

UCSF Neuroscience Graduate Program

Informal Seminars Logistics:

Host:

- 1) Make hotel arrangements
- 2) Collect cv, abstract, title
- 3) Distribute itinerary
- 4) Reimburse expenses, or provide Deb Rosenberg with DPA/fund numbers and receipts.

Neuroscience Program Assistant:

- 1) Post flyers
- 2) Reserve room

The Neuroscience Program is unable to provide honoraria to Informal Seminar speakers, with a few exceptions to be approved by Program Director. Other programs or departments may be willing to provide funding; if so, please notify the Neuroscience Program assistant who will credit the sponsor on all flyers and email announcements.

