

# **Working document outlining the duties of the Biology Graduate Caucus Chair**

*(Tips for acting as Chair)*

*Created:*

May 2013, Lindsay Davidson

*Created e-version:*

April 2018, Rylee Murray

*History of updates:*

May 2017, Heather Coatsworth & Kyle Bobiwash

May 2018, Rylee Murray

May 2019, Pauline Deschodt

## ***From the constitution:***

The Caucus shall have a Steering Committee, which shall consist of the following officers (required for a working caucus):

1. Chair
2. Associate Chair
3. Secretary
4. Treasurer
5. Member at Large

The powers and duties of the Steering Committee are limited to the following:

1. Convening all general meetings, having ensured that an agenda has been prepared and that due notice has been given (no less than 1 week via the [bisc-all@sfu.ca](mailto:bisc-all@sfu.ca) email list);
2. Ensuring that the directives of this constitution and decisions made at general meetings are carried out; and
3. Maintaining communications between the GSS, the Biosciences Student Union, and other student unions, the Department, Faculty, and other University organizations as needed.

Chair:

- a. To prepare agendas, chair General and Steering Committee meetings;
- b. To ensure that the requirements of the Constitution and the decisions of the Caucus are carried out;
- c. To oversee and co-coordinate the events organized by the Events Committee;
- d. To represent the Caucus to the Department in general, or to any Departmental Committee where a representative has not been elected or cannot attend;

- e. The Chair cannot vote in any election except in the event of a tie.

Other duties:

- Power to assign cheques/authorize expenditures
- Hold elections
- Take care of the use of the BBQ (located between Biology and Chemistry building- 7000 level)
- Read and know the constitution (found on the BISC Grad Caucus website: <http://biscgrads.blogspot.ca/p/constitution.html>)
- Read and know caucus governance:
  - GSS website: <http://sfugradsociety.ca/caucuses/caucus-governance/>
  - GSS Caucus Handbook: <https://drive.google.com/file/d/0ByP3i--grlLbYkJGbXJvWTFMd0E/view>

***In practice - all of the above plus:***

The Caucus Chair is the head of the caucus Steering Committee that in practice has been to 'steer' the caucus to get traditional and annual events organized, and bring concerns of the grads/caucus to the department. The Chairs have also used this position to suggest new ideas and ways to use caucus funding and personnel, so don't be afraid to start organizing something new, suggest it to the caucus, and then get the officers and representatives of the caucus, and other grad students, to help see those new ideas to completion.

The Caucus Chair is the contact between the Department Chair and the BISC Grad Caucus.

- Keep an open dialogue with the Dept. Chair
- Update the Dept. Chair with pressing issues and items discussed in caucus meetings
  - The Dept. Chair can often act on issues right away
    - Get facilities to make changes to department upon request
    - Take concerns of the caucus directly to faculty, DGSC, dept., etc.
    - Obtain money for things that caucus wants to spend on (always ask the Dept. Chair before using caucus money for things like proposed workshops, upgrades to facilities, proposals for department wide social/academic events)

**Chairing Caucus Meetings**

Each month a caucus meeting is held. The first meeting of the new caucus (May) should include agreeing on a pre-set day of the month to hold the meeting (ex. last Monday of every month). This can be re-assessed in the fall when caucus members may be in class, TAing, etc.

***Making an agenda for each meeting:***

- THREE WEEKS before each caucus meeting, the Chair (or associate chair) should send a draft agenda to the BISC Grad Caucus Executives ([bisc-grad-execs@sfu.ca](mailto:bisc-grad-execs@sfu.ca)) using the template below.

- Once additions to the agenda are made, the Chair must email the agenda to the Biology Grads (bisc-grads@sfu.ca) TWO WEEKS before the scheduled caucus meeting.
- Send reminder email with agenda attached morning of the day of meeting

*Meetings (minimum 1/semester, in practice 1/month):*

- Chair, Associate Chair, or Member at Large acting as chair, must be present
- **8 people minimum** required for quorum (to be able to pass motions/votes)
- During caucus meeting, the Chair calls to order the meeting and brings forth the items on the agenda. The Chair should take care to make enough time for each item to be discussed within the allotted hour. If items will take much longer, then the Chair should motion for it to be discussed at a later meeting (either regularly scheduled, or an emergency meeting attended only by executives - see constitution for when an emergency meeting is allowed).
- Members who want to be personally reimbursed must abstain from vote
- Can re-word motions from previous minutes (to change payees etc.)

*Elections (MUST happen by the end of April annually):*

- Solicit nominations in February & March
- See example nomination form below (cut and paste to Google Docs and provide link to grads)
- Provide list of candidates 2 weeks before election
- Elections (by way of blind show of hands - see constitution)
- The Chair must report the results of the election to the GSS by emailing the Director of Internal Relations (DIR; internal@sfugradsociety.ca) and cc'ing the GSS office administrator (help@sfugradsociety.ca).

