



INSTITUTE
OF HISTORICAL
RESEARCH

University of London
School of Advanced Study

IHR Guidelines for Seminar Convenors

2016/17

Institute of Historical Research
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Malet Street
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www.history.ac.uk

Guidelines for Seminar Convenors

(Last updated June 2016)

This document outlines important guidelines relating to the administration of the Institute’s seminar programmes. As some of this information replaces previous arrangements please read the following notes carefully.

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CONTACTS AT THE INSTITUTE

The Institute Reception is the first point of contact for all matters relating to seminar administration. This includes collation of seminar programme timetables, arranging audio-visual equipment, audio-visual bookings and general seminar enquiries.

IHR Reception

Reception Desk
Institute of Historical Research
University of London
Senate House
Malet Street
London
WC1E 7HU

Tel: 020 7862 8740

Email: IHR.Reception@sas.ac.uk

Enquiries regarding seminar budgets should be made to the IHR Events and Marketing Officer:

IHR Events and Marketing Officer

Gemma Dormer

Tel: 020 7862 8086

Email: Gemma.Dormer@sas.ac.uk

Email contact is preferred: please use the above email addresses, which are checked every day.

SEMINAR NAMES AND CONVENORS

- All IHR seminars are approved by the Institute's Advisory Council, and proposals to change the name of a seminar should be notified to the IHR Events Office, so that the Institute Manager can report it to the Council.
- Changes to Seminar Convenors should be notified to the IHR Reception.
- It **aids our administrative processes if each seminar nominates a principal contact**. The principal contact/lead convener should ensure that the Institute is advised of any change of address or contact details of any convener of their seminar.

SEMINAR PROGRAMMES

- Prompt receipt of seminar programmes is welcomed and greatly aids the Institute in planning resources. Generally the deadlines for submission are as follows:
 - Autumn Term – **1st September**
 - Spring Term – **1st December**
 - Summer Term – **1st March**
- Programmes are posted on the Institute website (<http://www.history.ac.uk/events/seminars>) and on the notice board.
- To make any adjustments to seminar details online, please contact the IHR Reception or IHR Events Office.

SEMINAR DATE & ROOM ALLOCATION

- Each seminar has a regular time slot and room. This remains constant unless notified otherwise.
- It is essential to consult the Institute before arranging meetings on/at variant days/times, to ensure that rooms are available.
- Early notice of any cancellation is appreciated.
- The IHR reserve the right to re-allocate rooms under the following circumstances: In the course of Institute business, where the size of a meeting requires it or to facilitate audio-visual requirements. Consequently we cannot guarantee room allocations.

- Where changes are necessary we will ensure that convenors are informed in advance and that notices are displayed at the IHR Reception to redirect those attending.
- Room allocations are kept under review to ensure the best match between size of seminars and capacity of rooms. This process may therefore necessitate permanent changes on a termly or annual basis.
- Convenors are welcome to rearrange the furniture in a way which suits their seminar, but are asked at the conclusion of the seminar to restore the furniture to the pattern in which they found it.
- Convenors are required to adhere to the regulations of the University of London regarding appropriate use of rooms. Rooms should be left in as tidy a state as possible.
- **No food or beverages may be consumed in an IHR library room.**
- The IHR will inform all seminar convenors if the IHR Common Room needs to be closed for a private function, so other arrangements can be made. We will aim to inform all convenors with at least 3-4 weeks' notice.
- If you require a larger room for a special occasion please contact either the IHR Reception or IHR Events Officer who can help facilitate this move. **We require at least 4 weeks' notice before the event date.**

REGISTERS

- Each seminar is provided with a register to record details of attendance. The Institute needs this information for statistical purposes to report back to central SAS. In particular, the information on level of attendance and the institutions of those attending is used by the School to allocate funding to the Institute, and consequently helps to ensure the continuation of the seminar programme. For this reason, convenors are asked to ensure that registers are completed in full (i.e. name and institution) at every meeting, and that they are returned to the IHR Reception. Please do not take the registers away, except by arrangement with the Institute. The names of attendees are not shared with any third party.
- If convenors wish to collect additional information (such as email addresses) in the registers, they are asked to remind attendees that it will be accessible to any other users of the register, and that submission of such information is not a condition of attendance.

WINE PROCEDURES

The IHR Events Office supplies wine for all seminar convenors which is kept in the IHR Common Room. The following procedures are in place for 2016/17:

- Only seminar convenors will be able to remove the number of red and white bottles they require.
- You must complete the wine seminar form in the folder provided, so that the IHR Events Office can accurately charge the correct seminar budget.
- The cost of each bottle is **£8.00**.
- This can be paid for with either cash (into the money box) or by indicating on the wine seminar form that you would like this to come out of your seminar budget.
- Wine must be kept in the IHR common room. You **cannot** take the wine into library seminar rooms.
- Please leave all wine bottles and wine glasses in the IHR Common room at the end of each night, so that they can be cleared in the morning.
- Any unopened bottles may be returned to the cooler or cupboard and you may take a refund if you have paid cash (please note on the wine seminar form how many bottles have been returned).
- IHR will lock the wine cooler, cupboard and money box at 20:30 each evening.
- Please do not remove wine from the cooler or cupboard that is labelled for another seminar. This has been paid for in advanced (arranged through the IHR Events office).

