

General Guide for Department Seminar Organisers – Easter Term 2025

This is just a brief guide to assist those new to hosting seminars. There is a separate document detailing the financial aspects associated with Seminars. Both these documents will be circulated to members of the Department at the beginning of each term to refresh memories .

Please be mindful of diversity of speakers, details are reported to the EDI Committee.

Room Bookings

Regular slots for seminars marked with an * below are block-booked by Reception on a year to year basis.

Algebra *	Geometric Analysis & PDE's *
Algebraic Geometry *	Information Theory
Category Theory	Optimization & Incentives *
Combinatorics *	Number Theory
Differential Geometry & Topology *	Probability *
Discrete Analysis	Set Theory
	Statistics *
	Topology

All other seminar rooms must be booked by the Organiser through Reception. You can check availability of meeting rooms online here:

<https://www.maths.cam.ac.uk/internal/admin/bookings>

Advertise seminars on talks.cam

- You will need to be made “Manager” of a list to add/edit talks: please contact hodsec@dpmms.cam.ac.uk who can do this for you, alternatively a previous Manager of the list can also do it.
- Details of seminars put on talks.cam will automatically be fed through to the monitors in the Central Core and common rooms and will also appear on the front page of the Department's website.

Wifi Accounts and Offices for Speakers

- Guests can register for a wireless connection through UniOfCam-Guest using an email address or social media account. This service is available everywhere there is University [Univerity Wireless Service coverage](#). Please note some Colleges run their own wireless system.
- It is unlikely that office space can be provided as the department is, as always, full to capacity.

Accommodation

Where possible speakers should be accommodated in college rooms. If a grant can be used to fund accommodation please use this. If this is not possible the seminar budget will cover a *maximum* stay of two nights in a college room.

Fellows can arrange college accommodation themselves and ask the college to invoice the Department or can claim reimbursement from the Department on production of their college account. If you book a college room yourself please let Julia or Jayne know.

- The seminar fund is not able to cover accommodation for members of the speaker's family. It is not possible to charge these expenses to grants. If speaker will be accompanied by members of their family they are respectfully requested to book and pay for their own accommodation and submit a reimbursement form with supporting documentation. The Department will reimburse the correct proportion of accommodation charges.
- If you need assistance with booking accommodation please contact Jayne Clough jc2431@cam.ac.uk or Julia Blackwell hodsec@dpmms.cam.ac.uk

Reimbursement for Speakers

Expense Forms ([FD1A for visitors](#)) can be downloaded, competed and handed in to the Finance Office or emailed to accounts.payable@dpmms.cam.ac.uk

A brief guide to assist with this is available [here](#).

Please note:

- Expenses must be claimed within a reasonable time.
- Currency should not be converted and original receipts must be provided.
- Reimbursement for staff and overseas visitors is paid by BACS for which claimants will need to provide a bank statement. It must show the individual's name, account number and sort code. All transactions and balance can be covered (redacted statement).

Full details of allowable expenses can be found [Finance 30April 2025 Financial Guidance for Departmental Seminar Organisers and those hosting Speakers.pdf](#)

Post (or pre) Seminar Teas

- Tea/coffee and biscuits are available for post-seminar gatherings. Supplies are kept in a cupboard in each common room. Please collect a key from CMS Reception and ensure the key is returned promptly and let the Admin Team know if the supplies need topping up.
- In keeping with the Department's commitment to reducing waste and the use of plastic please encourage people to bring their own mugs to tea following the seminar.