

# Faculty-Sponsored Seminars

The ESSIC Seminar Series is a Center-sponsored event generally occurring once per week during the academic semester. The seminar coordinator solicits input from ESSIC staff for potential speakers and arranges the calendar one semester in advance, with the nominal day and time being Mondays at 2 pm. These seminars are currently run in a virtual manner but with a few of them being in person. The ESSIC OITC supports all aspects of the seminar.

ESSIC TTK and PTK faculty members may also sponsor additional “special” talks given pre-approval by the Director’s office and with the following understandings:

## **Timing**

If the seminar series has an open slot, Faculty may request that their sponsored talk be scheduled during the ESSIC Seminar Series’ allocated time of **Mondays at 2 PM** to maximize attendance and participation. Unless previously approved by the Director's Office, any sponsored talks occurring outside of the designated time will be considered a “special” seminar. ESSIC support for sponsored and special talks and will follow the points outlined below.

## **Funding**

All associated funding for sponsored talks must come from the sponsor’s designated funds, unless funds have been approved by the ESSIC Director. In Particular:

### **Food and Refreshments**

Any associated food and refreshment costs and facilitation are the responsibility of the sponsoring faculty member. The faculty member can coordinate with EBO regarding purchasing.

### **Travel - Lodging**

Travel expenses or lodging accommodations for speakers is the responsibility of the sponsoring-faculty member.

## **Promotion and Dissemination**

Promotion and e-mail alerts for a special talk is the responsibility of the sponsoring faculty member. Special talks will not be included as part of the regular seminar series online listings and announcement mechanisms. (The ESSIC Communications Office will assist in e-mail alerts as appropriate.)

## **Talk Facilitation**

ESSIC OITC will support the technical facilitation of special talks in ESSIC conference room spaces via the [submission of a helpdesk support request](#) at least one week prior to the event.

## **Room Setup**

The faculty sponsor must [submit a room reservation request](#) at least one week prior to the event. It is their responsibility to [contact the ESSIC front office](#) regarding the organization of the room's tables and chairs.

## **Resources**

Room Reservation Request - <https://go.umd.edu/essicroomreservation>

ESSIC IT Support - <https://essicitsupport.umd.edu/>

ESSIC Seminar Series Schedule - <https://go.umd.edu/essicseminar>

ESSIC Front Office - [essicfrontoffice@umd.edu](mailto:essicfrontoffice@umd.edu)

ESSIC Seminar Coordinator - John Xun Yang ([jxyang@umd.edu](mailto:jxyang@umd.edu))

ESSIC Communications Coordinator - Cazzy Medley ([cazzy@umd.edu](mailto:cazzy@umd.edu))

ESSIC OITC Director - Mark Baith ([mbaith@umd.edu](mailto:mbaith@umd.edu))

ESSIC Associate Director - Ralph Ferraro ([rferraro@umd.edu](mailto:rferraro@umd.edu))

ESSIC Director - Ellen Williams ([edw@umd.edu](mailto:edw@umd.edu))