

Neuroscience Seminar Series
@CNY-149

Neuroscience Center
Massachusetts General Hospital
149, 13th Street
Charlestown, MA 02129
<http://www.massgeneral.org/neuroscience/>

Administrative Coordinator
Carol Noblin
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The following is an Introduction to the Neuroscience Seminar Series that includes a brief description of its organization, purpose and operation.

1. Seminar Administration

Director Kimberly B. Kegel, Ph. D. (724-8754)
KKEGEL@PARTNERS.ORG
Administrative Coordinator Carol Noblin (726-5738)
CNOBLIN@PARTNERS.ORG

2. Participating Departments

Neurology
Radiology

3. Seminar Schedule

Seminars are held from 12:00 noon to 1:00 PM, on Tuesdays or Thursdays. 2-3 Seminars are held every month, usually every other week, from September 1 to June 30. More than one seminar per week is organized in exceptional cases only.

4. Venue

The main Conference room on the 6th floor at CNY-149 (room 149-6033), unless specified otherwise.

5. Audiovisual equipment

35 mm Slide projector
Overhead projector
Infocus LCD projector (Mac and Windows compatible)

6. Seminar audience

The audience consists of faculty, postdoctoral fellows, graduate students and research assistants from the CNY research community (149 and 114) and from the MGH Boston campus. Research interests of the audience include neurodegenerative diseases, movement disorders, stroke, developmental biology, and brain tumors. Approximately 35-50 people attend the Seminars.

7. Selection of speakers

Members of the faculty with primary appointments in any one of the two participating Departments are eligible to suggest potential speakers to the Director or the Administrative coordinator of the Seminar Series. Upon approval, the speakers will be invited. Other staff members (e.g. postdoctoral research fellows) holding primary appointments in one of the participating Departments can also suggest speakers. However, in such cases the laboratory head's approval must be sought and received prior to contacting the Director or the Administrative coordinator.

8. How to Invite Speakers

Once the Director approves the choice of a speaker, the host should contact Carol Noblin (CNOBLIN@PARTNERS.ORG) to determine availability of Seminar dates and then contact the speaker to offer a choice of dates. Once a date acceptable to the Series, host and the speaker is found, the host should contact the speaker with a confirmed date. A formal letter of invitation will be sent to the speaker along with a conflict of interest disclosure form, in accordance with Harvard Medical School's guidelines. The speaker is required to complete all of the paperwork and return it to Carol in advance of the Seminar. A full and accurate disclosure of all conflicts of interest is a critical requirement.

9. Distribution of seminar announcements

Seminar announcements are posted on bulletin boards at CNY-149 and CNY-114. The announcements are faxed to selected MGH main campus departments and area hospitals and academic institutions.

Seminar announcements are sent to an e-mail address list that includes individuals from several neuroscience departments at the MGH. The e-mail list is updated regularly upon receipt of information about additions or deletions. Principal investigators, departmental administrators, laboratory managers and individual members of the neuroscience community are encouraged to help keep the list updated by e-mailing address changes directly to CNOBLIN@PARTNERS.ORG or KKEGEL@PARTNERS.ORG.

Seminar announcements and a calendar that can automatically send e-mail reminders at user-selected intervals are available at

http://www.massgeneral.org/neuroscience/neuro_calendar.htm

This site is accessible only by computers on the Partners wide area network.

The hosts are encouraged to advertise the Seminars among their colleagues in other departments and institutions.

10. Payment of honorarium to the Speaker

A nominal honorarium of \$300 will be paid to the speaker.

Please note that speakers from the MGH-Harvard community *are not eligible* to receive the honorarium.

11. Coverage of expenses incurred by the seminar speaker and the host

The Seminar Series will cover the following expenditure.

- a. Full reimbursement of expenses incurred by the speaker for airfare (domestic travel only), parking charges and taxi fare. The Series will not make the speaker's travel arrangements. The speaker or the host will be responsible for making the travel arrangements.
- b. Hotel accommodation for a maximum of 2 nights (room and tax only) for the speaker will be arranged and paid for by the Series. A hotel room will be booked by the Series for the 2 nights selected by the speaker.
- c. The speaker's host will be reimbursed for up to \$250 in connection with expenses incurred for lunch or dinner with the speaker.

