

BIOLOGICAL SCIENCES SEMINAR SERIES PROCEDURES

The goal of this document is to streamline procedures for organizing both **invited speakers** and **graduate student presenters** at the BSC Friday seminar series.

Seminar Information

Seminar Committee: Jeff Lozier, Carla Atkinson

Location: Shelby Hall RM 1093 (subject to change)

Time: Fridays 12:00PM – 12:50PM

Note that classes follow seminar, so speakers are encouraged to keep talks to <50 min to allow for questions

Strategies for Filling Seminar Series

- A) **Graduate Student Speakers:** The seminar series is intended to allow for MS and PhD students to gain experience presenting their research in a formal setting.

Each student is required to present their research at least once, preferably in the final semester of their program. Approximately 50% of seminar slots will typically be reserved for graduate students, although this varies.

- B) **Invited Speakers:** In late Spring/early Summer each year the the seminar committee will solicit invites for the Fall (and occasionally Spring) semester, and in early October to fill remaining Spring semester slots. There is no regional restriction on invitations (within the USA), so the goal is to bring in researchers with broadly interesting research programs from throughout the country.

Priorities for faculty invites are as follows

1. Diversity: invited speakers should represent an even composition across MCB and EES
 2. Graduate student invited speaker. The goal is to allow the graduate students to invite one high profile speaker per semester (MCB students Fall, EES in Spring; see *Responsibilities of Faculty/Graduate Student Sponsor*)
 3. Faculty one year from tenure are given priority with the objective to invite potential letter writers (1 seminar slot per academic year per faculty)
 4. First year faculty are given second priority with the objective being to invite potential tenure letter writers, and potential future collaborators (1 seminar slot per academic year per faculty)
 5. Faculty who have not invited a speaker in previous 2 academic years
 6. Speakers from a non-traditional setting in the biological sciences (non-profit, industry, government); this will give students an idea for alternative career paths (1 invitee per academic year, pending available slots)
- C) **Tenure and Promotion Talks:** Seminar slots will be reserved for faculty under consideration for tenure or promotion. These will typically be the first few Fridays in Fall Semesters, and should be scheduled before invited speakers.

Funds Available from the Department for Invited Speakers

1. Hotel (typically a 2 night maximum); if exceeding 2 nights, approval must be granted in advance by the Dept. Chair, or the additional cost will be the responsibility of the faculty sponsor
2. *If invitee arrives by car:* mileage to the seminar invitee at the going rate for reimbursement
3. *If invitee arrives by plane:* airfare (booked through the Department of Biological Sciences; see *Responsibilities of Faculty/Graduate Student Sponsor*) + other transportation (e.g., bus, taxi, shuttle, etc)
4. Snacks and drinks immediately preceding the seminar in Shelby Hall
5. Lunch for graduate students and invited speaker immediately following seminar (location Shelby 2438 conference room)
6. Meal expenses up to \$100. Typically this would include dinner on Thursday, Friday, or both, with the available funds dictating the number of invitees. Costs above this maximum are the responsibility of the faculty host. Note that breakfasts are provided by *Hampton Inn*.
 - **Note:** The department **will not fund** alcoholic beverages of any kind

Responsibilities of the Seminar Committee

1. Organize the initial Fall and Spring schedules to ensure that all slots are filled with Graduate Students, Invited Speakers, or T&P Candidates representing BSC diversity
2. Solicit data on faculty approaching T&P to arrange "T&P talks"
 - (usually April/May for following Fall)
3. Solicit information from faculty about all students expected to file for graduation in the following semester, and contact individual students to arrange their Finishing Talks
 - (usually April/May for following Fall, and September/October for Spring)
4. Solicit invitees from the faculty and graduate students
 - (usually April/May for following Fall, and September/October for Spring)
5. Ensure student participation/involvement in the seminar series. The GSA will vote to invite 1 speaker in the MCB area for Fall semesters, and in the EES area for Spring semesters.
6. Interact with Department of Biological Sciences office staff to ensure that Shelby Hall 1093 is reserved from 12PM – 1PM for seminar and that the SEC conference room 2438 is reserved from 1PM-2:30PM for graduate student lunch on all Fridays
7. At the start of the semester, forward the final schedule (names, home department, date of visit, and faculty hosts) to the department website manager for posting: Dr. Ed Stephenson (estephen@ua.edu)
8. Interact with faculty sponsors, Department of Biological Sciences staff, and Department Chair to ensure that all information/scheduling/travel is streamlined
9. Take attendance for graduate students and serve as instructor of the graduate seminar course