*Website (<http://biscgrads.blogspot.ca>)*

- While the website is the responsibility of the webmaster, you may want to request Administrator Access from the webmaster so that you can make changes to the website (change pictures, add new pages, make blog posts).
- Ensure that the steering position are updates after elections and that events and other links are updated or checked regularly.
- Ensure that the "Grad Hosted Speaker" tab is updated semesterly on the website by updating the slides "GradHostedSpeaker.pptx" and exporting the third slide as a .jpg and uploading it to the blog page.
- *NOTE: Make sure that you get ADMIN access and NOT author access (author access on the blog only allows you to make blog posts, but not change the blog)*

*After-hours space use (drinking booze)*

- The department has made available for use by the caucus and grad students room B8218 for use after 4.30pm. The space has a projector, tables and seats that can be set

up in any way, and whiteboards. The department encourages the caucus to use this space to host movie nights, reading clubs (and consume alcohol).

- Keep alcohol hidden while entering and exiting the room, drink only within the room when doors are closed, keep knowledge of consumption to Bio folks (the department sanctions this, but the wider SFU community should not find out).
- The code for the room to be handed out to students at the Grad Caucus Chair's discretion: 3-15-2-4 (*Note: the 15 is 1 and 5 held down together*).
  - The Chair is also the keeper of locks to the cabinets in the Grad Lounge (7000 level) and a chain with padlocks that can be used to store valuables and liquor before/after events.

#### *Funding and events*

- While the events committee will largely be in charge of finding funding for, and planning events, below is a list of funding sources for the Chair to keep in mind, and the events that happen annually that may need additional funding:

#### **Funding:**

<b>Source</b>	<b>Amount</b>	<b>Due date</b>
BISC Grad Caucus (trust & core accounts)	<i>See treasurer</i>	Ongoing access
GSS	<i>By proposal</i>	2nd month of each semester
SFSS	\$200	Claim before start of each semester
Biology Dept.	<i>By proposal</i>	Email BISC Chair as needed

#### **Annual Events** (*update if caucus creates new annual events*):

<b>Event</b>	<b>Date</b>	<b>Organizer</b>
Nominations for Grad Hosted Speakers	May - June	Chair
Summer BBQ's	May - Aug	Volunteer
Invitations to Grad Hosted Speakers	June - Aug	Chair/Dept. (see below)
Welcome Back BBQ - Orientation Day	Sept	Events Committee
Halloween Party	Oct	Events Committee
Fall Grad Hosted Speaker (est. 2017)	Nov	Chair/Events Committee
Christmas/Winter Party	Dec/Jan	Department
Spring Grad Hosted Speaker (est. 2005)	Mar	Chair/Events Committee
Grad Symposium	Mar/Apr	Events Committee

## Minute template

### Biological Sciences Graduate Caucus Agenda



March 26, 2018 - 4.30 to 5.30pm

#### 1. Welcome

- a. Attendance
- b. Additions to Agenda

*These are items solicited from the caucus/Biology Grads or were motioned to be discussed at a later date from previous caucus meetings that will be discussed at the upcoming caucus meeting - in addition to the regular updates from representatives. They can include motions to spend money, new ideas, re-caps of past events (ie. what worked, what didn't, final costs), motion a formal response from the caucus to the department/DGSC/etc., among others. List them using the format below:*

- i. Debrief Spring Grad Hosted Speaker
- ii. 5-year academic planning: update from March 9 meeting with faculty
- iii. Start planning grad symposium

- c. Motion to approve minutes from (insert previous month and year) meeting

#### 2. Treasury update

#### 3. Committee updates

- a. DGSC
- b. DSC
- c. GSS
- d. TSSU
- e. Faculty Meeting

#### 4. Adjournment

Example Caucus Election nomination form (previously posted on Google Docs)  
**2018/2019 Biology Graduate Caucus Nominees**

*Please enter your name below if you want to nominate yourself for a position on the 2018-19 Biology Graduate Caucus. Nominations close April 23rd. Elections will be held on April 30th at 4.30pm in the Biology Graduate Lounge on the 7000 level by way of blind show of hands.*

*Please do not hesitate to contact the current elected caucus member to inquire about the position(s) you are interested in. Link below:*

<http://biscgrads.blogspot.ca/p/contact-information-main-contact-email.html>

**Steering committee** (required to be filled to have a running caucus)

Chair nominees (1 position):

Associate chair nominees (1 position):

Treasurer nominees (1 position):

Secretary nominees (1 position):

Member at large nominees (1 position):

**Officers**

Events Committee nominees (3 positions):

Webmaster nominees (1 position):

Workshop steering and organizing committee (2 positions):

**Representatives**

GSS rep's nominees (1-3 positions):

TSSU Stewards nominees (1-3 positions):

DGSC rep nominees (1 position - 2-year term):

DGSC rep (1 position - 1 year remaining): *The nominee will be from the previous 2-year term.*

Department Scholarships Committee (DSC) rep nominees (1 position - 2-year term):

DSC rep (1 position - 1 year remaining): *The nominee will be from the previous 2-year term*

Faculty Meeting rep nominees (1 position):

### **GRAD HOSTED SPEAKER & SYMPOSIUM**

Probably the biggest annual role of the Chair (and associate chair) is to start the organization of the Grad Hosted Speakers. Past speakers have been:

#### *Fall Grad Hosted Speaker (please update annually)*

2018	Dr. Mary O'Connor	UBC
2017	Dr. Ray Huey	University of Washington

#### *Spring Grad Hosted Speaker (please update annually)*

2018	Dr. Trevor Branch	University of Washington
2017	Dr. Meg Lowman	California Academy of Sciences
2016	Dr. Jeff Hutchings	Dalhousie University
2015	Dr. Tyrone Hayes	University of California at Berkeley
2014	Dr. Marc Mangel	University of California at Santa Cruz
2013	Nancy Baron	COMPASS
2012	Dr. Daniel Pauly	University of British Columbia
2011	Dr. Don Mackay	Trent University
2010	Dr. David Conover	Stony Brook University
2009	Dr. Locke Rowe	University of Toronto
2005	Dr. Robert Ricklefs	University of Missouri at St. Louis

*\*When updating this list, please also update the PowerPoint slides "GradHostedSpeakers.pptx"*

The Spring Grad Hosted Speaker has often been organized to coincide with the annual Grad Symposium, and the Hosted Speakers are sometimes invited to attend the symposium. The caucus can choose to spend its own money on this event, or can solicit money from the GSS, Biol Dept, and DGSC, however, if money from other areas of the university are acquired, the event needs to be academic and not just a social. See previous years' minutes to get an idea of how each symposium was funded. Past symposia have been (please update annually):

2019	May – BISC showcase – 5 min lab presentations, show and tell, social event
2018	April - Bowling at Grandview Lanes - social event
2017	April - Bowling at Grandview Lanes - social event
2016	April - Bowling at Grandview Lanes - social event
2015	April - Social at Club Ilia
2014	April - Cross Pollination of the Labs - poster proposals of research across the different labs expertise
2013	April - Lab Message Box poster making session
2012	April - BBQ
2011	March - Lab poster reception

- 2010 March - Biology Research Olympiad + social
- 2009 March - 'Getting to know you' & 'Recent research in your lab' electronic poster session (posters displayed via projectors).
- 2008 March - Lab poster reception
- 2007 March - Lab poster reception, contest as in 2006
- 2006 March - Lab poster reception, contest as in 2005, judged by department staff
- 2005 March - Lab poster reception, contest for knowing the most about different labs in the dept, other activities
- 2004 February - Lab poster reception
- 2003 March - Career symposium

## STEPS FOR INVITING THE GRAD HOSTED SPEAKERS

### **Step 1:** Nominate and vote for the speaker

- The BISC Grad Students can be solicited for nominations for an invited speaker. A Google Doc can be made for students to enter a name and a short description of why they would be a good invited speaker. Once nominations are closed, then voting can be done. A poll can be created here:

<https://www.sfu.ca/itservices/publishing/surveys/websurvey.html>

- There are a number of ways the students can vote: vote for a first and second choice, rank all the choices, one vote per student etc. There has typically been low voter turnout, so to better get an idea of who people want, the caucus has used a ranked or transferrable vote system in the past.
- Example email soliciting nominations for the Grad Hosted Speaker:

*Hi all,*

*The Biology Graduate Caucus is pleased to announce a call for nominations for two Grad Hosted Speakers this academic year.*

*Every spring the Biology Grads host an invited speaker to give a one hour seminar, meet one on one with labs and grads, and hold a one to two hour lunch time workshop. Speakers usually have contributed significantly to the field of Biology, and often are notable for their skills in science communication, advocacy, productivity, or other achievements. The seminar usually highlights the speakers' scientific achievements, while the workshop focusses on other complimentary skills or life experiences. The past six years of Grad Hosted Speakers have been:*

*Dr. Meg Lowman, <http://canopymeg.com>*



Dr. Jeff Hutchings, <https://www.dal.ca/faculty/science/biology/faculty-staff/our-faculty/jeffrey-hutchings/jeffrey-hutchings.html>

Dr. Tyrone Hayes, <https://www.newyorker.com/magazine/2014/02/10/a-valuable-reputation>

Dr. Marc Mangel, <https://users.soe.ucsc.edu/~msmangel/>

Nancy Baron, <https://www.compasscomm.org/nancy-baron>

Dr. Daniel Pauly, <http://oceans.ubc.ca/daniel-pauly/>

Dr. Don Mackay, [http://www.peo.on.ca/index.php/ci\\_id/26408/la\\_id/1.htm](http://www.peo.on.ca/index.php/ci_id/26408/la_id/1.htm)

*In addition to the spring hosted speaker, the Biology Grad Caucus is proposing to also invite a speaker for this fall to deliver a one hour seminar during the usual departmental speaker slot either 15Nov2017, or 22Nov2017. This is a great opportunity to learn from and interact with fellow scientists, so please, nominate someone you idolize, have always wanted to meet, or even colleagues that you think other Bio Grad students would like to meet and hear from.*

*Nominations for both the fall and spring hosted speakers can be entered into the Google doc below:*

<https://docs.google.com/spreadsheets/d/1N2ERYBSQljChvYc1b6CpP-i12yaUZZe2P1Q88nJISzE/edit?usp=sharing>

*When nominating, keep in mind the diversity of voices that exist in science and the inherent bias you might have. We all benefit from a diversity of role models, and many of us are further encouraged by being able to see and interact with such scientific leaders.*

*As well, keep in mind subject areas across the nominees (fall and spring) so that we can benefit from learning about a range of topics between the two hosted speakers.*

*Deadline for the fall hosted speaker is in 1 week, Tuesday 30Oct, and the spring hosted speaker is 17Oct. Voting for both will commence ASAP.*

*Thanks,*

*Rylee*

## **Step 2: Invite the speaker**

- First, coordinate with the faculty member(s) in charge of organizing the departmental seminar series for inviting the speaker and finding slots available for the speaker to attend. The grad hosted speaker usually gives their seminar during the departmental seminar slot, but a separate seminar can easily be coordinated.

