

Information for seminar speakers

Thank you for accepting the invitation to present at the NASA/UAH Atmospheric Science Seminar series. Please send us a short abstract on your presentation a week before your presentation. That will provide time to format and get it posted, both externally and internally, ahead of time for your seminar presentation.

Please email your abstract to Whitney Guerin whitney.guerin@nsstc.uah.edu and a copy to Dr. Vaughan (vaughan@nsstc.uah.edu). The abstract should be about a HALF-PAGE if possible with a title, your name and affiliation so it can readily be formatted on the single sheet notices that are posted and sent out.

The seminar attendance typically varies from about 20 to 45 depending on the technical interests and other activities of the Faculty plus NASA and UAH Research Staff. Graduate students signed up for the Seminar Class this semester may be taking notes since they have to prepare a term paper. However, other graduate students will also be in attendance. As usual, the seminar will be in the NSSTC Building at 320 Sparkman Drive, Conference Room 4078, from 12:45 PM --1:45 PM. Please allow about ten minutes or so for questions and answers.

If you need anything other than the vu-graph, computer projector, and white board for your presentation, please let Whitney Guerin (256-961-7729, guerin@nsstc.uah.edu) know. Access to the conference room for set up is usually available any time after 12 noon for a prompt 12:45 pm start.

See the link for campus map on the Quick Links in case you need it. The NSSTC building in number 22 on the map. Entrance is on South side of building.

We look forward to your presentation and believe everyone, the students especially, will find it of interest.

Again, thanks for the seminar presentation in advance!

Seminar speakers from out of town. For those of you receiving travel reimbursement from UAHuntsville, you will receive a formal invitation letter. Please sign this original letter and return.

- 1) Please note that you are usually required to make your own airline reservations that will be reimbursed later.

- 2) The University of Alabama in Huntsville will reimburse you for actual expenses incurred for travel via economy air, meals (not to exceed \$40/day).
- 3) We will make reservations for you at the Bevill Center for your stay - (<http://www.uah.edu/BevillCenter/>).
- 4) We do not recommend car rental. Taxis are readily available from the airport to the Bevill Center (a 10 to 15 minute ride). The Bevill Center is located on campus and about a 5 minute walk to the NSSTC where the department is located. Someone will also be available to pick you up from the hotel and bring you to the department.
- 5) UAHuntsville all original receipts.
- 6) Once we receive your completed travel forms and return along with original receipts, UAHuntsville will send a reimbursement check.