



Post Graduation Office

Education & Training Unit (ETU)

SEMINARS IN BIODIVERSITY & EVOLUTION (SBE)

Cycle of Seminars at CIBIO/BIOPOLIS/DBIO-FCUP

The **SEMINARS IN BIODIVERSITY & EVOLUTION (SBE)** are organized by CIBIO/BIOPOLIS, in close collaboration with the PhD program in Biodiversity, Genetics and Evolution (BIODIV) and the Master in Biodiversity, Genetics and Evolution of the Department of Biology, Faculty of Sciences University of Porto (DBIO-FCUP).

SBE are composed by Regular, Casual and Student Seminars. The **Regular Seminars** occur on a weekly base, on Fridays afternoon at 3:30 pm, and involve invited PhD researchers (Speakers) from national and international institutions. The **Casual Seminars** occur in other periods out of Friday afternoon and are considered exceptional, when special guests and/ or senior researchers are visiting CIBIO. The **Student Seminars** involve PhD students, namely from BIODIV, since they are mandatory for 2nd, 3rd or 3th year students, and, exceptionally master students.

PhD researchers hired by CIBIO are invited to give a **Welcome Seminar** that should be a Regular Seminar, or, exceptionally, a Casual Seminar.

The duration of the Regular, Casual and Welcome seminars is 40 min + 20 min of discussion and of the Student Seminars is 15 min + 10 min of discussion, and will mainly occur in CIBIO/ BIOPOLIS headquarters, at **Auditorium of Vairão Campus**. In addition, some SBE may occur at DBIO-FCUP, in Campo Alegre Campus (Porto). A special effort will be made to promote hybrid seminars to allow researchers and students from the other poles and from the other partner universities (e.g., University of Montpellier and African TwinLabs) to attend. In exceptional cases, SBE may occur only online.

SBE at CIBIO/BIOPOLIS are planned and organized by the SBE Committee per academic year (October to July). The success of SBE depends on the participation of the entire CIBIO/BIOPOLIS's research community not only by submitting talk proposals and proposing invited speakers (host), but also by attending, the seminars and encouraging student participation, in order to promote scientific discussion and contact among the community. Participation in the student seminars is also essential for the entire CIBIO/BIOPOLIS research community, as it promotes the dissemination of graduate students' work and feedback from researchers.

PROCEDURES FOR SCHEDULING, DISSEMINATION AND TO HAVE ON THE DAY OF THE SEMINAR

1. SCHEDULING (with Education & Training Unit, ETU)

The **Host** is a CIBIO/BIOPOLIS member who has the responsibility to ensure all conditions are met to receive the **Speaker**, including scheduling the SBE by filling in an [ONLINE FORM](#) with available dates.

The **Speaker** is a BIOPOLIS/ CIBIO or invited PhD researcher who could contribute with a talk.

All new CIBIO/BIOPOLIS members should be invited by their PI to present their research to community (**Welcome Seminar**).

Scheduling preference is given to Fridays at 3:30pm (**Regular Seminar***). These take place in the CIBIO auditorium, with the possibility of online transmission (with the speaker's authorisation). The possibility of this taking place at DBIO - FCUP (Porto) could be explored.



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Alternatively, SBE can be scheduled on a different day of the week (**Casual Seminar**), in the morning (10:30am) or afternoon (3:00pm), with the possibility to request online transmission. Casual Seminar dates will have to be confirmed considering the availability of the services.

SBE presentation modes may be of the following types:

- Face-to-Face Only [CIBIO's Auditorium or DBIO-FCUP]
- Hybrid [CIBIO's or DBIO-FCUP & Online]*
- Online Only

** The Regular Seminar at CIBIO's Auditorium has guaranteed technical support of the ITU. In the case of a Casual Seminar, the availability of this service will have to be confirmed later.*

2. **DISSEMINATION** (with the Communication, Advancement and Engagement Unit, CA&EU)

To publicise the seminar, an announcement will first be made on the CIBIO/BIOPOLIS website. The speaker will be asked to provide information such as the title and an abstract of the talk, a biographical sketch of the speaker and an illustrative image for the preparation of the announcement. The speaker should indicate whether the talk can be video-recorded and shared on CIBIO's YouTube channel and social networks or not.

CA&EU will publicise the seminar through various channels, once the speaker has validated the announcement.

Please note that information on the seminars will be publicly available on the CIBIO/BIOPOLIS and BIODIV websites, will be disseminated to a wide audience and will be open to all.

3. **THE DAY OF THE SEMINAR** (with the SBE Committee members and ITU Team)

Whenever **Streaming** (Hybrid or Online) is scheduled, the session has the technical support of the **ITU team** to guarantee the transmission conditions.

The **Speaker** is responsible for uploading the presentation to the cloud (using the link that will be sent) in the cloud at least 1 hour before the talk and for being present in the presentation room using the service computer, or online, at least 15 min before the talk to prepare the logistics.

The **Host** is responsible for introducing the Speaker and moderating the discussion at the end of the talk.

The **SBE Committee** members assist the Host and the Speaker whenever possible before and during the presentation and discussion.

Notes

The **upload** of the presentation files should be made **exclusively in the cloud** as soon as possible, at least 1 hour before of the schedule hour.

Before the talk, the ITU team will copy the presentations in the cloud to a folder in the service computer desktop and will check if it is possible to open all files (any problems will be immediately reported).



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The **SBE Committee** and **ITU team** declines any responsibility if the Speaker prefers to use other computer besides the provided service computer in case of Face-to-Face and Hybrid SBE.

Contacts:

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Communication, Advancement and Engagement Unit: divulgacao@cibio.up.pt

ITU Team: <https://biopolis.freshdesk.com/support/tickets/new>

Reception: + 351 252 660 400

October 2023,

The SBE Committee,

Paulo C Alves | Raquel Vasconcelos | Dora Bastos