

## **Institute of Financial Studies Seminar Logistics**

\*The week of the seminar is denoted as week T.

1. From one month before the start of the semester, **Zilong** and **Yu** will collect opinions and recommendations about potential speakers. Invitation emails will be sent by Zilong and Yu as soon as possible, but not later than two weeks before the seminar start. If a faculty contacts a potential speaker personally, the invitation email will cc the faculty.
2. Once a potential speaker agrees to give a seminar, **Zilong/Yu** will reply the email with cc to **Xinyue**. In the email, we will inform the speaker about the overall schedule of the day (one-on-one meeting, lunch/dinner, time and location for the seminar). **Xinyue** will inform the speaker the reimbursement policy and start the paperwork for seminar.
3. On Monday of the week T-1, **Xinyue** ask for the title, abstract, and draft of the paper, cc to **Zilong and Yu**.
4. On Monday of week T, **Zilong** and **Yu** will send the notification email to faculty members about the seminar title, abstract and draft if available.
5. On Monday of week T, **Xinyue** will put the poster in the wechat group, so faculty members can post it on social media.
6. On Monday of week T, **Xinyue** will send the one-on-one meeting schedule to the speaker, cc to **Zilong, Yu, and the inviting faculty**.
7. On the day before seminar day, **Xinyue** will call 住友苑 and book a room/Table for lunch. If 住友苑 is not available on the seminar day, the lunch will take place at other places like 荔蓉皇 and 悅百味. **Xinyue** will also apply for the speaker's campus entry permission.
8. On the seminar day, the seminar will be from 14:00 to 15:30. The seminar will be hosted by **Yu Xiao**. Before the seminar, **Xinyue** will make sure that the laptop in the seminar room is ready. **Zilong** will bring bottled water to the speaker.
9. The one-on-one meeting with the speaker will take place in the following slots:  
9:30-10:00; 10:10-10:40; 10:50-11:20; 11:30-12:00; 16:00-16:30; 16:30-17:00
10. If the speaker would like to have dinner together, faculty members who are available will join the dinner with the speaker.