- Faculty members in charge of department seminar series (update every year for next chair; new faculty are chosen each year and they start planning departmental seminar series in May):

2018/2019            Joan Sharp, Ron Ydenberg

2017/2018            Inigo Novales Flamarique (In practice, Melissa Stephens)

- Check out the list of seminar speakers for the department the year (probably not updated until June at the earliest):

<http://advance.science.sfu.ca/events/recordlist.php?-max=50&-skip=0&-link=Speaker%20List>

- Second, the Chair sends an email invitation to the speaker. Again, coordinate this with faculty members. Example email invite sent to Ray Huey:

*Dear Dr. Huey,*

*I am a Biology PhD candidate, and Chair of the Biology Graduate Student Caucus, at Simon Fraser University (SFU) in British Columbia. On behalf of the graduate students in our department, I am writing to invite you to come to SFU and speak about your work and thoughts on graduate student success in November.*

*You were the top choice of biology graduate students at SFU in a poll to select a scientist to speak about their past or current contributions to science, as well as their skills in science communication, advocacy, or productivity. The available slots for the invited speaker are 3:30pm Wednesday November 15th, 2017 or 3:30pm Wednesday November 22nd, 2017. The audience is a mixture of graduate students, postdocs, faculty, research technicians and undergraduates from the Biology Department who would be keen to hear about your past or current research interests or findings. Additionally, we also invite you to take part in a one to two hour lunchtime discussion on being a successful graduate student, and/or be available to take part in small, by appointment, discussions with individuals or lab groups about your research, thoughts on graduate student success, etc. These discussions could take place on the day of your seminar (either Wednesday) or the day before the seminar (Tuesday Nov 14, or Tuesday Nov 21).*

*Should you accept this invitation, and are available for all or part of our requests for your time, I would be happy to work with your schedule to find what best fits. We will be able to provide travel costs to and from Seattle, as well as accommodation for one night here at the Simon Hotel on campus. Additionally, if you are able to attend a lunchtime discussion, we would provide beverages and food.*

*I understand that this comes with little notice, and that your time may be already allocated to previously accepted engagements. I apologize, as inviting a speaker for the fall semester is a new endeavour for the Biology Graduate Caucus (we typically put out such an invitation for the spring only). However, we hope that you will be able to join us and share your brain with us this fall. Please let me know if you will be able to attend at your earliest convenience.*

*Thank you,*

*Rylee Murray*

### **Step 3: Planning the Grad Hosted Speaker**

- The Chair and Associate Chair will head up the organizing committee with help from the events committee and any other grads that wish to help (solicit more help via [bisc-grads@sfu.ca](mailto:bisc-grads@sfu.ca)).
- Coordinate with faculty seminar organizers to book a room (hopefully Big Data HUB theatre) and update them with a seminar title one you organize that with the speaker. If the invited speaker will be hosting a workshop as well, then you can book a room in the Biol Dept for free, or Big Data HUB has meeting rooms for \$25-\$85/hr. BUT, nice meeting rooms in Big Data HUB can be for free by saying that the meeting is for an invited speaker of the Biol Grad Caucus and that we don't have money.
- Some stuff learned from previous hosted speakers:
  - Create an itinerary on Google Docs for the grads to see, and to sign up to meet with the speaker 1 on 1, as well as for the workshop (if the speaker is hosting one). It can consist of a spreadsheet with an hourly breakdown of the two days the speaker is visiting with slots for each person or lab group to sign up, and where they want to have their meeting. People who sign up are then instructed to walk the speaker to the next appointment. For the first appointment of the day Ray was greeted at his hotel room by a member of the caucus and then taken to the room of the first appointment. Example:

<b>Time slot (Wednesday)</b>	<b>Lab or group name - list individuals names</b>	<b>Location you prefer to meet (room number &amp; short description)</b>
9.00am - 9.30am	Dan Greenberg	E2O lounge
9.30am - 10.00am	Tony Williams	SSB 8151
10.00am - 10.30am	Palen Lab	E2O lounge-- I'll pick Ray up from Tony's office.
10.30am - 11.00am	Cote Lab (Melissa Orobko, Jillian Dunic, others)	E2O lounge
11.00am - 11.30am	Dulvy Lab	E2O lounge