Responsibilities of the Faculty/Graduate Student Sponsor

1. 8 weeks prior to seminar: Forward the invitee's preferred departure city/time to Biology Office Staff (currently Sonia Potter: stpinner@ua.edu) for booking, pending approval by Shawn Winters (slwinters@ua.edu)
2. 8 weeks prior to seminar: Contact Sonia Potter regarding hotel reservations for the speaker. **Note:** an even earlier reservation request may be advisable for Fall semesters if invited speaker comes during a home football game.
3. 2-3 weeks prior to seminar: Arrange the seminar speaker's schedule (see attached template). This includes:
 - a. sending out an e-mail to faculty, staff, and graduate students who might be interested in meeting with the invitee, arranging meeting times, and soliciting dinner attendees.
 - b. Sending email to the graduate students to solicit attendance at the pizza lunch following seminar
4. 2-3 weeks prior to seminar: Solicit the title, abstract (250 word max), and photo (optional) from the invitee in a timely fashion
5. 2 weeks prior to seminar: Forward the title, abstract, and photo to Elizabeth Dixon (eldixon@ua.edu) so she can generate and post the seminar flyer
6. 2 weeks prior to seminar: Forward the title and abstract to department website manager for posting: Dr. Ed Stephenson (estephen@ua.edu)
7. Arrange for the seminar speaker to be picked up and dropped off at the airport (if needed)
8. At least 24 hours prior to seminar: Ensure with Biology Office Staff that pizza lunch has been arranged and ordered (see attached pizza form)
9. Deliver the seminar speaker to the seminar room at least 20 minutes prior to the seminar to set up the audio-visual system and computer
10. If faculty are unable to deliver the speaker to their next meeting engagement, it will be the responsibility of the faculty sponsor (or grad student representative) to do so

Responsibilities of the seminar invitee:

1. Send seminar title, short abstract (250 word max) and photo (optional) to the seminar host at least 2 weeks prior to the seminar
2. Forward information on departure city and preferred departure times to the faculty sponsor
3. Bring all travel receipts to the Dept Biological Sciences staff member responsible for reimbursements
4. Provide information for reimbursements in advance of arrival to UA, when needed

Responsibilities of Department of Biological Sciences Office Staff:

Shawn Winters (slwinters@ua.edu): oversee the budgeting aspects of the seminar series.
Sonia Potter (stpinner@ua.edu)

- Book flights given seminar invitee's preferred day/time/departure airport

- Regarding airline tickets, staff should prevent extravagant flight accommodations or costs (e.g., first class bookings are not permitted)
- Book lodging (max 2 nights)
- Arrange for reimbursements of travel (e.g., mileage, airfare)

Elizabeth Dixon (eldixon@ua.edu)

- Generate and post seminar flyer including title, name of speaker, and abstract
- Send out reminder e-mails at least 24 hours prior to seminar about the seminar to graduate students, postdocs, faculty, and staff, complete with title/abstract and schedule

Bring speaker back to airport (who, what time)?

Departure flight carrier and flight :

Flight departure date:

Flight departure time:

Name of person(s) who will bring speaker to airport:

**Semester:
BSC GRADUATE STUDENT LUNCHEONS PIZZA ORDER FORM**

DATE NEEDED _____ delivered to Biology office by _____.

To expedite food orders for grad luncheon seminars please complete the following and submit to the BSC budget office (Sonia and Shawn) with 24 hrs of date needed:

<p style="text-align: center;">Name of Graduate Student(s) Responsible for Picking up Delivered Pizza and soda from SEC 1325 (main office); cleaning up Nott Hall etc; contact phone number</p>	<p style="text-align: center;">Seminar Speaker Name (Faculty host)</p>
<p style="text-align: center;">Pizza Order Request (list type, number)</p>	<p style="text-align: center;">Names of Grad Students Attending Lunch (Required for BSC budget office)</p>

ENTER SEMINAR TITLE
HERE

Enter Seminar Speaker's Name Here
Speaker's Institution

Date, Time
Location

Copy-Paste Abstract Here

Snazzy Research-Related Picture Here!