If you would like to order wine/nibbles for a particular occasion after a seminar in the IHR Common Room, please contact the IHR Events Office who can provide you with catering menus and order your requirements directly with the hospitality department. **All catering needs to be ordered at least 2 weeks before the event.**

EXPENSES

There will new procedures for submitting seminar expense claims in 2016/17. The main change will be the way in which claims are submitted. **The IHR Events Office will no longer accept any paper claims. All seminar claims must now be submitted electronically via email.**

- The Institute is obliged to administer expense claims according to regulations laid down by the University. Claims must be submitted on the *Seminar Expense Claim Form 2013*, which can be download from the seminar page website. *(Please note that this form is also due to change in the next few months- when we have more details of this we will pass this along).*
- You must conform to the University regulations on the back of the form, and include all the required information and which must be supported by receipts. The PAYEE DETAILS, PAYEE BANK DETAILS and REASON FOR PAYMENT must be completed by the claimant. The form must then be signed by the claimant and seminar convenor.
- Claims should be submitted as soon as possible after the relevant seminar, and all claims for a term should be submitted before the beginning of the following term, except for the summer term when they must be **submitted by 11 July**. Claims received after this date will be paid only from the budget for the forthcoming year, with a consequent reduction in funds for the session.
- In general (unless sponsored) the total budget for each seminar is £150 and claims in excess of that sum will not be approved. A seminar can breach the £150 budget if they have already secured funding from another institution to cover the difference. The IHR Events office can then invoice the other funders directly.
- The Institute will notify convenors of the balance of their account at the end of each term, and when they are nearing £150.
- Expense forms should be sent via email (with scanned receipts) directly to: Gemma.Dormer@sas.ac.uk
 - **All expense claim forms must be submitted in Excel format only** (*PDFs, JPEGs or scans of forms will not be accepted as the IHR events office have to input each seminars account codes on to the forms before sending them to the central finance office for payment*).
 - Receipts will also need to be submitted electronically with the claim (*these can be scanned, pictures or forwarded emails in any format*).
 - The IHR will accept a computer signature or an email form a convenor in replace of a hand written signature.

AUDIO PODCASTING

- Seminar Convenors are asked to contact each speaker in advance to enquire if they consent to audio podcasting.
- Please do not block book podcasting on the assumption that all speakers will consent.
- We have a limited number of podcasting recording equipment that is shared centrally amongst all the SAS Institutes, therefore we cannot guarantee the recording of your seminar unless pre-booked with the IHR Reception.
- Podcast requests for each seminar must be **submitted along with the seminar programme at the start of each term**. This will then be added to the podcasting schedule.
- Consent forms are available to download on the IHR Seminar webpage, at the back of each seminar register and from the IHR Reception.
- Consent forms can be sent directly to the speaker prior to the seminar and then returned via email to the IHR Reception. Alternatively please ask a speaker to complete a consent form on the evening of the seminar and return this to the IHR Reception.
- Forms not submitted on the evening can be **returned no later than 2 weeks after the seminar date**.
- Please note that **recordings without a consent form returned to the IHR Reception will be destroyed 6 weeks after the seminar date**. The IHR Reception will **not** be sending reminders regarding consent forms.

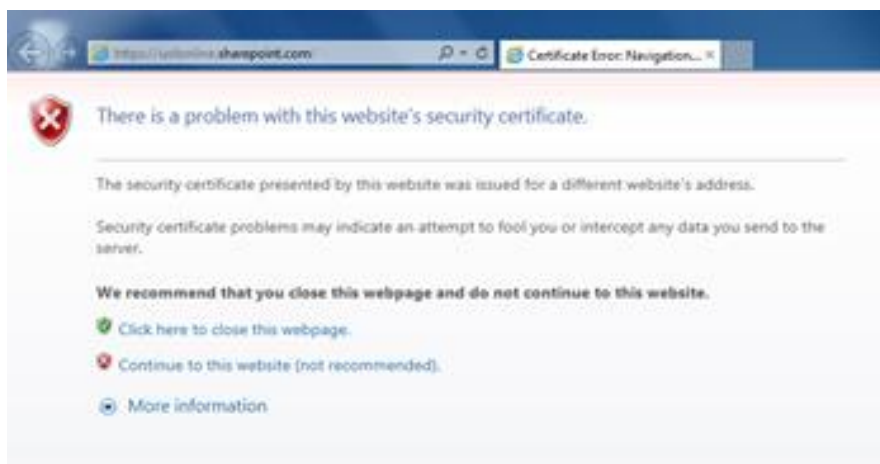
AV EQUIPMENT

- Standard AV (laptop & screen) are provided in all IHR Seminar Rooms and come equipped to display a PowerPoint presentation.
- All IHR computers are connected to display screen via HDMI cables. If a speaker is bringing a Mac Computer we do not provide adaptors and they will need to bring their own.
- If you require any equipment other than standard AV, please request this with the IHR Reception **no later than 1 week before** the date of your seminar.

AV INSTRUCTIONS

The laptops should already been switched on if you have pre-booked AV for your seminar. However if you get to the room to find that the laptop is not on, then please follow the procedures below:

1. Turn the computer on
2. Enter in **passcode** supplied by IHR Reception
3. Connect laptop to the Internet (*UoL Conferences*). Open Internet Explorer. The following page will open.



4. Click on *Continue to this website (not recommended)*. Enter the Wi-Fi password for the day (This can be obtained from the IHR Reception).



5. Turn on the TV and make sure the HDMI cable is connected to the laptop.
6. If the laptop is not displaying on the screen- on the laptop press **Fn** & **F8** and select **Duplicate** using the arrow key and press **Enter**. This will show what is on the laptop screen on the screen.