

CNFM Seminar Series Policy

Updated: January 16, 2014

Speaker Selection

Speaker nominations of outstanding scientists that would appeal to a broad audience are made by CNFM faculty members. Send nominations to:

Dr. Tino Hofmann, Electrical Engineering Department, UNL, thofmann@engr.unl.edu) with your nominee's name, title, address, brief biography, and possible topic.

All speakers are selected upon approval of CNFM Seminar Committee.

Types of seminars supported

1) "Regular" CNFM Seminar (CNFM support up to \$800/speaker)

CNFM works with host on the following:

- Publicity - Create Flyer, Post on UNL News, Send Flyers to Departments, Send announcement to CNFM Email List, Post on CNFM website
- Seminar Room reservation (237 Scott Engineering (UNL) is usually available.
- Refreshments
- Airline & Hotel Reservations if requested
- Faculty Visits - Host sends 8-10 faculty names to CNFM to contact, schedule, and coordinate if preferred. At least one (1) month of lead time is required.
- Follow-up of financial details/payments

2) Co-sponsored seminar held at the time of the regularly scheduled department colloquium or seminar: half of expenses up to a total of \$400/speaker).

CNFM works with host on the following:

- Faculty visits scheduled if requested
- Publicity - Create Flyer, Post on UNL News, Send Flyers to Departments, Send Announcement to CNFM Email List, Post on CNFM website
- No refreshments, airline or hotel reservations, seminar room reservations provided
- Financials handled by department

3) CNFM co-hosts seminars on a drop-in basis when departments and centers have outstanding scientists visiting for other events and request their visitor make a presentation as part of the CNFM Seminar Series. CNFM would provide the following services:

- Create Flyer, Send Flyers to Departments, Send Announcement to CNFM Email List, Post on CNFM website

4) Speakers from the host universities of CNFM investigators (No CNFM Support)