11.30am - 12.00pm	Moore Lab	E2O Lounge
Ray gets a lunch break	Wendy takes Ray for Lunch	
1.00pm - 1.30pm	Centre for Wildlife Ecology	TASC 2 8540
1.30pm - 2.00pm	Felix Breden	B9210
2:00pm - 2:30pm	Gavia Lertzman-Lepofsky	E2O lounge
2:30pm - 3:00pm	Jayme Lewthwaite	Big Data Hub Lobby
Ray takes a break		Big Data Hub Theatre
<b>3:30pm - 4:30pm</b>	<b>Ray's Seminar</b>	<b>Big Data Hub Theatre</b>
<b>4:45pm - 6:30pm</b>	<b>Drinks/Dinner</b>	<b>Club Ilia</b>

- It's customary to pay for the speakers' lunches and dinners both days, but you'll need to budget these. Below is a document outlining the specifics about how much and what the department will spend on seminar speakers' travel, hotel, per diem. The speaker can buy themselves food and be reimbursed a per diem. The caucus can approve spending for a dinner with the speaker plus some students, and another of the speakers dinners can be paid for by their per diem or caucus when the speaker joins the department at Club Ilia for drinks afterwards. Drinks at Club Ilia are covered by the Dept., \$200, one drink per person, some food needs to be ordered. For the speakers' travel costs/expenses, they'll have to pay for them, and then the Chair's Secretary will give you a stamped envelope with a non-employee travel expense claim form that the speaker can fill out once they're home.
- For extra details or clarifications of spending allowances, contact the Chair's Secretary (currently Melissa Stephens; [biscsec@sfu.ca](mailto:biscsec@sfu.ca)).
- Travel: the speaker books and pays for their own economy airfare, and must keep their receipt and original boarding passes for reimbursement (or they can claim mileage if driving)
- The Simon Hotel: it's the easiest place for the speaker to stay, and probably one of the cheapest places. But if the speaker wants a different place, then the department can do it, but again, they'd pay and then get reimbursed and there's a limit to how much per night they will spend. Also you'll need to make a decision about when is the best time for the speaker to check into the hotel. An after hours check-in can be done Ray (but it was a bit of a pain; after hours is after 5pm)... but doable... it requires using a phone outside the entrance to the Simon Hotel and a night keeper taking about 10-15 minutes to get to you. Once the booking is made the Chair's Secretary will send you some specifics about the Simon Hotel that they will want you to forward to the speaker. It will say something in the email about speaker having to

pay, but make sure the speaker knows that that the department will have paid it already, so there's no worries about that.

- The department will pay for 2 nights at the hotel - or another downtown if the speaker prefers. Ask the Chair's Secretary for a list of which hotels the university will pay for.
- Parking/transit: if you decide to have the speaker check-in to the hotel after hours then during the day when they first arrive you can have them park in the Science Receiving lane for free. All you have to do is get a parking pass from Jocelyn in Science Stores. She'll loan it out to you and you just have to return it a couple days later. BUT there will be free parking with the hotel, so they won't need it if they check in when they arrive, or the next day, because they can just keep their car at the hotel. If the speaker is flying in, then the speaker pays for transit and is reimbursed.
- Note about departmental money: again, there're more specifics about how to spend the departmental money in the doc that the Chair's Secretary has, but also, be aware that they have about \$1200, but only \$200 can be spent on food/booze for grad students. It would be worth it to be approved by caucus to add to the \$200 so that the caucus can pay for more drinks and food, dinner for the speaker, and/or a more exclusive dinner and drinks with the speaker and a few grad students. The speaker can also be asked to pay for their own dinner and be reimbursed via per diem. Think about getting a cash advance from Barb Sherman (Biology Dept) because it sucks to have to pay for things yourself and wait to be reimbursed. In caucus meeting, a motion can be made for spending up to X amount of dollars for the Grad Hosted Speaker, payable to the Biology Department, and then Barb Sherman will then issue you a cash advance for that amount. If items are paid for by caucus members and then reimbursed, then the motion will be to reimburse that specific caucus member.
- For workshops hosted by the invited speaker: Food and beverages have in the past been paid for by the caucus, however, ask the Dept. Chair for extra cash for this in the future - they are willing to add money to these events if they are academically focussed. The caucus usually organizes pizza, coffee, pop, juice to be provided. Coffee can be made/provided cheaply/free by the department by using the Payday Coffee cart (get access/permission from Barb Sherman, Biol Main Office) and this cart can be wheeled easily to any room the university. If held outside of Biology, then you need to get permission, or beg for forgiveness, if you don't want to use the SFU catering. Big Data HUB is usually okay about this, but you just need to say that it's because the catering is out of the range of your budget, and promise to clean up.
- Below is a table of the budget for the 2017 Fall Grad Hosted Speaker:

Item	Reason	Cost (\$)	Payee	Where to get
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				reimbursement from:				
Pizza	Lunch discussion	127.31	Rylee	Caucus				
Juice & pop	Lunch discussion	38	Rylee	Caucus				
Subtotal		165.31						
Beer, wine, appetizers	Club Ilia after seminar	175.15	Wendy	Department				
Dinner with students	Club Ilia after seminar	110.07	Wendy	Caucus				
Subtotal		285.22			Caucus total	275.38		
					Dept total	175.15		
						Limit (\$)		
						300		
						200		

