



Energy Systems Innovation Center

Thanks for volunteering to coordinate power group seminar series for this semester. The following are guidelines to help you get started. Please ask me (at mehrizi@eecs.wsu.edu) also for the guide that Yannan Wang prepared that includes the template emails and more detailed instructions.

At the beginning of the semester:

- **Book ETRL 101. THIS IS VERY IMPORTANT.** Book ETRL 101 at the beginning of each semester by emailing Donna Green <greend@wsu.edu>. This room is very in demand and please ensure you do this a few weeks before the semester starts.
- **REGISTER FOR SEMINARS WITH PSERC.** Send Theresa Herr at PSERC <Theresa.Herr@asu.edu> an email letting them know that you are now the new WSU contact for seminars. Basically, send an email to PSERC at the latest the Friday before each PSERC seminar to let them know the students and faculty at WSU will be attending. They will then send you instructions for connecting to the phone bridge before the actual seminar.
- **CONTACT THE SPEAKER FOR NON-PSERC SEMINARS.** Please contact the speaker personally to coordinate the process if we don't have a PSERC seminar but instead have someone from within WSU presenting their work.
- **SEND ME THE LIST OF POTENTIAL WSU SPEAKERS.** Please send me a list of WSU students and visitors who have not presented in the last year. Include the name, email address, year in program, and supervisor's name for each person.

During semester:

- **PREPARE THE ROOM.** Every Tuesday, you have to go to DANA 146 around 10:40 am every Tuesday to get the keys for ETRL 101. Then you will unlock ETRL 101 and set up the projector and computers so the slides for that seminar will be on. You're also responsible for moving the slides as the presentation goes on in PSERC seminars, which will be coordinated through the phone bridge. After the seminars, just remember to return everything where it was and also return the keys to DANA 146.
- **SEND EMAILS TO THE ENTIRE GROUP.** You are responsible for sending emails to the entire group and copied to power group faculty members notifying everyone of the title and abstract of the seminar each week. Please use the template provided.
- **ENSURE WE HAVE SEMINARS EVERY WEEK.** The current calendar is posted at <http://eecs.wsu.edu/~mehrizi/esiseminars/>