

## Checklist for Local Hosts of the NEFSC Seminar Series in Woods Hole

### **Preliminaries**

Invite a speaker or speak yourself. [Read more...](#)

Choose a host. [Read more...](#)

Arrange a time and place. [Read more...](#)

Notify the Seminar Committee. [Read more...](#)

### **Days-weeks before the seminar**

Announce to the Center. [Read more...](#)

Announce broadly. [Read more...](#)

Notify the shop about furniture layout. [Read more...](#)

Contact DMS. [You must read this one...](#)

If you plan to set up a conference call line. [Read more...](#)

If you want to set up a Center-wide seminar. [Read more...](#)

Yes you can go national with NOAA's OneNOAA seminar. [Read more...](#)

You can even tweet the announcement. [Read more...](#)

### **The day of the seminar**

Show up early. How early? [Read more...](#)

Welcome the audience. [Read more...](#)

After the talk. [Read more...](#)