

UCSF Neuroscience Graduate Program

Formal Seminars Logistics

Host:

Arrange itinerary: contact faculty, make schedule
Make arrangements for dinner with speaker and faculty

Neuroscience Program Assistant:

Make hotel arrangements
Reimburse expenses
Collect CV, abstract, title
Post flyers
Organize student lunch
Distribute itinerary when completed by host
Reserve seminar room
Arrange refreshments

