

Introduction to the Frontiers of Science (FoS) seminar series processes

The FoS seminar series is made possible by the funds of Biocity Turku

The FoS seminar speaker list will be planned 2-4 months before the beginning of the next seminar season. The FoS committee will launch the call for speakers twice a year; around September (for spring season) and February (for autumn season). The call lasts for 2 months during which members of research programmes and doctoral programme participants may propose top-class speakers to be invited. Information about the call deadline dates are disseminated electronically to the [FoS programme committee members](#) consisting of representatives from all programmes. For more information, contact the FoS representative of your research programme.

Speakers invited to FoS series should be **world-famous scientists** in their own field of research and to be able to **invoke interest among the wide audience** of the seminar series. The title of the seminar should not be too long or complicated but short and aim to attract a broad audience, while at the same time attract experts.

If you are planning to invite a speaker you must, prior to communicating with your candidate speaker, contact the FoS organizing committee member representing your research programme or student group to request for suitability of the speaker to the FoS series and for vacant times in the series programme. Your representative will confirm that your candidate is a suitable speaker with the chair of the committee and preferably with the chair of your programme. If there are no vacant times available or if there are some other reasons, it may be possible to invite the speaker through your own research programme's seminar series or through the BioCity Turku Guest seminar series. One should discuss this option with the director of the research programme before contacting the potential guest speaker.

If it is not possible to get a response from the committee prior to invitation (e.g. ad hoc invitations in meetings), you should leave the timetable open and inform the committee about your plan for an invitation as soon as possible.

The expenses for FoS speaker travel, hotel accommodation (1-4 nights) and the student lunch will be covered by BioCity Turku organization. All other expenses such as dinners / extra lunches or accommodation over four nights are responsibility of the inviting research programme.

Duties of the host

1. **As the host you have the most important role around your guest's visit with the key tasks to make the guest feel at home, arrange scientific events for the speaker and advertise the talk to attract a large audience.**
2. **Act as contact person** to the speaker.
3. **Advertising the speaker two weeks before the seminar.** The seminar host should provide the BioCity Turku coordinator a short text in English describing the research focus and recent achievements of the speaker. The text will be used for advertising the event. The host can also write a 2-4 sentence brief general synopsis in English of the speaker/topic that will be advertised on the event calendars on web pages of UTU and ÅAU.

4. **Organizing a visit programme for the speaker.** The host should ask well in advance before the visit if any Turku research team working in the same area wishes to meet with the speaker. A host can also consider organizing a brainstorm/coffee session to utilize the skills and knowledge of the speaker, eg. Grant application tricks, methods, dogmas, emerging concepts etc. A host should activate the students and scientists of his/her own department, scientific group and other interested groups in the field to attend the seminar.
5. **The student lunch.** The host of the speaker is primarily responsible for informing the graduate students and postdocs working in the same research field about this opportunity to meet the guest speaker. The host should confirm that there will be a sufficient number of students (max. 6) participating in the lunch. Interested students should contact the BioCity coordinator for registration.
6. **In the seminar** the host introduces the speaker to the audience (1-2 minutes presentation, no slides). Please remind the audience to introduce themselves to the speaker when asking questions.
7. **Dinner.** The host should contact his/her research programme director to confirm that the programme is willing to pay the expenses if the inviting research group cannot do it (BioCity Turku will not pay any restaurant bills).

Duties of the coordinator

1. **Advertising the seminar 1-2 weeks before the seminar date.**
2. **On the seminar day** the coordinator provides the speaker with the travel expenses claim and some brochures. Coordinator also makes sure that IT is working in the lecture hall.
3. **Collecting the list of participants.** Coordinator circulates a name list among the audience during the seminar.
4. **The student lunch.** The coordinator arranges the student lunch with the guest speaker. The lunch starts immediately after the seminar, the students and speaker meet in front of the lecture room.

Duties of the audience

Be there on time and turn off your mobile phone. No filming nor photographing is allowed. It is polite to introduce yourself to the speaker when asking questions. Sign the attendance sheet for statistics purposes. Students who need a signature of attendance should after the talk proceed to the podium area and get a signature from coordinator.

Contact information

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