

Endocrinology and Animal Biosciences (EAB) Seminar Series

Protocol for Hosting Lunches with Outside Seminar Speakers

All graduate students in our program are expected to attend weekly departmental seminar. If you are unable to attend you should send an e-mail to the graduate program director with the reason. In addition, we give our students, postdocs and research associates the opportunity to meet over lunch in the Bartlett Perry library with the seminar speakers who come from outside of Rutgers. This is a nice opportunity to network with established scientists and to get different perspectives on scientific career paths. To help ensure that the lunches run smoothly, we have a student host for each lunch. The responsibilities of the host are outlined below.

1. The primary responsibility of the student host will be to get commitments from graduate students for lunch so that we have a good showing. The right size group is between 6 to 9 students (counting the host) at each lunch. To ensure this runs smoothly the following rules are in place:
 - If you are signed up, you need to show up or find a replacement (same goes for the student host). If you have not signed up, you will not be allowed to attend without the permission of the student host, who will know the expected attendance before hand and can determine if the additional person(s) can be accommodated.
 - Each graduate student in the program is required to attend a minimum of 2 lunches per semester. We have graduate students from other programs, plus postdocs and research associates who work in EAB Labs who often attend seminars. These people are welcome but not required to attend lunch. They should also let the student host know if they will attend in advance.
2. The student host will send a recent paper that the guest will be speaking on in seminar to students when they ask who can attend the lunch. This allows everyone to be a little more familiar with the speaker's research. Also, it usually helps the lunch go more smoothly by facilitating discussion.
3. Food: Tory will order for 6 people at 1.5 sandwiches per person. That will be enough to feed 8 to 9 people. This will be done automatically for each week we have a lunch. If you are unhappy with the sandwich selection just let Tory know and she will give you the choices to select from.
4. The faculty host will let the student host know in advance if they need their help in transporting the speaker to different locations during the visit. This usually isn't a big deal and is easily taken care of by the faculty and graduate students in the labs where the speaker is visiting, so a minor point.
5. Follow-up: The student host should send an e-mail to the graduate program director to indicate if the attendance was satisfactory and how things went (enough food, any issues etc.).