

Below is the list of things to do on a regular basis for the IT & Tea seminar:

1. Update web on a regular basis

<http://www2.slac.stanford.edu/ITnTEA/default.htm> - Main Page, always show the current seminar (Ex. May 11, 2006: - Bebo White - Web 2.0 (able to click on the speaker and Title to get you to that page...))

Go to the Previous and Upcoming Seminars page:

<http://www2.slac.stanford.edu/ITnTEA/upcoming.htm>

Update the upcoming Seminars and move the last completed month to Previous Seminars.

Under Upcoming Seminars - show the current month of seminar followed by the future months and Speakers if any had been schedule.

2. IT & Tea Seminars Schedule:

Update Calendar as needed. The calendar is attached. After update, convert into a PDF and move to web.

[http://www2.slac.stanford.edu/ITnTEA/info/ITnTea\\_FY06\\_Calendar.pdf](http://www2.slac.stanford.edu/ITnTEA/info/ITnTea_FY06_Calendar.pdf)

3. Submit a request to SLAC Today Event along with the url and information on speaker, Title and location of seminar. FYI, The Orange C.R. is scheduled on a regular basis, but there are some months that are blocked due to Babar standing meetings. So, the best thing to do is to check the calendar for upcoming months prior to scheduling someone without a room being reserved.

4. E-mail an announcement to the following distribution lists:  
The previous announcement is attached for your reference

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slactrain-l;  
'itss-digest@stanford.edu'  
comp-l  
itandtea-l
```

5. Make 150 copies of the seminar for that month, and take to mail room for distribution to all departments.  
(I usually include a sheet on top of the fliers for distribution and if there are any questions to contact me). The Staff of the Mailroom's been very helpful.
6. Buy cookies, water, and tea as needed. Usually, we end up buying the cookies on a regular basis along with water. The other stuff, may need to at times. Use your judgment. When buying cookies, water, etc... We usually get the sale items from either Safeway, or Albertson. Whoever has the sale.
7. Setting Up for Seminar: I usually go down to the orange room about an hour before it starts. This gives me plenty of time to set up (and to clean up as needed, since most of the time, there's always something going on before our meeting).

8. Clean Up after Seminar: Please ensure that everything is cleaned up and packed. Don't forget to take everything.

FYI: Effective May 12th, you will all have permission to the it&tea website. Pat and I will be removed.

This is pretty much it. I hope I didn't miss anything. However, please feel free to contact me if you should have any questions.

Thank you and it's been a pleasure working with you. Best of Luck to all of you.

/Haifa