SEMINAR SERIES PROPOSAL & HOSTING

Submit a request to host a speaker at: http://www.sfu.ca/bpk/proposaspeaker.html
Email questions to: bpk-seminar-proposal@sfu.ca

Speaker Nomination
Please briefly describe the speaker you would like to invite and why they would be of broad interest to the department.

An abstract from the speaker should be forwarded to the Graduate Program Secretary (bpkgsec@sfu.ca) at least two weeks prior to the seminar. The request form will not be circulated widely to the Department, but only used by the GPC to allocate funds.

Involvement of BPK Graduate Students and other Faculty
Please describe how this speaker will have opportunities to interact with BPK graduate students: will they be available to meet one-on-one on the day of their seminar? Will they be available for a coffee break after their talk? Could they be involved in a brown bag lunch-and-learn session?

Proposed Date
Please provide one or two possible dates for the seminar. Note that seminars are generally on Tuesdays from 2:30-3:30 pm – ideally on the last Tuesday of the month.

Nominations for speakers are usually expected in the semester before the semester of the seminar, but late nominations will still be evaluated.

Budget
Please provide a brief outline of anticipated expenses related to hosting the speaker. Departmental support can be applied to expenses including: economy transportation, accommodation (SFU Simon Hotel or similar: see below) and food. Refreshments are provided at the seminar from departmental funds.

The department will reimburse expenses of up to $500 for a speaker that is coming from within driving/ferry distance (e.g. Seattle, Victoria, metro Vancouver) or speakers visiting the Vancouver area for other commitments; up to $1000 for a speaker from elsewhere in North America; and up to $2000 for a speaker from outside of North America. Please see below for more details once your speaker has been approved.

Questions, Comments?
Please contact Damon Poburko via bpk-seminar-proposal@sfu.ca for more information. For budgetary matters and reimbursement questions, please contact Maggie Yeung (myeung@sfu.ca).
SEMINAR SERIES CHECKLIST

Speaker confirmation

☐ Email speaker for available Tuesdays for their seminar. The seminars are generally from 2:30-3:30 pm on Tuesdays.

☐ Ask for title of talk and for a short abstract of 100-150 words; send these to Joel Block (bpkgsec@sfu.ca).

☐ Ask speaker for a short bio, sometimes these are found on their home webpage; this allows the *host* to introduce the speaker prior to their talk.

☐ Confirm by email the seminar date with the speaker and ask what their needs are for their talk; will they bring a laptop or is a computer needed.

☐ Ask speaker by email if they would like to meet with any BPK/SFU Faculty or Graduate students and if so set up an itinerary. Confirm times and dates with the speaker and BPK/SFU Faculty or Graduate Students

Room Bookings

☐ See BPK Graduate Secretary to confirm room booking: **BPK Seminar Room K9624/22** or **SSB 7172**

Speaker Set-up Assistance

☐ See King if needed 778-782-5780, chaoa@sfu.ca.

☐ **On the day of:** If seminar is in SSB 7172, pick up remote control for the in room projector at the Dean of Science office bring a piece of ID, student card)

Parking Pass

☐ Pick up pass from general office before speaker arrives on campus; make sure to check a week before hand whether a pass is available.

  o Unless speaker has a UBC parking pass, then advise them to park in B lot “visitors”)

Directions to SFU

☐ FAX or e-mail Directions to SFU and Parking (See on page 4 & 5)

Email invitation to Seminar

☐ Ask BPK Graduate Secretary to send an invitation **e-mail** (1) Thurs or Fri prior to Seminar and again on (2) the day of the Seminar:

SFSS Food Order

☐ See BPK Graduate Secretary: confirm Food Order [http://www.sfss.ca/catering/order.html](http://www.sfss.ca/catering/order.html)
OUT OF TOWN SPEAKERS:

**Flights**
- Ask the speaker to book an economy class return flight.
- Advise the speaker to keep receipts for all expenses, including *paper boarding passes*. These must be sent to Maggie Yeung. Mention this *before* their trip to Vancouver.

**Accommodation**
- Book a hotel for the speaker and send speaker details of the hotel.
  - We generally book the **Simon Hotel** at SFU. Confirm this with the speaker.
  - **Hotel/Reservations (phone 24503)**

**Other transportation**
- Arrange taxi or pick up speaker from the airport
- Arrange transportation for the day of the seminar if needed
Directions to SFU

Driving to SFU

Take the Highway 1 or Lougheed Highway (#7) to Gaglardi Way.
• At the intersection of University Drive and Gaglardi Way, continue East along University Drive.
• Take the second left at Tower Road.
• Continue up Tower Road and you will see the B-Lot parking on the left.
• Turn into the second parking lot on the left (the third left overall).
• Continue on the right as the parking lot begins to elevate.
• Park in either space #7, 8 or 9 (labeled BRE parking).

Public transit to SFU

• Take any of the following buses to Simon Fraser University (SFU):
  145 Production Way/SFU
  135 Burrard Station/SFU
  144 Metrotown Station/SFU
  143 Coquitlam Station/SFU
• Do not leave the bus at the first bus stop at SFU, instead, alight at the next stop near the Cornerstone Building.
• Upon exiting the bus at the 2nd stop head towards the flagpoles.
• Once you reach the flagpoles you should see a water fountain to the right and stairs leading down. To the right of the stairs is a tarmac walkway. Follow this walkway down and then follow the path around to the right. You will arrive at the Applied Science Building.

To get to the BPK office

• Exit the parking lot via the nearby opening (it should be the only accessible opening to the paths).
• Continue straight ahead towards the Applied Science Building entrance.
• Upon entering the building, continue straight ahead past the small coffee shop/cafe.
• Pass the stairs on the right and turn left down the next intersecting hallway (Kinesiology)
• Walk down the hallway to find the Biomedical Physiology and Kinesiology Office on the left.