



## Bio 503: 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 attached example).

### Travel Itinerary and Hotel Reservations:

- 1) Once your guest has accepted, start helping to arrange their itinerary (i.e.; date arriving/date departing, airport, special requirements).
  - Confirm travel dates and lodging needs. Shareen Siegrist in the Biology Department (phone 277-3554; [shareen@unm.edu](mailto:shareen@unm.edu)) - will make airfare and 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 class.
  - Make sure Shareen has all of your guest's personal information *before* they leave on travel. This includes their name, home and institutional address, phone #'s, fax #s, SS#, DOB, URIs, visas and I-94s (if guest is international)
- 2) Advertise your speaker to students and faculty in the various departments. Circulate a sign-up sheet for folks to sign up for individual times to speak with your guest. This should be mostly full before your guest arrives; you'll want to give them a copy when you pick them up at the airport.
- 3) Schedule student participation at meals; make sure you know what the monetary guidelines and restrictions are **and follow them**.
- 4) Make arrangements to pick-up your guest speaker and take them to their hotel; they will also need transportation back to the airport at the end of their visit.
- 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 the PiBBs office.
- 6) Be prepared to introduce your guest speaker on the day of class. Include some information on their academic and professional background, accomplishments and research interests. Give them a PiBBs cube/mug to thank them (get this from Nate).
- 7) Be prepared to help lead a discussion following your guest's talk. Students should have read one or more of their papers ahead of time, but may be reticent to speak up. It is your task to get them to participate in a discussion. By the way, it is always of interest to ask a speaker how they ended up doing the sort of interdisciplinary research they are involved in.

### Meals out and reimbursement:

- 1) Save all receipts and turn in to Lourdes McKenna in the Computer Science Department, 277-3112, [lourdes@cs.unm.edu](mailto:lourdes@cs.unm.edu), along with your Banner ID, address, current e-mail, and phone number.
- 2) List the names of all attendees on receipts (maximum allowed = 4 guests total, including the speaker and yourself).
- 3) Make sure that any alcohol that served is billed on a separate ticket. Please be advised that UNM **will not** reimburse for alcohol.

### After their visit

- 1) Thank your guest speaker (see example letter).

Above all - ensure that your guest speaker has an enjoyable and productive time!

## 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

### ***Day 1: [insert Day, Date]***

<b>Time</b>	<b>Activity</b>	<b>Meet with [insert name]</b>	<b>Location/phone</b>
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			

## Sample Invitation Letter



**[GUEST NAME]**  
**[ADDRESS]**

**[INSERT DATE]**

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

I am a graduate student in **[DEPT]** at the University of New Mexico and work with **[Your Advisor]**. I am currently enrolled in the 2014 *Seminar for Interdisciplinary Biological and Biomedical Science* (SiBBs) and would like to extend an invitation to you to participate as a guest speaker in our course.

As a guest scientist you would present a research lecture followed by a roundtable discussion to a small group of students and faculty on a Wednesday afternoon (3-5:30 pm). Other activities would include joining some of the students and faculty for lunch or dinner, and talking with folks on an individual basis about your work. We will of course pay for travel, meal and lodging expenses. You would have a lot of flexibility in your choice of a topic to present, as I believe that quite a bit of your research is applicable to our students. We would also be interested in how you arrived at your current research interests and the problems (and rewards!) you've encountered doing interdisciplinary biological research.

The SiBBs course is part of a program in interdisciplinary biological research (PiBBs) that supports students from biology, statistics, physics, computer science, anthropology, and electrical and computer engineering (<http://biology.unm.edu/pibbs/index.html>). 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 a personal interest in your work because..... ]**

Our SiBBs lecture schedule has the following available dates **XXXXXXXXXX**. Would you be willing to participate as a guest speaker for SiBBs? The PiBBS 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:

Dr. Felisa A. Smith, Associate Professor of Biology, and Director, *Program in Interdisciplinary Biological and Biomedical Science* (PiBBs)

## Sample Guest Speaker Introduction

- Name of speaker (pronounce this correctly!) , title/position, institution
- Brief comments on background (e.g. education, postdocs, other positions, honors and awards)
- Brief comment(s) on type of research (e.g. bridges x + y discipline .....
- Anything else interesting (e.g. knows how to juggle, tells great jokes.....)
- Title of talk

## Sample Thank You Letter



**[GUEST NAME]**  
**[ADDRESS]**

**[INSERT DATE]**

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

We appreciate you taking time out of your schedule to participate in our *Seminar in Interdisciplinary Biomedical and Biological Sciences* (SiBBs) course. We really appreciate your interest and enthusiasm. 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.

**[INSERT COMMENT ABOUT LECTURE-** e.g., 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.]

We hope that you enjoyed your visit to UNM and interactions with the faculty and students as much we did.

Sincerely,

**[YOUR NAME, TITLE, DEPARTMENT]**

Dr. Felisa A. Smith, Associate Professor of Biology, and Director, *Program in Interdisciplinary Biological and Biomedical Science* (PiBBs)