Two separate checks for the honorarium and the reimbursements will be mailed to the speaker within 4-6 weeks of receiving the valid receipts. A separate check will be mailed to the host for dinner/lunch expenses.

Reimbursements will be made against valid receipts only.

12. Responsibilities of the host

- a. Arrange a date for the seminar that is suitable for the speaker, the host and the Series.
- b. Plan the speaker's visit to the Neuroscience Center, including meetings with faculty, if necessary.
- c. Arrange lunch/dinner with the speaker and guests.
- d. Ensure speaker's arrival for the seminar on time. *It is best if the host and the speaker are in the Seminar room 15 minutes before the seminar is scheduled to begin.* Also, the host will be responsible for making sure that the speaker knows how to get to CNY-149 and to the Seminar room.
- e. Make sure that the slide projector, pointer, microphone, lights etc. work properly and that the speaker is familiar with the use of the equipment. Be ready and available to change/focus the slides. *There will be no projectionist or other assistant in the room.*
- f. Introduce the speaker at the seminar; intervene if the seminar appears to overrun the allotted 45-50 minutes; coordinate the discussion (10-15 min) and formally thank the speaker at the end of the seminar.

Please bear in mind that we do not have a projectionist or other audio-visual assistant to help set up the room, projector, microphone or the lighting.

Frequently asked questions (*& answers*)

The Seminar Series Administration has fielded a number of questions in the last 6 years. The following is a list of most frequently asked questions and their answers. It is likely that questions on your mind are listed below with satisfactory answers. If not, please contact the Seminar Series Administration.

1. Do you pay for international travel?

No. We pay for domestic travel only.

2. Can I invite a speaker on a day other than a Tuesday or a Thursday?

Not usually. Special Seminars can be arranged on a day other than a Tuesday or a Thursday under exceptional circumstances. However, the Seminar Series may not be able to cover expenses incurred by the speaker or the host in connection with a Special Seminar.

3. Can I arrange a Seminar at a time other than between noon and 1 PM?

Not usually. Special Seminars can be arranged at a time other than between noon and 1 PM under exceptional circumstances. However, the Series may not be able to cover expenses incurred by the speaker or the host in connection with a Special Seminar.

4. Can I invite a job applicant to give a seminar?

Applicants for faculty positions at a participating department may be invited to speak in the Series by the Chief of Department. Applicants seeking non-faculty positions (e.g. postdoctoral fellows) are not eligible. However, under exceptional circumstances, postdoctoral fellows may be eligible to speak upon approval by the Director.

5. If the speaker wants to stay longer than two nights for reasons other than the seminar, can you arrange accommodation in Boston for the speaker for those nights?

No.

6. If the speaker does not want hotel accommodation because he/she has friends/family in Boston, can you increase the honorarium because you will not have to pay for hotel accommodation?

No.

7. If the speaker does not want reimbursement of travel expenditure, can you increase the honorarium?

No.

8. If the speaker is giving a talk at another institution in Boston during his/her visit to the MGH, can you split the cost of air travel or accommodation with the other institution?

Yes. We will be happy to discuss ways of splitting the cost.

9. Can you make the speaker's travel arrangements (i.e. airline tickets, rental car etc)?

No. The speaker or the host must make the travel arrangements. We will reimburse the travel expenditure as described previously. We do arrange hotel accommodation for the speaker for a maximum of two nights but cannot make other arrangements related to speakers' travel to Boston.

10. Can you arrange dinner/lunch for the speaker and the host?

No. We will reimburse the host for a maximum of \$200 for expenses incurred in connection with lunch or dinner with the speaker. However, we cannot telephone the restaurant and make dinner/lunch reservations. It is the responsibility of the host.

11. Can you arrange meetings with the speaker and faculty and prepare an itinerary for the speaker's visit?

No. The speaker's host will be responsible for organizing the speaker's itinerary at the Neuroscience Center.

12. Will you reimburse rental car charges?

If the speaker decides to drive to Boston, we will cover reasonable travel expenditure. We will not cover rental car expenses for travel unrelated to the Seminar.