Checklist for Local Hosts of the NEFSC Seminar Series in Woods Hole

Preliminaries

☐ Invite a speaker or speak yourself. Read more…

☐ Choose a host. Read more…

☐ Arrange a time and place. Read more…

☐ Notify the Seminar Committee. Read more…

Days-weeks before the seminar

☐ Announce to the Center. Read more…

☐ Announce broadly. Read more…

☐ Notify the shop about furniture layout. Read more...

☐ Contact DMS. You must read this one…

☐ If you plan to set up a conference call line. Read more…

☐ If you want to set up a Center-wide seminar. Read more…

☐ Yes you can go national with NOAA’s OneNOAA seminar. Read more…

☐ You can even tweet the announcement. Read more...

The day of the seminar

☐ Show up early. How early? Read more…

☐ Welcome the audience. Read more…

☐ After the talk. Read more…