

Seminar Reservation System using Google Calendar

In the interest of improving and updating the Department of Molecular Biosciences Seminar Series scheduling system, we have developed a Google Calendar to enable automated holds and reservations.

The calendar is named "DMBSeminars". All faculty members have been given full access, but if a second invitation email is needed, let me know. Assistants can be granted read-only access.

Features:

Calendar users can view the calendar, temporarily hold dates for speaker invitations, and make permanent reservations for confirmed invited speakers.

View Calendar

The calendar can be accessed by invitation or by request, just as with any other Google calendar. Basic instructions on how to use Google calendars are available online, and also instructions on how to incorporate into your personal devices so that you can view them from your computer, pad, or phone, etc.

Hold dates

To temporarily hold dates for a prospective invitee, you simply add an appointment on the selected date. You must be sure that you are adding to the reservations calendar and not your default calendar.

After a few minutes, the title of the appointment will list your email and a countdown timer. These reserved appointments are currently set to automatically expire after 48hrs.

-You will get an email 24hrs prior to expiration

-You will get an email at the time of expiration, and your reserved appointment will be removed.

Note that held dates are exclusive- conflicting events will generate an email and will be automatically deleted

Permanent Reservations

To convert your held date into a permanent reservation, simply update the text to contain the keyword "booked", as in "Booked for Dr. Feelgood, Faber College by Curt Horvath". **Include your name as host.** You will receive a confirmation email and the DMB office will receive a confirmation email.

Other Notes:

The reservations calendar is limited to Thursdays only; reservations made for other dates will be automatically deleted, an email will be sent to inform you.

In agreement with Departmental policy, the first seminar of each month is restricted to the Biophysics training program. Reservations on these days will generate an email to remind you and to alert Ishwar Radakrishnan.