- You must also provide a list of the people attended if you are using department money. For each pitcher, 5 people must be present, and 1 person for each drink. Then enter the names of each person that attended. For example:

Item	Units purchased	Number guests required	Guest names (rq'd for refund)
pitcher beer	3	15	Grad student 1
glass wine	6	6	Grad student 2
		<b>21</b>	Faculty member 1
			<i>...until there are at least 21 ppl listed</i>

**Step 4:** Follow up with the speaker before their visit

- Once everything has been planned, budget finalized, and schedule created, send an email to the speaker at least 2 weeks before their visit with an itinerary and any pertinent information. You'll also want to solicit the title of their talk at this point if you haven't already (and then forward this to the Chair's secretary, or the faculty member who is organizing departmental seminar series that year/semester).
- Example follow-up email to Ray Huey:

*Hi Ray,*

*Below is an update with some information leading up to your visit. Here are some key things to know about:*

**TUESDAY**

*When you arrive:*

*I can meet you [here](#) (hyperlink to a map location) behind the South Science Building. (From Gaglardi Way continue northwest through the main intersection past the SFU welcome sign, and then stay right at the round-a-*

*bout continuing on Garglardi Way. At the top of the hill as you come up to the campus, take the first right onto South Campus Rd. You will then turn left onto Science Rd and then right into an alley. Here I will have a parking pass for you). We can then go up and say Hi to Wendy and eventually make our way to the room for the lunch discussion.*

*Lunch Discussion: Being a successful scientist and grad student*

*Date: Tuesday November 14th, 2017*

*Start time: 12.30*

*End time: 14:30*

*Location: SFU - Big Data HUB - Room ASB 10908*

*Pizza and refreshments will be provided.*

*Here's where you will be staying:*

*The Simon Hotel ([map](#)). The department has paid for two nights stay. Check-in is at 3pm on Nov 14th and check-out is 11am on Nov 16th. There will be parking available for you there, and it's right on campus so it's easy to get everywhere. See below, I've forwarded you the email from the hotel staff. You are not obligated to stay the two nights.*

**WEDNESDAY**

*Wednesday morning and early afternoon meetings with labs:*

*Date: Wednesday November 15th, 2017*

*Start time: 9:00*

*Lunch break 12:00 - 13:00*

*End time: 14:00*

*I'll meet you at the Biology General Office (Shrum Science Building B8255 maps [here](#) & [here](#)) and then take you to the first meeting. From there, a student will bring you to the location of the next meeting, and so on. After your lunch break (12:00 - 13:00) I can meet you at the Biology Office again and take you to the next meeting.*

*Seminar:*

*Start time: 15:30*

*End time: 16:30*

*Location: South Sciences Building SSB 7172.*

*After your last meeting with students I will bring you to the seminar room where we can make sure everything will be setup properly for your seminar. There's usually 30mins before the seminar (starting at 15:00) where people have a snack and coffee. You can choose to hang out with us during that time or continue to prepare for your seminar.*

*Post-seminar pub discussion:*

*Start time: 16:45*

*End time: open*

*Location: Club Ilia, 8902 University High Street, Univercity at SFU*

*We usually go up to the pub to continue a discussion with students. If you want to head back down to Seattle that's totally fine (we'll still all go and ruminate on your talk, ha).*

*After you've returned to Seattle, you can submit an expense claim (attached). There are instructions embedded in the Excel sheet, but, I will give you a printed copy with a postage paid return envelope and you can mail it from home. In it you will need to put in original receipts and the signed original copy of the expense claim. Mileage and per diem do not need receipts, but need to be entered in Canadian dollars.*

*At your earliest convenience, would you be able to send me a title (and optionally, a brief description) for your seminar? We can then advertise it a little more!*

*If you have any questions or comments, please let me know ASAP.*

*Thanks,*

*Rylee*

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*Below is the email from the Simon Hotel:*

*Dear Dr. Ray Huey,*

*Thank you for your reservation request, arriving 11/14/2017 and departing on 11/16/2017. We have reserved a Queen Hotel Room. Reservation charges will be paid for by your host SFU Department.*

*Important Information:*

*•Weather: This is a friendly reminder that our accommodations do not have air conditioning. Each hotel room is equipped with a fan for guests to use. We would also encourage you to keep your curtains closed to keep the heat out, should you be staying with us during a period of hot weather.*

*•Amenities: Rooms are provided with a Queen sized bed, private washroom, Keurig coffee & tea brewing system, fridge, hairdryer, cable TV, DVD player, telephone, and a high-speed wireless internet connection.*

*•Check-in Details: We are located in the Residence Administrative Building, below the Residence Dining Hall. Please have photo identification and a credit card available.*

*•Check-in/out Time: at the Residence & Housing front desk from 3:00pm until 5:00pm weekdays and 3:00pm until 4:30pm on*



weekends. From mid-June to mid-August guests can check-in at the desk from 3:00pm until 9:30pm. Guests arriving after our office closes can contact On-Call Staff for check-in by using the access phone located outside the Residence Office at the bottom of the stairs. Check-out time is 11:00am.

