Samuel Stevens, August 2019

Physical Oceanography Handover Sheet

This sheet details the responsibilities of the PO seminar coordinator and supplies some helpful links and tips to make it easier.

<u>Responsibilities</u>

1. Booking speakers: undoubtedly the hardest part of the job: finding speakers to fill the slots. These can be current grad students, undergraduates who have done cool research, interns/co-op/summer students, professors (from within and outside EOAS), visiting scientists… whoever you think will give an interesting and relevant talk. If I'm "cold calling" people, I often use the following primer: "*The PO seminars are an informal environment for the physical oceanography group to keep abreast of each other's research, as well as hearing speakers from other disciplines that are working on research that is interesting and closely related. The seminars are between 30-60 minutes long and can be based on any of your past or current research. There's no need for them to be physics-based, however if there any physical factors in your research that you can emphasise then that is always well received.*" or something similar. Usually an episodic email plea to the PO mailing list can help get a few slots booked. Send out a reminder on Thursday/Friday prior to a seminar detailing the talk and speaker. Currently, the speaker list for 2017/18 can be found here and 2018/19 here.

2. Keeping an updated schedule: I have found using a github calendar works well. To create and manage a github calendar you'll need: a github account, the command line tool csvtomd (optional, but recommended, it can be installed if you have python on your computer by typing in the commandline: pip install csvtomd). Then:
   a) Make an excel spreadsheet with columns Date,Speaker,Title,Room, Save as a .csv file. Name it whatever you want, maybe schedule.csv.
   b) convert the csv file to markdown file either by using csvtomd (recommended) or something like http://www.tablesgenerator.com/markdown_tables with command line tool, the command is: csvtomd schedule.csv > index.md. Name the markdown file index.md, it's best to have this as the name. So you'll have a folder with schedule.xlsx, schedule.csv, and index.md
   c) The index.md file is all you need for the website.
   d) Follow the directions here https://guides.github.com/features/pages/ to create a github repo like this one: https://github.com/sws-92/PO.Seminar_18_19 and how to make it an active "Github Pages" website.

3. Managing the mailing list: the seminar mailing list address is eoas-phys-ocgy-seminars@lists.ubc. To add/remove subscribers to the list, go to

https://lists.ubc.ca/scripts/wa.exe?LOGON, log on, click list management > subscriber management (you must be a list owner to edit this).

4. Buy Tim Bits: undoubtedly the most delicious part of the job; go to a Tims and get 50 assorted Tim Bits. Ask for an itemised receipt, submit these to the office to get reimbursed.

5. Booking the room: book ESB 5106 from 1330-1430 on Mondays (can be done as a weekly booking here: https://www.eoas.ubc.ca/internal/bookings/index.html.