

Hamilton Students Seminar Series - Meetings

2019-2020

Meetings

1st meeting: June 4, 2019

Summary

- The seminars will start at the end of September (start of term 2)
- A priori, we will have one seminar every week
- Abstracts should be asked to the speakers one week in advance, for us to advertise it and maybe make a small booklet after
- The schedule needs to be discussed over Slack:
 - The order can be voluntary
 - If no one volunteers to present at some date, we'll randomly assign a name
- Damien will check if there's any funding possibility for the seminars (for food, for example)
- In general, the presenter's supervisor will not be invited, unless the presenter decides otherwise, for her or his own reasons

Action points

- Organise the mailing list - Hazel [TO DO]
- Set up (or check how to setup up) the webpage - Tristan [TO DO]
- Make a poll to decide the best day and time for the seminars - Bruna [DONE]
- After the day/time is decided, book the seminar room with Kate - Bruna [TO DO]

2nd meeting: June 27, 2019

Summary

- We set up the day and time of the week for the seminars to be every Thursday at 11am;
- Hazel communicated that we'll have to use the current mailing list for advertising, and that the emails should be sent out by Kate/Rosemary;
- The seminars will start in September 26;
- The current schedule is available at:

<https://docs.google.com/spreadsheets/d/1BkxZIGsHCDD-ASGVtmsn6NoN705q81cvXDopfqrsvBk/edit?usp=sharing>

- Apparently we can't get any money for food, but we'll try asking Ken once more

Action points

- Book the seminar room with Kate - Bruna
- Organise the mailing list - Hazel
- Set up (or check how to setup up) the webpage - Tristan

3rd meeting: 29th August

Summary

- We agreed to move the date of the first seminar to October 1, due to Bruna being away on September 24
- We agreed that the duration of the seminar will be flexible, given that some presenters might want/have more details about their research than words to present. The presentations will be between 30~50 minutes long, with 10 minutes of questions at maximum.
- The last presenter should be responsible for buying the next week's snacks, and this money will possible be refunded later. No rule needs to be applied to snacks, anything is welcomed.
- Damien will send out the first email to kick-off the seminars, and after it Hazel & Bruna will be in charge of the mailing list (added with whoever else signs in)

Action points

- **Damien:** will check at the Hamilton Staff meeting what is out budget for the coffee-break (the initial idea is 30 euros for the first meeting, and 15 for the following ones)
- **Hazel & Bruna:** need to finish setting up the mailing list and promoting
- **Aoife:** will be responsible for making the weekly poster
- **Matt:** will be responsible for buying the first coffee-break/snacks