

# General Guide for Department Seminar Organisers – 2023

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.

## 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 *	Optimization & Incentives *
Category Theory	Number Theory
Combinatorics *	Probability *
Differential Geometry & Topology *	Set Theory
Discrete Analysis	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](mailto: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. Keys for these cupboards will need to be collected (**and returned**) from CMS Reception.

## Wifi Accounts and Offices for Speakers

- Codes for temporary access are available from Reception. It is unlikely that office space can be provided as the department is currently full to capacity.

## 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.
- Please note the seminar fund cannot cover accommodation for members of the speaker’s family. It is also problematic charging 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](mailto:jc2431@cam.ac.uk) or Julia Blackwell [hodsec@dpmms.cam.ac.uk](mailto:hodsec@dpmms.cam.ac.uk)

### **Reimbursement for Speakers**

Expense Forms (FD1A for visitors) can be downloaded, completed and handed in to the Finance Office. A brief guide to assist with this is available on request.

Hard copies of these forms can be found on the bench outside the Finance Office (C1.19).

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 [here](#).