

国台学术报告安排流程

【报告前准备】

- 一. 预定会议室，首选 A601，其次 A135
- 二. 发邮件提醒报告人

[例子] **Reminder: colloquium at NAOC Sep. XX (Wed)**

Dear Dr. Who,

This is a friendly reminder that your scheduled NAOC colloquium will be held at **2:30pm, Sep. XX (Wed)**, and the venue is located at **Room A601** of NAOC.

When convenient, please send us the title/abstract of your talk, and provide the following materials for making the colloquium poster: a photo and a short biographical introduction to the speaker as well as a topic-related picture (if there is one, optional).

As the colloquium speaker, please also note the following points:

- (1) A laser pointer, and a projector with VGA connection (PC/MAC compatible) are available.
- (2) The colloquium is required to be delivered in English. It is intended for a general audience including graduate students and researchers from other fields, so we would appreciate if you can give a general introduction (10~15 minutes) about the field before getting into the specific details. Our talks are generally about an hour, including 50-minute talk and 10-minute question time.
- (3) We'll appreciate it if you could leave us a copy of your talk (either PPT or PDF) as a record, preferably before your talk mainly because our colloquium will be broadcasted to other institutes through Skype.
- (4) Because a small amount of honorarium will be provided to the colloquium speaker, we need a copy of the first page of your passport. Either, I can make a copy of your passport/ID on the day of your scheduled talk, or you can also send a scanned version to me via email (majie@nao.cas.cn).

More information can be found at our web site, <http://colloquium.bao.ac.cn/>. If you have any other question or need other assistant, please do not hesitate to contact me.

Cheers

NAME

三. 制作海报, 更新 colloquium 网站、国台中英文网站, 设定报告当日 reminder email

四. 打印海报张贴在国台 A/B 座一层展板

【报告当日准备】

报告当天上午从信息中心崔老师处借用摄像机及架子, 用以会议录像。报告开始前 15 分钟为茶歇, 通常报告开始前 20 分钟到场准备。

- 1, 茶歇 (两样饼干蛋糕, 请会务帮忙)
- 2, 摆放签到牌和签到单、签到笔在会议室外桌子上
- 3, 打开投影仪, 在报告台上放置激光笔、VGN 转化线、矿泉水, 连接插线板电源。
- 4, 调试摄像机 (从信息中心借用); 调试无线麦克 (从六楼会务领取)
- 5, 报告人到场后协助调试电脑, 支付报告费 (1000 元), 请报告人在签收单上签字, 并复印 passport 或者身份证首页。
- 6, 拷贝报告 PPT, pdf 版即可。(自行准备 U 盘)
- 7, 报告开始后拍照, 统计观众人数。
- 8, 报告结束后 (通常一个半小时), 把相关物品收回。

【报告后准备】

将 PPT 上传网站, 完成影像后期制作。完成报销事宜。