IFIC seminars - README/HOWTO

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1 Type of Seminars

- **IFIC Seminar** – centrally organized by the IFIC seminar-organizers@pegaso.ific.uv.es

  - **Always the tuesdays at 12h,** at IFIC seminar room (only the seminar organizers are allowed to book the room in this slot)

  - **Always in-person**.

  - **Always with coffee and croissants** at 11.30, for the speaker and seminar attendants.

  - **An IFIC laptop with PDF** reader will be always **available**.

  - **Suggestions** of topics/speakers are always welcomed

- **IFIC Topical Seminar** – those that are not centrally organzied by IFIC

  - Usually **organized by projects** or research groups.

  - Not fixed time/room.

  - Still, **the IFIC seminar-organizers@pegaso.ific.uv.es should be contacted** prior the arrangement of these to avoid double-booking or overlapping with institute related activities.

- **IFIC students seminars –** organized by the PhD candidates (no professors allowed)

  - https://indico.ific.uv.es/category/59/

- **NOTE: the tuesday 12h slot is always reserved for the IFIC seminar. Please, refrain to organize events/seminars/etc in this slot, even if it is in a different room.**

3 Administration and bureaucracy & more

- **E-MAIL Announcements**: these are managed by the IFIC administration with the weekly reminder (all events of IFIC) and the seminar organizers (reminders the day of the IFIC Seminar and Topical Seminars).

- IFIC Seminars are **centrally organized by the IFIC** seminar-organizers@pegaso.ific.uv.es and **Andrea Tokai** from administration.

- **Topical Seminars are responsibility of the each group,** please contact "Comisión de servicios COMSER" if you require administrative support tAo handle invitations .

3 Room preparation

- Reservations should be done by the organizer(s) of the seminar.

- The key can be found in secretary (from 8AM-3PM)

- For IFIC seminars: someone from the IT department will open the room and bring the laptop to the IFIC seminar room at around 11.40

  - if it is not an IFIC seminar (but Topical or different, please contact them prior the event, via irt.ific.uv.es, or arrange yourself for the key and the laptop to be used)

- Connecting the projector – See Figure 1.

- Laptop connectivity – See Figure 2.

- Laser pointer and audio– See Figure 3 and 4

- **DO NOT TOUCH** – See Figure 5
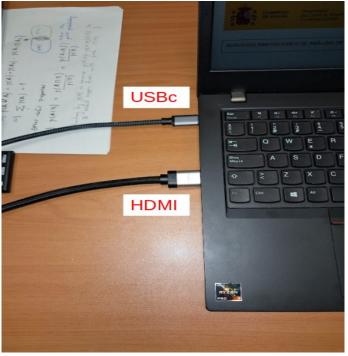

Figure 1: Control remote for the projector

Figure 2: The laptop is connected to a central hub that controls speakers/microphones/cam/ethernet

- **using the USBc → do not disconnect it from the central hub**

The laptop is also connected to the projector screen

- *using the HDMI cable → do not disconnect it from the central hub*

- *Use the HDM-USBc adapter if you use your own laptop and it doesn't have a HDMI entry (photo to be added)*

Figure 3: Laser pointer. The bluetooth connector is already in the central hub connected to the laptop via the USBc

Figure 4: These two microphones work and are connected to the laptop and to the central audio system using the USBc
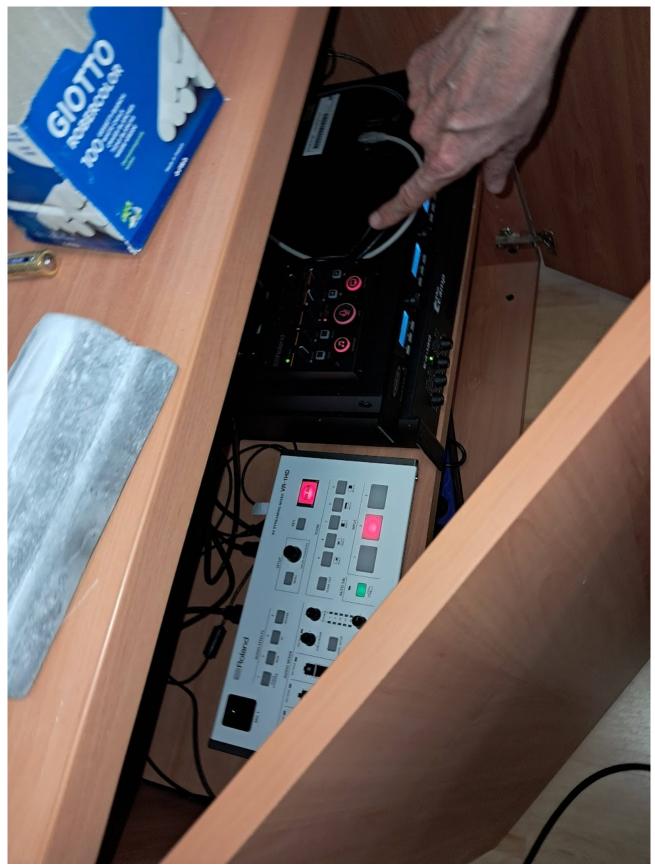
Figure 5: **DO NOT OPEN AND DO NOT TOUCH ANY BUTTON HERE**