

Notes for Hosts of CDBS Seminar Series Speakers

Liaise with speaker to arrange their trip once a date has been confirmed.

- Once the seminar speaker has confirmed, the CDBS Admin Team (CDBS@ed.ac.uk) will contact the speaker requesting details of their accommodation and travel requirements. This should be done ASAP to avoid inflated costs.
- Accommodation will normally be in University of Edinburgh accommodation ([Scholar Hotel](#)) usually only for one night, but up to two nights maximum if travelling from abroad. If no University hotel is available, a hotel should be booked through Diversity Travel.
- CDBS will only cover reasonable economy air/rail travel. Their travel will be booked through Diversity Travel.
- The Admin Team will also send an expenses form to the speaker for any other costs (taxi's etc). Following their visit, they will return this to admin team for checking and then be forwarded to the finance team to process: bmssupport@ed.ac.uk. They **must** retain and attach all receipts.
- Please ensure the speaker is aware that the audience will be attended by faculty, postdoc, graduate and undergraduate students alike, so a broad introduction to their topic at a level understandable by an advanced undergraduate student would be ideal.
- Seminars should be **no longer than 40-45 minutes** to take into account time to get in, set up and out of the lecture theatre and allowing 15 minutes thereafter for questions.
- Please provide the CDBS admin team with a 'title of their talk' in order to advertise on the [CDBS website and seminar emails](#).
- CDBS Admin will provide zoom links for hybrid and virtual seminars and ensure speakers are happy their talk is 'livestreamed' via zoom. We don't normally record talks unless requested to do so. Only those who request a recording are granted access. The zoom organiser will share the link.

Organise a programme of people to meet with the speaker.

- There will be an email advertising the seminar to all CDBS staff bi-weekly (Mon/Thurs), however, approaching some people ahead of schedule to 'meet the speaker' is recommended. If you have meetings arranged with fellow PIs, please draft up an itinerary for your speaker to follow.
- If the speaker is female, you may want to organise a '[Women in Science](#)' roundtable group meeting. If you think this is an option, please contact Nathalie Rochefort (N.Rochefort@ed.ac.uk) in advance, who will get in touch with the speaker to invite them.
- Ensure that the speaker arrives ok and is hosted around the department/lab as appropriate.
- One of the Seminar Series organisers will normally assist in setting up the talk and will arrange to meet at the appropriate lecture theatre. Someone will also be available to admit folks on zoom.
- Introduce the speaker at the start of the seminar. As part of this, the host should also acknowledge the support from The Physiological Society for part funding the CDBS seminar series.
- Dinner with the speaker can also be organised. Please **do not** exceed a budget of £50 per person for the meal (incl. drinks and tip). Please ensure you follow the [new expenses policy.docx \(live.com\)](#) and adhere to guidelines. Note a maximum of 3 guests per 'external' speaker are allowed. Reimbursement will be capped (for 3:1 people) at £200.
- You should submit an expenses claim via P + M for dinner using the CDBS Seminar Series codes:

Central seminars:

| Entity | Fund | Cost Centre | Account | Analysis | Portfolio | Product | Intercompany |
|--------|--------|-------------|---------|----------|-----------|----------|--------------|
| 110 | 110002 | 20133001 | | 100097 | 00000000 | 00000000 | 000 |

BioQuarter seminars:

| Entity | Fund | Cost Centre | Account | Analysis | Portfolio | Product | Intercompany |
|--------|--------|-------------|---------|----------|-----------|----------|--------------|
| 110 | 110002 | 20133003 | | 100097 | 00000000 | 00000000 | 000 |

Notes:

- Following their visit, ensure your speaker has returned an expenses form detailing any additional costs incurred, taxi's etc (they **must** retain and attach relevant receipts). The Admin team will normally be the point of contact for this.
- CDBS will cover an **overall cost** of no more than *an average* of **£500** for a seminar speaker's visit.
- The Deanery offers discretionary grants of £100 to help towards any increased childcare costs resulting from external speakers' travel. Details can be found here: [BMS caring grant scheme | The University of Edinburgh](#)

Useful Contacts:

CDBS Admin Team (CDBS@ed.ac.uk)

Seminar Series Organisers:

Central - Nicola.Romano@ed.ac.uk Lida.Zoupi@ed.ac.uk

BQ - Jian.Gan@ed.ac.uk

Finance Team - bmssupport@ed.ac.uk

