

## Scheduling Seminar Times

We are approaching the time when your program will start, and I thought that it might be helpful for you to have some preliminary information about scheduling talks before you arrive and meet with David Gross to discuss this.

A traditional structure has been to have one "formal" seminar and one informal (possibly a lunch) talk each week plus some organized discussions, although this does vary based upon the nature of the field (bio programs in particular usually require more times). Lately, all programs seem to be scheduling more talks, so there is no rule -- but you do not want to over schedule or your participants will vote with their feet! Talks, with time for discussion included, tend to run between 1-2 hours.

We have one large seminar room that is divided by an acoustic panel into two rooms of uneven size--one of these we refer to as the main seminar room, and it has seminar-style seating with a capacity of about 80 people. The other is the small seminar room, and it has tables joined in a U shape surrounded by chairs with additional chairs in the back and on the sides. This can handle about 40 people, but it gets crowded at that point. These rooms can be used simultaneously if necessary, although, as much as possible, we try to avoid scheduling the talks for one program at the same time as the other as there are sometimes people who are interested in participating in both. We also have a 50-seat auditorium that has become very popular.

We have a few times each week when we do not schedule talks. The main ones are: 1) Monday lunch--this is traditionally taken by the Director's (or black board) lunch; 2) Tuesday, late afternoon--this is the Physics Dept. colloquia time; 3) Wednesday at 2pm--this is the KITP colloquia time; 4) anything that conflicts with 3:15 cookie time.

The other thing that you may want to take into consideration in your planning is conference weeks. When one of the programs is having a **conference**, the other program will not be able to use the large seminar room space (**any part of it**—the conferences usually take the whole thing combined) for regular weekly seminars. If you regularly plan a talk in the small or main seminar room space, you will need to relocate during conference periods.

The short-term visitor form (for experimentalists/observers, etc. coming for very short stays) is located at <http://www.kitp.ucsb.edu/coordinators/programs/speaker> - It is very important that an organizer complete this form for all short-term visitors who are not already here as part of the program, and that it is filled out completely.

Obviously, we need to assure that each program has the necessary access to the space and times it needs. Compromise may be necessary, and I am hoping that this will give you some time to think about what you require so that we will be able to set things in motion quickly.

I hope this helps you with your planning now. Our Director David Gross likes to meet with each set of organizers as soon as possible after arrival to go over several organizational matters, and he will discuss your schedule with you at that time.

If you have any questions, please let us know.