Instructions for Queen’s School of Environmental Studies
Seminar Series 2019-2020

The goals of the Queen’s School of Environmental Studies (SES) seminar series are to:
a) encourage conversations regarding sustainability and environmental issues from a
multidisciplinary perspective and b) to encourage collaborations and foster a sense of
community among SES faculty, students, and staff.

If you wish to deliver or host a seminar, please consult with the seminar series coordinator, Dr. Diane
Orihel (diane.orihel@queensu.ca).

Normally, seminars are held weekly on Thursdays from 2:30 to 3:30 pm in Room 1120, unless
otherwise advertised.

Seminar format is flexible, but the typical format is:

- The host introduces the speaker (5 min)
- Speaker delivers a lecture (40 min)
- Question period with audience (10 min)
- The host thanks the speaker (5 min)

Alternative formats, such as debates, panel discussions, and PechaKucha, are most welcome.

The host of the seminar is required to do the following:

**Two weeks before the seminar**, please upload the following information in a Word
document to the Public Upload Folder:
1. Speaker’s full name
2. Speaker’s position and affiliation
3. Seminar title (maximum 12 words)
4. Seminar abstract (maximum 100 words)
5. Photo or artwork (optional)

**One week before the seminar**, please:
1. Ask the speaker for a 50-word biography (to be used by the host to introduce the
speaker at the beginning of the seminar).
2. SES will produce and distribute a poster for the seminar on its website, social media,
e-news, and email list serves, but you are welcome to advertise the seminar to your
own network to encourage attendance.

**At the seminar**, please:
1. Introduce the speaker.
2. Keep time to ensure the seminar is kept to one-hour.
3. Thank the speaker.