

Guidelines for Applied Physics seminars

The Applied Physics seminar series are targeted to a general physics audience consisting of faculty members, researchers and PhD students at the department of Applied Physics and neighboring departments at AlbaNova. The general aim of the seminar series is to update the audience about new interesting developments and achievements in relevant research areas. A specific purpose is to stimulate collaboration and interaction, both within and outside the department and also to broaden the knowledge of people who are not experts in the specific field.

To fulfill the purpose of the seminars the presentations should to a considerable part consist of more general overview material, easily accessible for everyone in the audience.

Inviting speakers

The responsibility of the division heads are to invite a speaker according to schedule which is emailed.

Anyone suggesting a speaker to the committee also accepts to be her or his host, which includes communicating with the speaker regarding practical arrangements, title and abstract for the seminar and introducing the speaker at the beginning of the seminar. It also falls on the host to take care of the speaker whilst at KTH and arrange any hospitality or scientific discussions as she or he sees fit.

Scheduled and extra seminars

The Applied Physics seminars are held every fourth Thursday, between 09.15-10.00 with coffee from 09.00. These times are to be considered as fixed and should not be changed.

Each seminar starts with a few minutes of general information. This leaves a total of 40 minutes for the actual talk, optimally with about 35 minutes of presentation and 5 minutes for discussion.

In case a research unit has a visitor that would be interested in giving a seminar outside the normal date and time, an extra Applied Physics seminar can be announced. In such cases Applied Physics will only pay for the room but the unit will have to cover any other costs.

Practical arrangements:

- Email invitations, reminders and announcements on the Applied Physics website are handled by Sofia Vigren (svigren@kth.se)
- Air travel, local travel (to and from airport) and hotel (maximum one night) is booked by Sofia Vigren (svigren@kth.se), and is covered by the Applied Physics seminar budget. The budget allows for a maximum amount spent on travel and accommodation of 7500SEK/seminar
- Representation should be moderate, and obviously has to follow all regulations. The Applied Physics seminar budget can cover a cost for a lunch or a dinner of up to 1000SEK/seminar