

General Guide for Department Seminar Organisers – 2022

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 which is circulated to members of the Department at the beginning of each term to refresh memories.

General

Regular slots for seminars marked with an * below are block-booked by Reception on a year to year basis. You can check availability of meeting rooms online

<https://www.maths.cam.ac.uk/internal/admin/bookings> Rooms must be booked by the Organiser through Reception.

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

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. There is a cupboard containing tea supplies available in each common room but a key for the cupboard will need to be collected (and returned) from CMS Reception.

Wifi Accounts and Offices for Speakers: Codes for temporary access are available from Reception or Julia. It is unlikely that office space can be provided as the department is currently full to capacity.

Reimbursement for Speakers. Expense Forms can be downloaded from this link, completed and handed in to the Finance Office

<https://www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/expense-forms>

Hard copies of these forms can be found on the bench outside the Finance Office. 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).

Accommodation: If possible speakers should be accommodated in college rooms. 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 need assistance with booking accommodation please contact hodsec@dpmms.cam.ac.uk