STANDARD OPERATING PROCEDURES – SEMINAR INVITES

This document was prepared with the intent of streamlining the seminar invitation process. Please refer to the SOP’s listed below prior to committing a speaker for a visit.

Basics of the Seminar

Seminar committee: Earley (chair), Benstead, Duffy, Johnson, Sobecky

Location: Biology Room 202 (subject to change)

Day of the week & Time: Thursdays, 4pm

Allotted Time for speaker: 50 minutes with 10 minutes for questions

How the seminar schedule is to be filled

1. 1 invitee from graduate students in Molecular & Cellular (Fall or Spring)
2. 1 invitee from graduate students in Ecology, Evolution & Systematics (Fall or Spring)
3. 1 invitee per year from a non-traditional setting in the biological sciences (non-profit, industry, government); this will give students an idea for alternative career paths
4. Job candidates (if any)
5. Invites from faculty sponsors

At the beginning of the summer of each year, the seminar committee will solicit invites for the Fall and Spring semesters. Ideally, we would want a good mix of local/regional folks (e.g., from the Southeast or within driving distance) and folks from universities across the country. If there is more requested invites than spots to fill, the seminar committee will make its decision based on the following:

1. Seminar diversity (equal contributions from MCB & EES)
2. Distance the invitee will need to travel (and thus, cost to bring invitee in); budget constraints
3. Note: Faculty sponsors whose request was not filled in a particular semester due to the abovementioned constraints will have top priority in the following semester

Funding

The department will fund:

1. Hotel (max 2 nights); if exceeding 2 nights, 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 point #5 under Responsibilities of Faculty Sponsor) + fares that the invitee incurs traveling from his/her home/work to the airport in their departure city (e.g., taxi, bus, shuttle)
4. Snacks and drinks for graduate student “meet-and-greet” on Thursday afternoon immediately preceding the seminar
5. Dinner up to a maximum of $70 on either Wednesday or Thursday evenings (this should dictate the number of invitees to dinner)
6. Transportation to/from the airport if the speaker cannot be picked up by someone.

Note: breakfast is provided at the Hampton Inn
The department will not fund:

1. Alcoholic beverages of any kind

Responsibilities of the seminar committee:

- Organize the initial Fall and Spring schedules
- Solicit invitees from the faculty and graduate students
- Scramble to fill unfilled slots with local/regional researchers
- Estimate and monitor spending on the seminar account(s)
- Ensure student participation/involvement in the seminar series
- Encourage undergraduate student participation (e.g., undergrad attendance at seminar [not for extra credit]; invitee participation in a relevant class or with undergraduate research students in the faculty sponsor’s laboratory or other interested laboratories).
- Interact with faculty sponsors, Department of Biological Sciences staff, and Department Chair to ensure that all information/scheduling/travel is streamlined

Responsibilities of the seminar invitee:

- Prepare a title and short abstract (250 word max) at least 2 weeks prior to the seminar
- Forward information on departure city and preferred departure times to the faculty sponsor
- Bring all travel receipts to the Dept Biological Sciences staff member responsible for reimbursements
- Provide information for reimbursements (home address, social security number) in advance of arrival to UA
- Provide a snazzy photo relevant to their research interests (for the advertisement flyer)

Responsibilities of the faculty sponsor OR, in the case of a speaker invited by graduate students, the forum convener (or a grad student task force):

- Solicit the title and abstract (250 word max) from the invitee in a timely fashion
- Forward the title and abstract to department website manager for posting: Dr. Ed Stephenson (estephen@bama.ua.edu)
- Arrange the seminar speaker’s schedule using the template schedule attached to this SOP; this includes sending out an e-mail to other faculty who might be interested in meeting with the invitee, arranging meeting times, soliciting folks to attend dinner.
- Arrange for the seminar speaker to be picked up and dropped off at the airport (if need be)
- Forward the invitee’s preferred departure city/time to Brittani Atwood (atwood1@as.ua.edu) in the Department of Biological Sciences for booking (this is to ensure that seminar invitees do not book extravagant trips or first class flights) pending approval by Karen Matthews (kamatthews2@as.ua.edu)
- 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
- If possible, arrange for the speaker to meet with undergraduate research students and/or participate in courses with undergraduate enrollment
- 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 Department of Biological Sciences Office Staff:

Karen Matthews (348-5962; kamatthews2@as.ua.edu) will oversee the budgeting aspects of the seminar series.

Brittani Atwood (atwood1@as.ua.edu) will:

- Book flights through the airline directly (not Expedia, Orbitz, Travelocity, Kayak, or any other service site) 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)

Kenyia Terry (348-1807; kterry@as.ua.edu) will:

• Send out reminder e-mails about the seminar to graduate students, postdocs, faculty, and staff, complete with title/abstract and schedule
# TEMPLATE SEMINAR SCHEDULING

Name of faculty sponsor (if grad student invitee, insert “GRAD”):
Name of seminar invitee:

Seminar Title:

Arriving by:  q car  q plane
If arriving by car, has someone forwarded directions to the speaker?  q yes  q no
If arriving by plane, has someone arranged to pick up the speaker at the airport?  q yes  q no
Arrival flight carrier and flight # =
Flight arriving from (departure city) =
Flight arrival date =
Flight arrival time =
Name of person(s) who will pick up speaker =

Hotel accommodations booked?  q yes  q no  Hotel name:  # Nights stay:
Hotel confirmation number:
Room booked for seminar?  q yes  q no  Location:

## WEDNESDAY PLANS (if any):

## THURSDAY SCHEDULE

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<th>Start Time</th>
<th>End Time</th>
<th>Meeting with?</th>
<th>Deliver to next engagement (yes or no)</th>
<th>Notes</th>
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<td>4:30 pm</td>
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<td>Post-seminar meet &amp; greet with faculty and students</td>
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5:00-5:30 pm onwards: Bring speaker back to hotel to “refresh”? Dinner plans (who, where, what time)?
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 =

## FRIDAY PLANS (if any):


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!