedules. For named lectureships, always coordinate with the Chair and the Seminar Committee prior to sending an invitation to ensure adequate funds are available from the endowment.
2. Divisions should meet as a group to plan other departmental and divisional seminars in the spring for the upcoming academic year, giving priority to Assistant Professors in years 2-4 for invitation slots. Invitations to prominent speakers from junior faculty are an important networking opportunity that also showcases our department.
3. During the seminar approval process, the Chair and Seminar Committee should make every effort to balance the seminar schedule each year so that every division is fairly represented. A hard and fast division of slots per division is not advised since departmental needs may vary from year to year depending on the number of junior faculty in a division, the availability of funds for named lectureships, etc.
4. When choosing speakers, in addition to reputation, divisions should consider factors such as: Is the candidate known to be an engaging speaker? Is the research area of interest across multiple divisions? Etc.
5. Get approval for your speaker from the Seminar Committee Chair (Aaron) before you contact your invitee.
 - a. If you are inviting a divisional speaker, **get additional approval** from the colleague in charge of your division's seminars.
6. If approved, check the seminar schedule at [Fall 2026 Seminar Calendar.docx](#) and [Spring 2027 Seminar Calendar.docx](#) or contact Aaron for available dates.
 - a. The dates labeled 'Department' or 'Search' are unavailable for hosting the outside (those that would require reimbursement paperwork) speakers. We can have no more than two outside speakers in a week that is open for seminars.

7. Work out the date with your invitee and notify Aaron (vannucci@mailbox.sc.edu) and Zoe chemsemi@mailbox.sc.edu
(Ask your invitee for a few suitable dates, as other faculty members may be contacting their invitees at the same time as you.)
8. Once a speaker has accepted an invitation, **inform them** of the multidisciplinary nature of their audience, which largely **consists of graduate students and faculty from all divisions of the Department**. Speakers should be encouraged to make their seminar broadly relevant to multiple disciplines in Chemistry and Biochemistry and to avoid highly specialized “Gordon Conference”-style presentations.
9. Aaron (or Wayne for named lectureships) will send a formal invitation to the departmental/divisional speakers. You as a host and [chemsemi](mailto:chemsemi@mailbox.sc.edu) will be Cc'd on the invitations. Please contact Aaron if the invitation was not sent out at least 2 months in advance.
10. **2 months in advance – Zoe will contact your speaker (copying the host) regarding their airline tickets and other visit details** (e.g., dietary restrictions) so it is not done at the last moment, and you can start planning. Zoe will also double-check the hotel reservation made for your speaker once their arrival and departure dates are confirmed.
11. If you are hosting a named lecture speaker you will be asked to approve the plaque **at least 1 month** in advance.
12. **10 days before the talk:** Zoe chemsemi@mailbox.sc.edu will prepare the flyer and send it for approval to the host (Cc to Aaron).
13. If you are hosting a departmental speaker, then they will have Friday lunch with two graduate students from your group and two students chosen by SACS. Please ask the SACS president, Paige Williams (PKW2@email.sc.edu) to designate the two SACS participants, or if you want more of your own students, to approve your selection. One of the students should be in charge, i.e., choose a restaurant and pay the bill (up to \$30 per person, no alcohol covered). Student lunch typically takes ~ 90 min.
14. **~ 7 days before the talk:** The host should **prepare the speaker schedule with a few people from your division** (make sure to allow some walking time if the meetings are in different buildings). Once your division has been scheduled, please send the **schedule draft (link)** (with a reasonable number of open slots) to Zoe to fill the remainder of the slots. Zoe will let you know if she has any difficulty filling slots. Once the schedule is finalized, Zoe will share the final schedule with the speaker and all involved. Advertise your talk to undergraduates, and get **Chem & Biochem mug or Horseshoe Glass** to present to your speaker before the talk.
15. **5 working days before the talk:** four flyers will be posted on the first floor (stairwells, elevator, notice board) by the front office and the seminar announcement emailed to faculty, graduate students, and all researchers by chemsemi@mailbox.sc.edu and distributed through web and social media by Cat.

16. **5 working days before the talk** (departmental and special seminars only). Leslie and the students responsible for the snacks check on the supplies and restock as needed.
17. **Before the seminar – Zoe will have a student worker post the QR Code for Student Attendance Tracking.** The student worker will move the QR code into the room prior to the seminar beginning. Give the Chem/Biochem Mug or Horseshoe Glass to the speaker as their gift.
18. **Zoe will contact the speaker and ask them to submit any receipts for reimbursement within 10 working days after the visit.** Zoe will also work on reimbursing your speaker. You may be asked to follow up with the speaker if receipts are not received in a timely manner.
19. **Our own faculty should submit their expenses for meals with the speaker to Zoe within 10 working days as well.**