

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** can be made **available under demand** (via irt done by the IFIC seminar organizers).
 - **Suggestions** of topics/speakers are always welcomed
- **IFIC Topical Seminar** – those that are not centrally organized 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 -1: the Tuesday 12h slot is always reserved for the IFIC seminar. Please, refrain from organizing events/seminars/etc in this slot, even if it is in a different room.**
- **NOTE-2: About once a month, the IFIC Colloquium takes place on Thursday. Please contact the colloquium organizers before scheduling any events on Thursday.** <https://webififc.ific.uv.es/web/content/comisiones-del-ific>

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

**disclaimer: some technicalities may change due to external conditions.*

- 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)

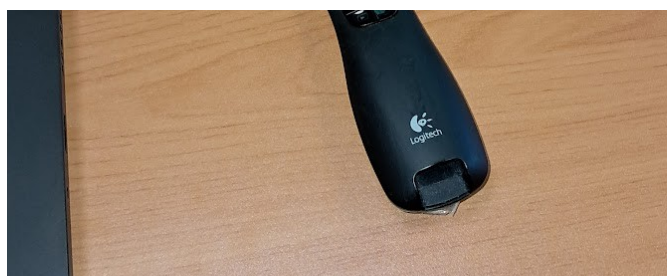




Figure 4: These two microphones work and are connected to the laptop and to the central audio system using the USBc



Figure 5: **DO NOT OPEN AND DO NOT TOUCH ANY BUTTON HERE**