•Directions: Visit our website: <http://www.sfu.ca/stayhere/maps-and-directions/directions.html> for a printable map. Basic driving directions are:

*If coming up Gaglardi Way, continue straight on Gaglardi Way when you reach the lights and intersection at the top of Burnaby Mountain (you will see the SFU sign). If coming up Burnaby Mountain Parkway, turn left on to Gaglardi Way when you reach the lights and intersection at the top of Burnaby Mountain (you will see the SFU sign). Stay on the left lane and when you get to the roundabout/traffic circle, continue to go straight and stay on University Drive West. Turn right on West Campus Road. Make a left at the stop sign to enter the Residence and Housing parking lot. Drive to the end of the lot and park in stalls 104-108 and 141-145, all of which are marked "Hotel". Walk down to the Residence Admin Office (located below the Residence Dining Hall) to check-in.*

•Parking: Arranged at check-in by registering your vehicle and receiving a guest parking permit at the Residence Administrative Office. Parking is available in stalls 104-108 and 141-145 all of which are marked "Hotel" or any other stall outlined on your permit. Parking outside of these stalls may result in ticketing or towing of your vehicle.

•Smoking: Smoking is not permitted indoors. Smoking at SFU is only permitted outdoors and a minimum 10 meters from all doors and windows. Please dispose cigarette butts in designated locations only. Please fully extinguish cigarette butts before discarding them.

•Open Flame: Devices that produce an open flame are prohibited - including barbecues, candles, and campfires.

•Pets: Pets are not permitted, with the exception of registered assistance animals.

*We look forward to your arrival at SFU! Please contact us if we can be of further assistance.*

*Kind regards,  
SFU Conference and Guest Accommodations  
Department of Residence and Housing  
SFU Burnaby Mountain Campus  
Ph 778.782.4503  
Fax 778.782.5598*

## **Step 5A: Host the speaker**

- Make sure the speaker is greeted on arrival;
- That they have a schedule of events (either emailed before they arrived, or given to them at the time of arrival);
- That they are not left to their own devices. It's customary to keep their schedule filled. Have lunches planned with lab groups, students, or faculty members. Invite students/faculty from REM etc. if there are still slots available or you're worried about attendance to the seminar;
- Have set start and end times for when drinks, dinner etc are going to happen. If drinks and dinner go over time, that's fine, but make sure it's at the ok of the speaker.
- Give the speaker at least 30minutes before their seminar to gather their thoughts and prep their presentation in the room and make sure all the technology is working smoothly.

**Step 5B:** Host the speaker: Introduce the speaker before their talk

- Before the speaker starts their presentation, show the appropriate slide (Fall or Spring Grad Hosted Speaker List) from the PowerPoint "GradHostedSpeakers.pptx" and give a quick introduction to what the Grad Hosted Speaker event is to the audience.
  - It's important that the audience is reminded about the tradition and also how many amazing/inspiring scientists have been invited in the past.
- Example of introducing the event below:

*Hello everyone, my name is Kristen and I'm the Associate Chair of the Biology Grad Caucus, in a moment Rylee will introduce the 2018 Spring Grad Hosted Speaker, Dr. Trevor Branch. But first I wanted to remind everyone about what the Grad Hosted Speaker event is about.*

*Every spring the Biology Grad Caucus hosts an invited speaker to deliver a seminar, meet one on one with labs and grad students, and hold an interactive workshop. Speakers usually have contributed significantly to the field of Biology, and often are notable for their skills in science communication, advocacy, or productivity, among many others. The seminar usually highlights the speaker's scientific achievements, while the workshop focusses on other complimentary skills or life experiences. Behind me is the list of esteemed speakers: (point to slide on wall).*

*This event empowers grad students to take ownership of their education by inviting and engaging with a role model, and by taking part in academic learning and discussions with their peers.*

- Next, show the title slide of the speaker's presentation and then give a quick introduction of who the speaker is: accomplishments and why they were invited.
- Example of introducing the speaker below:

*Hi everyone, I'm Rylee, the Chair of the Biology Graduate Caucus, and on behalf of the caucus, I'm pleased to welcome Dr. Trevor Branch as the 11th annual Spring Grad Hosted Speaker.*

*Dr. Branch is a Faculty Member in the School of Aquatic and Fishery Sciences at the University of Washington where he conducts research on how fisheries affect marine food webs, population dynamics of whales, the global status of marine fisheries, and examines the impacts of human dynamics to fisheries.*

*Trevor is from Cape Town, South Africa where he completed his Bachelors of Science with Honours and his masters studying computer science, common mole rat behaviour, and fisheries stock assessment. He completed his PhD at the University of Washington where he examined the impacts of fishing behaviour, fleet dynamics, and transferrable quotas (aka catch shares) among fishers in multispecies fisheries.*

*Many of us will also know Trevor from his science communication - he is a 2013 Leopold Leadership Fellow and has an active Twitter account where he often shares beautiful graphics depicting scientific data and analyses.*

*These achievements make Trevor an excellent addition to our annual grad hosted speaker roster. Tomorrow he will be part of a workshop on data visualization, but first, Today, he will be speaking about the near extinction and variable recovery of blue whale populations.*

*Please join us in welcoming Dr. Trevor Branch today.*

## Reimbursement process – Dean of science pre-approval

### DEPARTMENTAL SEMINARS: ELIGIBLE EXPENSES AND HOW TO CLAIM

Thank you for hosting a department seminar speaker this semester. This document sets out allowable seminar expenses and how to claim them.

