

Seminar Series Responsibilities

Each semester, the School of Economics presents a Seminar Series with presentations from invited participants throughout the United States and the world. Presentations are typically held on Friday afternoons. For a list of duties for these guests, please see below:

Seminar Coordinator (Byung-Cheol Kim)

- General scheduling (who will present and when)
- Send schedule to SOE faculty & staff
- Announce seminar including speaker's biography, CV, paper abstract, and link to paper to SOE and potential parties of interest

Communications Coordinator (Jade Hill)

- Post updated schedule to SOE website and send to IAC
- Reserve hotel room for seminar guest
- Print copies of paper for SOE office (on the Monday before Friday's visit)

Administrative Manager (Jyldyz Hughes)

- Reimbursement of travel expenses
- Book flight, if needed

Host Faculty

- Communicate with guest speaker regarding travel arrangements
- Develop detailed schedule of visit with faculty meetings, meals, etc.
- Send dates of travel, paper information, short biography, and CV to Byung-Cheol AND Jade in the first two weeks of the semester of the visit