

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 once a year around September-October for both spring season and autumn season. The call lasts for two months during which members of BioCity Turku Research Programs and doctoral programme participants may propose top-class speakers to be invited. Each Research Program has one speaker slot guaranteed, and the rest of the slots are filled first-come-first-serve. Research Program can have only one invitation pending at a time. Information about the call is disseminated to the [FoS program committee members](#) consisting of representatives from each BioCity Turku Research Program. For more information, contact the FoS representative of your Research Program.

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 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 committee member representing your Research Program or student group to request for suitability of the speaker to the FoS series and for vacant times in the series program. Your FoS committee member will confirm whether 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 program's seminar series or through the BioCity Turku Guest seminar series. One should discuss this option with the director of the research program 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.

BioCity Turku covers the travel expenses (flights, trains, local transportation, taxi) with the following upper limits:

- Europe 1000 €
- United States East, Africa and Asia 1500 €
- United States West, Far Asia and Australia 2000 €

BioCity Turku covers the accommodation (1-3 nights) and books the hotel. All other expenses such as dinners/extra lunches or accommodation over three nights are responsibility of the host and of the inviting Research Program. If the travel costs are over the limits, or if additional costs need to be paid, Research Program and the host need to agree from where to cover them. BioCity Turku won't reimburse business class tickets nor alimentary, and daily allowance won't be paid. The speaker should do the travel arrangements him/herself and BioCity Turku will reimburse the costs afterwards to the speaker with travel expense claim.

BioCity Turku covers the travel expenses only if they are claimed during the year of the visit. This is especially important for the speakers coming at the end the year.

BioCity Turku covers the lecture hall rental, coffee+sandwich before the seminar, and the student lunches with the speaker.

Duties of the host

1. **As the host you have the most important role to make the guest feel at home, to arrange scientific events for the speaker and to advertise the talk to attract a large audience.**
2. **Act as contact person** to the speaker and to make sure that the guest makes travel plans in due time.
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.
4. **Organizing a visit program 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 needs to 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 early-career lunch.** The host should make sure that there is a sufficient number of participants (max. 6) joining the lunch. Interested researchers should contact BioCity Turku coordinator for registration. The lunch event is open to all early-career researchers from all fields of research, and the places are filled first-come-first-serve. BioCity Turku offers the lunch.
6. **In the seminar** the host introduces the speaker to the audience (1-2 minutes presentation, no slides).

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 expense 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 early-career lunch.** The coordinator arranges the early-career researchers' lunch with the speaker. Lunch starts immediately after the seminar.

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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