



SIBBS

Seminar in Interdisciplinary Biological and Biomedical
Sciences

Student Host Presentation Packet

Containing:

Responsibilities of student host

Sign-up sheets

Sample invitation letter to guest speaker

Sample introduction to speaker

Sample thank you letter to speaker

Student Host Responsibilities

Proposal

- 1) Propose guest speaker to instructors.
- 2) Once your proposal is approved, invite your guest (see example)

Travel Itinerary and Hotel Reservations:

- 1) Once your guest has accepted, start helping to arrange their itinerary (i.e.; date arriving/date departing) and communicate closely with Shannon
 - Confirm travel dates and lodging needs (Shannon will make lodging reservations for your guest and will email you your guest's hotel confirmation number and hotel website.)
 - Ask your guest speaker for a talk title, picture, readings, webpage/email link and abstract for the SiBBs Web Page to be provided to the PiBBs Office as soon as you have your guest scheduled and confirmed
 - Make sure Shannon receives all of your guest's personal information before they arrive (i.e. name, address, phone #'s, fax #s, SS#, URLs, visas and
 - I-94s (if guest is international)
- 2) Circulate a sign-up sheet for individual time with your guest speaker & advertise to students and interested faculty (included)
- 3) Schedule student participation at meals with your guest
- 4) Make arrangements to pick-up your guest speaker and take them to their hotel
- 5) Equipment - Make sure that you have all the equipment that your guest needs for their lecture well in advance of the lecture. Requests go through PIBBS office.
- 6) In class; introduce your guest speaker

Meals out and reimbursement:

- 1) Save all receipts
- 2) List the names of all attendees on receipts
- 3) If you get itemized receipts and separate alcohol served, you won't have to do a "no alcohol served" memo
- 4) If you can't or didn't get an itemized receipt with alcohol separated out - do a "no alcohol served memo. You can get one from Shannon.
- 5) Your personal info (name, student ID, address, current email, phone #)

6) Ensure that your guest speaker has an enjoyable & productive time

'Thank You' Letter:

1) Thank your guest speaker with a letter (see example)

SiBBs Guest Speaker Schedule
[Visitor's Name], Date of Visit (DD Month YYYY)

Flight Info: Arrive: Date/Time on Carrier/Flight/Number
 Depart: Date/Time on Carrier/Flight/Number

Lodging: Place and Address
 Check-in/check-out

Day1: Day, Date

Time	Activity	Meet With ? (name)	Location
9:00			
9:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
1:00			
1:30			
2:00			
2:30			
3:00			
3:30			
4:00			
4:30			
5:00			
6:00			
7:30			

Day, Date

Time	Activity	Person	Location
9:00			
9:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
1:00			
1:30			
2:00			
2:30			
3:00			
3:30			
4:00			
4:30			
5:00			
6:00			
7:30			

Sample Invitation Letter

To: **XXXXXXXXXXXXX**
XXXXXXXXXXXXX
XXXXXXXXXXXXX

From: **XXXXXXXXXXXXX**
XXXXXXXXXXXXX
XXXXXXXXXXXXX

Date:

XXXXXXXXXXXXX

Dear Dr. **[Guest's Name]**,

I am a graduate student in **[Your Dept.]** at the University of New Mexico and work with **[Your Advisor]**. I am currently enrolled in the Spring Seminar for Interdisciplinary Biological and Biomedical Science (SiBBs), at UNM Biology and would like to extend an invitation to you to participate as a guest speaker for this semester's SiBBs Class.

As a guest scientist you would present an hour and a half long lecture to our class on a Wednesday afternoon. Other activities may include joining some of the students for a lunch or dinner, and talking with students on an individual basis about your work. We will of course, pay for travel and lodging expenses in addition to your main meals. You would have a lot of flexibility in your choice of a topic to present to our class, as I believe that quite a bit of your research is applicable to our students.

Our program is interdisciplinary, supporting students from biology, statistics, physics, computer science, anthropology, and electrical and computer engineering. We draw from approaches and tools in other disciplines to tackle problems and questions relevant to the life sciences. **[Add something here that explains why you think this guest fits into SiBBs' lecture format] Your own work for example, would be interesting to the class because..... I have an personal interest in your work because.....]**

Our SiBBs lecture schedule has the following available dates **XXXXXXXXXXXXX**. Would you be willing to participate as a guest speaker for SiBBs? The SiBBs Faculty, other students, and I are very much interested in your work and hope to be able to meet you.

Sincerely,
[Your Name, Department]

Cc: JHBrown
FASmith

Sample Guest Speaker Introduction

Introduction:

Name of speaker, title/position, institution
Brief comments on background (e.g. education, postdocs, other positions)
Brief comment(s) on type of research (e.g. bridges x + y discipline)
Anything else interesting (e.g. knows how to juggle.....)
Title of talk



Date XXXXXX

Dr. XXXXXXXXXXXXXXX
Department of Anthropology, Harvard
William James Hall
33 Kirkland Street
Cambridge, MA 02138
USA

Dear XXXXXXXXXXXXXXX,

We appreciate you taking time out of your schedule to participate in our Spring Interdisciplinary Biomedical and Biological Sciences Seminar (SIBBS). We really appreciate your interest. Your participation contributed to our program's mission to provide our students with exposure to current problems in disciplines touching on biology and biomedical science.

Students reacted very positively to your talk. It pulled together several threads we had explored in previous talks and showcased the power of well-framed hypotheses using genetic data, which we had not explored. The question and answer was one of the best and liveliest in the series and highlighted how well your presentation captured the spirit of interdisciplinary science.

Our students appreciate the opportunity you presented. Your lecture exposed them to your field and area of expertise. The time given to students to meet with you and discuss research aids them both academically and professionally.

We hope that your talk and time with SIBBS participants was interactive and rewarding.

Sincerely,

James H. Brown
Director
PIBBS
Distinguished
Professor

Felisa A. Smith
Co-Director
PIBBS
Associate
Professor

[Your Name]
PhD student
Dept