

Lund University Urban Arena

Guidelines: Wake-up seminars

At the beginning of the semester

Seminar title and description:

Write a description of your seminar. This is important as it will impact the interest in your seminar and thereby the number of participants. Be concrete, both in the title and the description. It may be a good idea to highlight a few particularly interesting issues to be brought up, instead of trying to cover the entire seminar programme in your description. Make sure to make clear links to sustainable urban development.

2 weeks before the seminar

Reminder:

The Assistant coordinator of LU Urban Arena (Nora Smedby – Nora.Smedby@iiiee.lu.se) will send out a reminder to all participants in LU Urban Arena approximately 2 weeks before the seminar. Before this, she will contact you at the hosting department so that you have the chance to add any additional information to that sent out in the original programme.

Book location:

Do not forget to book the room you want to use. Previous seminars have had approximately 15 participants including those from your own department.

Registration:

Make sure to keep an email list of all registered participants. This is useful for you when sending out information about where the seminar will take place. In addition, it is useful for updating the send list of LU Urban Arena (see below).

Seminar planning:

You set the programme for the seminar but, ideally, it somehow includes an overview of the research carried out at the department as well as potential **links to other research on sustainable urban development at LU**. Consequently, you have relatively much freedom in planning the seminar. However, we would like to emphasise three things.

- 1) Make sure to communicate not only the current research projects but also **relevant competencies** in the department,

- 2) Think carefully about the **meeting format** and how you can create a good discussion regarding the department's connection to LU Urban Arena and other research related to sustainable urban development within Lund University.
- 3) Feel free to use the LU Urban Arena **PPT template** found at www.urban.lu.se/urban_arena_members/ for your presentations.

1 day before the seminar

Send welcome email:

The exact **location** of each seminar is not included in the general programme for the entire series. Do not forget to send out information on which room the seminar will take place in and how to find it to all participants registered for your seminar. You might also want to emphasise in this email that it is important to **start on time**, given the short time slot allocated for the seminar. If you have the possibility to set aside a bit more time after the seminar, you can also inform about the **opportunity for participants to stay longer** for informal discussions. Lastly, you are suggested to inform about any refreshments offered.

Order refreshments:

Order refreshments. We suggest that you provide coffee, tea and a sandwich.

Just before the seminar

Signpost clearly, so that participants easily find their way.

As the time for the seminar is short, make sure to start on time.

The seminar

Enjoy!

After the seminar

Make sure to **save the presentations** so that these can be uploaded on LU Urban Arena's web page (www.urban.lu.se).

Please, send the presentations, a list with names and e-mail addresses of the participants to Nora.Smedby@iiee.lu.se within a week after the seminar.

LU Urban Arena's communicator (Sara Bernstrup) will attend the seminar and will make a short report in English to be published at the member's web page as well as a more general short article in Swedish on one of the presented topics/research projects. For this text, Sara will book an interview with one of the presenters.