

# Biodiversity Research Seminar Series

## Information for Invited Speakers

Thank you for your willingness to speak in the Biodiversity Research Seminar Series at UBC. The website for the seminar series is <http://www.biodiversity.ubc.ca/BRS/BRS.htm>. You can find a map of the UBC campus at: [www.maps.ubc.ca/PROD/images/pdf/ubcmap.pdf](http://www.maps.ubc.ca/PROD/images/pdf/ubcmap.pdf).

- 1) Please make your own travel plans and we will reimburse you after your visit. Our budget accommodates a typical two-day visit. Please arrange to arrive the day before your talk (departure would normally be the day after your talk; you are of course welcome to stay longer, but with additional expenses covered by your own resources or in consultation with your Biodiversity host). You should avoid flights arriving on the day of the talk. Please make sure to bring your passport if flying or crossing the border. If flying (must be economy class), please send flight details (when confirmed) to your host and to the BRC Administrator, Katie Beall ([brcadmin@biodiversity.ubc.ca](mailto:brcadmin@biodiversity.ubc.ca)). If you plan to drive, please contact Katie about UBC mileage reimbursement policy.
- 2) Katie can book campus accommodation if requested, and will send you a confirmation before your visit. Some visitors may have the option to stay with their host, as an alternative.
- 3) Please send the title of your seminar to Katie so that she can add this to the seminar website.
- 4) Please save all receipts and boarding passes and contact Katie after your trip to coordinate reimbursement for your travel. We will reimburse for travel (taxis, flight, public transportation, mileage and parking for personal vehicles) and reasonable accommodation expenses.
- 5) Please also coordinate with your Biodiversity host to determine if you should get a taxi from the airport, or if someone will pick you up.
- 6) If you have any dietary restrictions, please let the host and Katie know.

The Biodiversity Research Centre (BRC) at the University of British Columbia consists of faculty members, postdoctoral fellows, and graduate students conducting research on a wide range of topics, including evolution, systematics and phylogeny, population and community ecology, fisheries management, conservation biology, and theoretical modeling.

Your daily schedule while at UBC, including meetings with BRC members, will be entirely arranged by your host.

Please note that the Biodiversity Research Seminar Series is attended by researchers across the full range of research areas and study organisms (animals, plants, microbial, etc.), and we ask that invited speakers keep this in mind when preparing their seminars by providing a broad, general introduction, with brief definitions or explanations of specialized terms and concepts where appropriate.

Your seminar is scheduled to be an hour long (45-50 minutes, with time for questions). A computer projector and computer will be provided in the seminar room. Each week, the seminar lecture is live streamed to UBC Okanagan (UBC-O) BRAES Institute (<http://braes.ok.ubc.ca/>), but your talk will not be recorded. Please let Katie know if you would prefer not to live-stream, so that we can let UBC-O know in advance.

Please contact Katie Beall ([brcadmin@biodiversity.ubc.ca](mailto:brcadmin@biodiversity.ubc.ca)) if any additional audio-visual material is needed.

We look forward to your visit - The BRC Seminar Committee