

Guide to Hosting a Biochemistry Workshop Seminar Speaker

Workshop time: TUESDAYS, 12:30 – 1:30 PM

It is your responsibility to keep us on time.

One Speaker: 40 minutes + 10 minutes Q&A

Two Speakers: 20 minutes + 5 minutes Q&A

One week prior to workshop:

1. Obtain the speaker's CV from office staff.
2. Contact the speaker and inform them that you will be serving as their host. Ask how to pronounce their name (if necessary), and how they would like to be introduced.
3. Read recent publications for the speaker on the topic matching their title.
4. Outline an introduction that you will deliver to the audience. Practice the introduction a few times. You can use a copy of the flyer advertising the seminar to jot notes down. You will also have the title of the talk handy.

Pre-workshop preparation:

1. Send a morning e-mail reminder to the speaker with the time of the workshop.
2. Report to the seminar room at **least 15 minutes** prior to the start time - office staff will be on to help with technical issues. Bring a laser pointer and water for the speaker.
3. Discuss with the speaker whether you or he/she will call on individuals with questions and how they want questions to be asked during the seminar. Typically, the audience is free to ask questions during the seminar.
4. Let the speaker know you will be giving them two warnings towards the end of the seminar. The first warning is when 10 min remain and the second is when 5 min remain. You can simply stand up to give them the cue. For shorter presentations, you may only use the 5 min warning.
5. Start the workshop at 12:30 PM promptly. You may have to indicate loudly that the seminar is about to begin.

Begin the workshop:

1. Go to the podium and introduce yourself (name, year, and lab).
2. Outline the "rules" for the talk. Basically, indicate that questions are allowed during the talk if the speaker agrees to it.
3. State the speaker's name and lab affiliation.
4. Briefly describe the speaker's education and training.
5. Briefly describe the speaker's professional contributions (papers, abstracts, awards, fellowships, etc.). Get this from the CV.
6. State the title of the seminar. Steps 1-6 should take about 3 minutes (i.e., keep it short). Hand off the "podium" to the speaker. Make sure they have the pointer.
7. Give the speaker a warning with 10-min and 5-min remaining or as agreed.
8. At the end of the seminar, the speaker can ask the audience for questions. **YOU should be prepared to ask a question if no one has one initially.**
9. Assist the speaker in selecting individuals with their hand up or let them do it. You should moderate this portion, meaning make sure the questions are put forward in an orderly way.
10. When about 1-2 min remain, indicate that this is the last question. After the last question, thank the speaker for giving the seminar. If possible, indicate that those with additional questions can stay on with the speaker afterward.

Post-workshop:

Send an e-mail 'Thank you' message to the speaker.