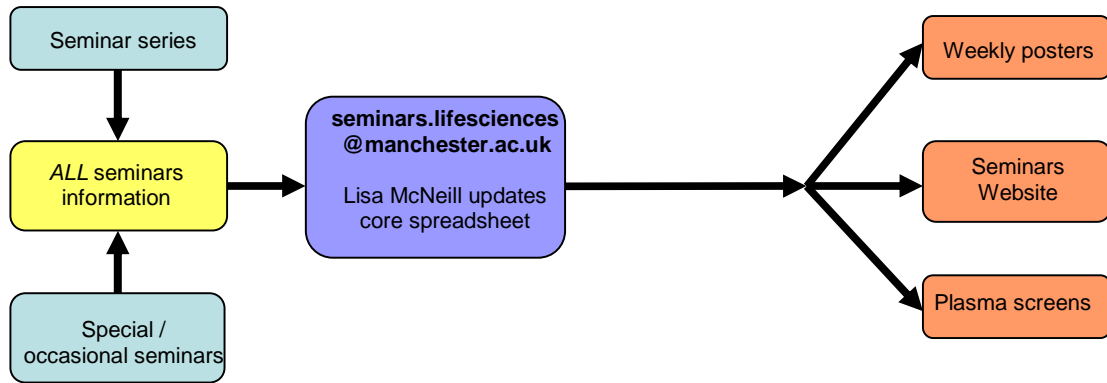


Managing Seminars

There is a simple way of managing and distributing seminars information in the Faculty, as outlined below:



Information provided

Information managed

Information outputs

Details of all confirmed seminars, including seminar series, special and other occasional seminars and any changes to details are dealt with by Lisa McNeill. All seminars information should be sent to Lisa at the following email address: seminars.lifesciences@manchester.ac.uk. Please use this email address rather than Lisa's own (as it can be checked by others if needed). **This change does not affect the way seminars are organised or coordinated – you should continue to work with your seminars coordinator or other organisers when planning and arranging seminars.**

Seminars website

The seminars information that is compiled by Lisa automatically generates the content for the new Faculty seminars website: www.manchester.ac.uk/lifesciences/research/seminars/. This website has a calendar facility listing individual seminars, and also displays information about full seminar series and this week's seminars (including abstracts, if provided).

The website can host a colourful series poster for your full seminar series (as a pdf available for download) and you are encouraged to send these to seminars.lifesciences@manchester.ac.uk. Currently, there is no centralised way to deal with (print and post) posters advertising individual speakers. Please continue to deal with these as you have done so far.

Other information outputs

The information included on the seminars website is used to generate weekly seminars notices (ie the posters that advertise all seminars in the upcoming week) and plasma screen notices. All you need to do is send your seminars information to Lisa at seminars.lifesciences@manchester.ac.uk.

Announcements are most valuable in special circumstances such as last minute seminars, changes or cancellations (these should also be sent to Lisa), however do not submit general reminders as they will be rejected.

Why have these changes been made?

The reason for this system is to ensure we have a single reliable record of seminars information (the website) which can then be distributed efficiently and consistency across the Faculty using all the available channels.

Any queries or comments on this new system can be directed to:

Natalie Liddle – Faculty Communications Officer

Natalie.liddle@manchester.ac.uk

Many thanks for your cooperation.