

From: Morse, Michelle
To: ["theoarven@sbcglobal.net"](mailto:theoarven@sbcglobal.net)
Cc: [Amy Thompson](#)
Subject: UTC-IASE Seminar Series, March 5, 2018
Date: Monday, February 12, 2018 11:20:00 AM

Good morning,

My name is Michelle Morse and I am the Administrative Assistant for the UTC Institute for Advanced Systems Engineering (UTC-IASE) at the University of Connecticut (UConn). Amy Thompson has brought to my attention that you recently accepted the invitation to present at our Seminar Series.

Our seminars are usually 1 hour long, 40 minutes for the presentation and 20 minutes for follow up questions.

I will need the title of your presentation, a copy of your abstract, some keywords in regards to your presentation and a short bio to advertise this presentation to the students and faculty here at UConn. I would also like to request a photo as well. Once you have completed your presentation I would like to ask that you email it to me so that I can have it uploaded. Please note that your presentation will be streamed live to partners of the UTC-IASE, so do not include sensitive information in that presentation.

Please note that in order to improve our future seminars and lectures, we ask attendees to rate the event for content and format. The rated items include:

- Relevance to Systems Engineering and to UTC-IASE
- Suggested new directions for academic research
- Suggested new directions for content in UConn courses

Will you be bringing your own personal laptop? If so, is it a PC or Mac?

As a token of our appreciation, the UTC Institute for Advanced Systems Engineering (UTC-IASE) would like to present you with an honorarium following your presentation. To receive this and any travel reimbursements you will need to set yourself up in the UConn vendor system. I will send you an invitation to register as a vendor in the system which is called PaymentWorks.

If you have a parking receipt for the UConn garage please bring it to me and I will be happy to validate it.

If you have any further questions or concerns, please let me know.

We look forward to meeting you and to your presentation,

Have a nice day,

Michelle R. Morse

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