



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

Srivastava Women-in-Science Research Mentor Workshop for Graduate Students and Post-doctoral Fellows: *Guidelines*

Overview

Research-Mentor workshop: Tailored to your own and your peers' needs and experiences, organized by graduate students and/or post-doctoral fellows, led by a woman scientist or mathematician, who was invited for a research presentation at the unit's seminar series.

Group size: Typically ranges around, but is not limited to, 30-50 participants.

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

Organizing committee's responsibilities: Coordinate speaker invitation with departmental/institute seminar hosts. Coordinate theme, date/time and length of workshop with guest speaker. Book a suitable room. Set up event page and provide link to Dean's office. Advertise the workshop/ invite your target audience and manage registrations. Order catering. Host the workshop. Collect feedback from workshop participants. Provide a written report to the Fund's oversight committee (see details below).

1. First Things First

- Room booking 2-3 months in advance of event
- Coordinate invitation of speaker with host of your units research seminar 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 your registration site. The 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.*
- For participation, priority must be given to
 1. Grad students and postdocs in the Faculty of Science
 2. Grad students and postdocs 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)
- Workshop organizers may want to prepare questions for a guided discussion
- Put speaker's name/bio 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 or snacks/refreshments at \$25 maximum per workshop participant.
- Submit catering invoice and other receipts (as applicable) immediately after 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 Research-Mentor Workshops).*

5. Other expenses (if applied for and approved)

- For reimbursement of gift given to the 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.

6. Participant Feedback - Survey

- When collecting feedback (anonymous), also ask their field of research/department, position (Master's/PhD student/Post-doc), 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.

7. 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.hibsch-jetter@ubc.ca> (Dean's office)* including:

- ◆ *Screen capture* of your event site/ad
- ◆ *Workshop theme* (and *session(s)* or schedule) and *speaker* (name, job title/affiliation)
- ◆ *Date and venue*
- ◆ *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!