**Guidelines for departmental seminars**

**Aims**

* Ensure that members of the department gain presentation experience and peer feedback
* Expose members of the department to the variety of research being carried out in the department
* Respond to identified development needs for staff (e.g. how to apply for funding, teaching opportunities, media relations)

**Timings**

* Two slots per week will be available for seminars. Rooms will be pre-booked for these slots.
* A maximum of one slot per week will involve an external speaker.
* Each week will have one seminar slot on Monday or Tuesday at noon or 2pm, and one on Wednesday or Thursday at 10.30am. In general, seminar days/times will alternate by week.

**Alternate timings**

* Where possible, seminars should be booked within the scheduled times above.
* Any alternate timings should replace one of the scheduled times
* All seminars **must** start and finish within “core hours” (10am to 4pm, Monday to Friday).

**Seminar series**

* Existing seminar series and contacts are:
  + Main departmental seminars (Susannah Fleming / Jenny Hirst)
  + DPhil seminars (Daniel Long / Alison Ward)
  + eHealth (Helen Atherton)
  + HERG (Jasmine Harvey)
  + CHSEO (Catia Nicodemo)
* In each 12 week session (term + 4 weeks), seminar series will have the following number of slots
  + Main departmental seminars – 8 slots
  + DPhil seminars – 5 slots
  + eHealth – 3 slots
  + HERG – 5 slots
  + CHSEO – 3 slots

**Booking a seminar**

* Contact the organiser of the relevant series (main series if no other applies)
* Contact Jessy if you need to cancel – give as much notice as possible so that the slot can be filled
* If you need to rebook, contact the relevant organiser, giving as much notice as possible

**Seminar organisers**

* Book seminars into your slots on the shared excel spreadsheet (co-ordinate with other organisers if you need to swap slots)
* Make a note of the number of attendees on the spreadsheet. If possible, note the number of internal and external attendees.

**Admin support**

* Publicising on Oxtalks / website / weekly email
* Room booking
* Reminder emails (typically on the day of the seminar)
* Paper timetables on noticeboards (approx. every month)