#### ENTERTAINMENT

Up to \$200 maximum. Amounts are meant to subsidize graduate student participation. Can include either of the following, or some combination, up to \$200 maximum.

- **Reception after the seminar** (minimum 3 guests): Following SFU's Business and Travel Procedure AD 3.02 P1, the Department can reimburse attendees for the first drink only, and this must be served with food. Further drinks are the responsibility of the revelers. For example, beer and nachos at Club Ilia may be reimbursed, provided the quantity of beer consumed is equal to one drink per number of attendees. For your information, a pitcher of beer at Club Ilia (64 oz.) contains 4-5 glasses of beer.
- **Dinner** (minimum 3 guests): Per SFU policy, the maximum expense for hosting is \$65 per person, including taxes and tips (normal maximum 15%). For seminar hosting, the bill cannot exceed the Department maximum of \$200 for seminar hosting. Per recent changes to the University's Procedure AD 3.02 P1, alcohol may only be reimbursed in the context of a meal and in modest amounts.
- **Lunch** (minimum 2 guests): As above.

#### HOW TO CLAIM

**\*\*NEW\*\*** Hosting expenses that include alcohol now need pre-approval from the Dean.

Please follow the process below:

- Email Arlene Sullivan at [scbudget@sfu.ca](mailto:scbudget@sfu.ca)
- **Subject:** "Hosting expense claim for pre-approval"
- **Email message:** Request for approval from YOUR NAME: invited speaker expenses. Date of event; reason for event; number of attendees; amount claimed for event

##### Example of email body text:

Request for approval from Joan Sharp: invited speaker expenses

2018-10-31

Post-seminar reception at Club Ilia with invited speaker Alexa Clemmons and ## attendees. Receipts and list of attendees attached. (NB: Keep the itemized receipt and names of attendees for all entertainment expenses)

\$200

- Arlene Sullivan will email the Dean or designate and send you their approval.
- Print the pre-approval email as .PDF and attach to your online expense claim via FINS.
- **IMPORTANT:** Please add the names of attendees to the "Reason for Expenses" section of

the claim.

- Contact Melissa if you have any questions.
- Use 7030 (Object) -11 (Fund) – 4510 (Department) – 90172 (Program) when filing your online claim.

## MILEAGE

If necessary, to pick up/drop off your speaker.

## HOW TO CLAIM

Keep track of km. Include in your online expense claim.

The Department will pay for:	Important:
<ul style="list-style-type: none"><li>• Accommodation: two nights room and taxes only, if required, related to the seminar, usually the night before and the night of.</li><li>• If needed, we can reimburse the speaker for taxi/transit to/from campus.</li></ul>	<ul style="list-style-type: none"><li>• The Department will book and pay for the hotel directly.</li><li>• In order to assure the SFU rate <b>rooms must be booked early</b>.</li><li>• SFU has accounts with specific hotels. There are options downtown and closer to SFU, as well as the Simon on campus. The Chair's Secretary must book all accommodation.</li><li>• Hosts are responsible for their speaker's travel to/from campus, so liaise with your speaker about the preferred location and let the Chair's Secretary know. Your first choice might not be available.</li></ul>

Your guest can claim:	How to claim:
<ul style="list-style-type: none"> <li>• <b>Airfare:</b> We trust that speakers will seek out the cheapest airfare. <b>Receipts and original boarding passes are required.</b></li> </ul>	<ul style="list-style-type: none"> <li>• The Secretary will give you a <b>“Travel and Business Expense Claim Form for Non-Employees”</b> (expense claim form), with instructions and return envelope.</li> <li>• Please <b>give this expense claim form and instructions to your guest before they leave.</b> Speakers can mail the signed expense claim form with <b>all original receipts and boarding passes</b> from home. Please note we must have an original signature on the expense claim form (no scanned forms or photocopies).</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Meals:</b> The Department can reimburse the speaker for meals not otherwise provided (no guests, no alcohol) associated with travel for the seminar, within reason.</li> </ul>	<ul style="list-style-type: none"> <li>• The speaker can add meals to the expense claim form we give them.</li> <li>• Meals can be claimed as per diems or meals with receipts.</li> <li>• Per diems do NOT need receipts. Per diem amounts are listed with the expense claim form instructions.</li> <li>• Meals with receipts must include the <b>itemized original receipt.</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Mileage/Taxi:</b> If needed, we can reimburse the speaker for other travel associated with the seminar i.e. driving or taxi to/fro the airport, or to/fro Vancouver for the seminar. <b>Note: we <u>CAN'T</u> cover a car rental.</b></li> </ul>	<ul style="list-style-type: none"> <li>• The speaker can add mileage (<u>not</u> gas) to the expense claim. Mileage rates are listed with the expense claim form instructions.</li> <li>• Itemized receipts for taxi or other fares should be included on the expense claim.</li> </ul>