Göttingen Economics Department Seminar (GEDS): *Guide for Hosts*

What we need from you

The following information and preparations are required to ensure the smooth organization of the seminar.

Seminar Planning Sheet (before the beginning of the semester)

Please enter the **speaker's name, affiliation**, and **email address** in the seminar planning Google Sheet **no later than the beginning of the semester**.

This information enables us to contact the invited speaker, provide all relevant information regarding the seminar, request the presentation title and abstract, and prepare the seminar website and seminar announcement.

Seminar Planning Sheet:
https://docs.google.com/spreadsheets/d/1_9g3VzBEzcTCy3ORd_F57Nt5_zao6VL2u6y6QtjqdnY/edit?pli=1&gid=0#gid=0

1:1 Meetings (at least two weeks before the seminar)

Please coordinate directly with the speaker regarding the number and timing of the 1:1 meetings. We recommend offering approximately five meetings of 30 minutes each.

Please also arrange a suitable room for the meetings and email us the room details and the proposed meeting schedule **no later than two weeks before** the seminar. Please send the information to vwl-support@uni-goettingen.de and include the seminar date and the speaker's name in the email subject.

We will use this information to prepare the registration form and include the available meeting slots in the seminar announcement.

Dinner or Lunch (optional, at least two weeks before the seminar)

If you would like to organize a social event with the speaker, please let us know by email **no later than two weeks before** the seminar. We generally recommend organizing a dinner after the seminar, as it provides a more formal setting and is usually easier to plan. Alternatively, a joint lunch at the Mensa can be arranged.

If a **dinner** is planned, please let us know the **name of the restaurant** and the **meeting time**. For a **lunch**, please provide the **meeting time** and the **exact meeting point**. Please send this information to vwl-support@uni-goettingen.de and include the seminar date and the speaker's name in the email subject. If a dinner is planned, you are responsible for making the restaurant reservation.

Based on the information you provide, we will prepare a registration form and include it in the seminar announcement, allowing participants to sign up. This will give you an approximate number of participants one to two days before the seminar.

Please note that organizing a dinner or lunch is entirely optional. Any associated costs are not covered by the Department.

Seminar day preparations (on the seminar day)

We recommend arriving at least 15 minutes early to prepare the room and test the technical equipment. Seminar rooms are generally booked 30 minutes before and after the seminar to allow sufficient time for setup and wrap-up.

If the seminar takes place in an OEC seminar room, please collect the room key from the Dean's Office administrative staff before the seminar.

Travel expenses (before and after the seminar)

Before the seminar, please inform the speaker about the reimbursement procedure if necessary. After the seminar, please arrange and process the speaker's travel reimbursement.

What we take care of

The Department Coordination Team supports the seminar organization by taking care of the following tasks.

Communication with seminar hosts and speakers

We coordinate communication with both the seminar host and the invited speaker throughout the organization process. This includes providing the Host Guide and Speaker Guide, requesting the presentation title and abstract, and sharing all relevant organizational information. Approximately two weeks before the seminar, we will contact both the seminar host and the invited speaker if any information required for the seminar organization is still missing. We also send the official seminar announcement to the invited speaker so that they have all relevant information regarding their visit, including the seminar date, time, venue, and the registration links for the 1:1 meetings and the optional dinner or lunch. This allows the invited speaker to keep track of the current registrations for these activities.

Website and seminar announcement

We maintain the seminar website and publish the speaker's name, affiliation, presentation title, abstract, date, time, and seminar room. We prepare the official seminar announcement distributed via the departmental mailing list approximately one week before the seminar. Based on the information provided by the seminar host, we also create the registration forms for the 1:1 meetings and the optional dinner or lunch and integrate them into the seminar announcement.

Room booking

We reserve a suitable seminar room for each seminar date and communicate the room details in the seminar announcement and on the seminar website.