NOTETAKER CHECKLIST FORM

(Complete one for each talk.)

Name: Michael McAlister  Email/Phone: mcmulty@math.ucr.edu
Speaker's Name: Allan Greenleaf  
Talk Title: FIO Lecture 1
Date: 9/4/19  Time: 9:50 a.m. / p.m. (circle one)

Please summarize the lecture in 5 or fewer sentences: This lecture discussed examples of Fourier integral operators, wavefront sets, and the Hadamard-Satake lemma, cohomological distributions, and oscillatory integrals as distributions and their wavefront sets.

CHECK LIST

(This is NOT optional, we will not pay for incomplete forms)

☐ Introduce yourself to the speaker prior to the talk. Tell them that you will be the note taker, and that you will need to make copies of their notes and materials, if any.

☐ Obtain ALL presentation materials from speaker. This can be done before the talk is to begin or after the talk; please make arrangements with the speaker as to when you can do this. You may scan and send materials as a .pdf to yourself using the scanner on the 3rd floor.
  - Computer Presentations: Obtain a copy of their presentation
  - Overhead: Obtain a copy or use the originals and scan them
  - Blackboard: Take blackboard notes in black or blue PEN. We will NOT accept notes in pencil or in colored ink other than black or blue.
  - Handouts: Obtain copies of and scan all handouts

☐ For each talk, all materials must be saved in a single .pdf and named according to the naming convention on the “Materials Received” check list. To do this, compile all materials for a specific talk into one stack with this completed sheet on top and insert face up into the tray on the top of the scanner. Proceed to scan and email the file to yourself. Do this for the materials from each talk.

☒ When you have emailed all files to yourself, please save and re-name each file according to the naming convention listed below the talk title on the “Materials Received” check list.
 YYYY.MM.DD.TIME.SpeakerLastName

☒ Email the re-named files to notes@msri.org with the workshop name and your name in the subject line.
Sticks already submitted by lecturer