

This initiative is sponsored in memory of Dr. Vivien M. Srivastava – first woman to receive a PhD in Zoology at UBC.

Srivastava Skills Development Workshop for Women Science Graduate Students and Post-doctoral Fellows: *Guidelines*

Overview

Full-day practical skills workshop: Tailored to your own and your women peers' needs and experiences, complementing or adding value to what's already available at UBC (to avoid duplications check out: [grad students](#), [post-docs](#) events).

Group size: Typically ranges around, but is not limited to, 40-50 participants.

Venue: The workshop must be held on the UBC Vancouver campus.

Organizing committee's responsibilities: Scheduling. Room booking. Coordinate facilitator(s)/speaker(s). Set up event page and provide link to Dean's office. Advertisement of event (Dean's office can help with this), invitations and registrations. Order catering (payment of invoices might be coordinated with Dean's office). Hold the event. Collect feedback on your event and suggestions for future practical-skills workshops. Provide written report to the Fund's oversight committee within one month after the event (see details below).

1. First Things First

- Room booking 2-3 months in advance of event
- Group of applicants prepare for holding their own workshop, or invite speakers, 2-3 months in advance of event

2. Advertising and Registration

- Create website for your event – initially with basic information, can be updated over time with additional details such as the link to registration. Event site must be free of commercial ads.
- UBC Blogs is available to UBC students (and faculty, staff) – at no cost and ad free. Log in with your CWL credentials at: <https://blogs.ubc.ca>. Get instructions there and create your site.
- Set up your registration page: Use event management websites such as EventBrite (much more straightforward than e.g., Google Forms for managing waitlist, reminders, etc.) – at no cost.
- Advertise your event according to your proposed strategy. The Dean's office too will help by distributing your event announcement to Science departments (see next bullet).
- Provide event-site link and an advertising blurb (event announcement) to Kate Blackburn <blackburn@science.ubc.ca> (Dean's office) about four weeks prior to the event.*
- While priority must be given to women, you are free to welcome people of all genders to register; with following order of priority to be given to
 1. Women and women-identifying graduate students and post-doctoral fellows in Faculty of Science
 2. Graduate students and post-doctoral fellows of any gender in Faculty of Science
 3. Graduate students and post-doctoral fellows in other UBC Faculties/units
- With event being free of charge, last-minute drop-outs are fairly common. Please do not underestimate this problem! To **prevent/reduce number of no-shows**: At registration page and with registration receipt request registrants to let the organizers know immediately if they can't attend, and give another peer the chance to participate.
- Send several e-mail messages to registrants (e.g., four, two and one week ahead of event) reminding them of the waitlist, and that they should let the organizers know immediately if they can't attend, so that their spot can be taken up by another person. Such reminders can also include any updates on the event (or referral to your updated event website).

3. Workshop

- Provide name tags (helpful for networking with peers and speakers during the event)
- If your event includes a panel discussion, do a mix of guided discussion (workshop organizers prepare questions) and open discussion (questions from workshop participants)
- Put speaker names/bios on a slide or on a handout

4. Catering

Preferred vendor: *AMS The Nest* (benefits: on-campus; student-run; no need for facilitator to pay invoice and get reimbursed afterwards, but can be run through Dean's office directly). Note: For other vendors you may need to pay by own credit card upfront and get reimbursed by the Dean's office later.

- Eligible expenses include light lunch and snacks/refreshments at \$30 max. per workshop participant.
- Submit catering invoice and other receipts (as applicable) immediately after the event to Kate Blackburn <blackburn@science.ubc.ca> (Dean's office, Faculty of Science).*
- For a greater variety and reducing food and packaging wastage, order platters/trays, bulk fruit etc., and bulk beverages (coffee/hot and cold water), rather than boxed lunches. Also, may want to ask registrants to bring their own mugs.
- Before ordering/purchasing food, ask registrants if they have any dietary restrictions.

**For any correspondence with the Dean's office including reimbursement requests, make sure to indicate the title of your event (as in your proposal) and the granting program (Srivastava Practical-skills Workshop).*

5. Honorarium (if applied for and approved)

- For processing an honorarium, submit speaker's name, job title and affiliation after the workshop to Kate Blackburn <blackburn@science.ubc.ca> (Dean's office).*

6. Other expenses (if applied for and approved)

- For reimbursement of gifts given to speaker, or other expenses (e.g., stationary such as stick-it name tags), submit original, itemized and dated receipts to Kate Blackburn <blackburn@science.ubc.ca> (Dean's office).*
- Important notes: Value of gift must be below \$100 per speaker. Cash gifts or cash equivalents (such as gift cards) and gifts of alcohol will *not* be reimbursed.

7. Participant Feedback - Survey

- When collecting feedback (anonymous), also ask their field of research/department, position (Master's/PhD student/Post-doctoral fellows), year in program, and gender.
- Include questions about relevance and presentation of topics, effectiveness of workshop for their own career, satisfaction with venue and catering, and leave room for open comments on what worked well (best) for the participants, and what could be done differently in the future.
- Ask about suggestions for topics of future career-planning, practical-skills, mentoring, or networking events.

8. Report and Recommendations

Within one month after the event, provide digital workshop report to the Fund's oversight committee – send as PDF or Word document to Carola Hibschi-Jetter <carola.hibschi-jetter@ubc.ca> (Dean's office)* including:

- ◆ *Screen capture* of your event site/ad
- ◆ *Workshop theme, sessions* (or schedule) and *speakers* (name, job title/affiliation)
- ◆ *Date, venue, and attendance* (# registrants, # attendees)
- ◆ *Demographics* of attendees: GS program or department, field of research (life sciences, physical/earth sciences, math/computing sciences, interdisciplinary sciences), Faculty affiliation, position (MSc/PhD/PDF)
- ◆ *Participant feedback* (include response rate): summary of what worked well and what could be done differently next time, and suggestions for future workshops
- ◆ *Your own (i.e. organizers') reflections and recommendations.*

All the best for your event!