

## Bioinformatics Workshop Facilitator

### Overview

The Bioinformatics Workshop is designed to prepare a new cohort of SEA-PHAGES faculty to implement the Bioinformatics component of the course. The training includes

- an introduction to phage biology and the scientific goals of the program,
- an immersive, guided, and hands-on learning of the protocols and techniques for bioinformatics,
- examples of best practices for preparation and instruction of the course, as well as
- detailing program and community-supported resources for course implementation.

As the second substantive introduction for new faculty to the program, the Bioinformatics workshop is also an opportunity to familiarize faculty with the SEA-PHAGES team, the SEA-PHAGES program—including program goals and deadlines—and faculty responsibilities.

### Description of Role and Responsibilities

The role of facilitators is to support the delivery of the Bioinformatics Workshop, in partnership with the SEA program staff. Bioinformatics Facilitator responsibilities prior to and during the workshops:

- **Pre-workshop Functions (Performed Remotely)**  
November
  - Attend virtual meetings to coordinate assignments and to provide feedback on workshop content
- **During workshops (Performed On-site, at HHMI)**  
5D/4N, in December based on the workshop schedule
  - Arrive on-site by 2pm on the first day of the workshop
  - Available to stay on-site (HHMI) throughout the entire workshop
  - Deliver assigned presentations, and lead assigned sessions
  - “Work the room”—this includes scaffolding the learning in the group setting and identifying and assisting faculty members that are struggling with material during large or group sessions.
  - Participate in cohort-building activities with participants
  - Meet to debrief with facilitators and SEA program staff

### Eligibility

Bioinformatics Facilitator eligibility is limited to faculty members who serve on the SEA-PHAGES Annotation Review Team (SMART\*). See how to become a member of SMART\* at [seaphages.org/faculty/information/](http://seaphages.org/faculty/information/)

### Compensation

HHMI will cover the costs of travel and lodging throughout the meeting, and provide an honorarium of \$1,000.

### To Apply

The SEA Team will put out a call for facilitators between September - December, which will be sent by email to all members of SMART\*. Interested parties will be asked to complete a brief application form, which can be reviewed on the following page. If you have any questions about the position or how to apply, please contact Vic Sivanathan (SEA Program Officer) at [SEA@hhmi.org](mailto:SEA@hhmi.org)

## Bioinformatics Workshop Facilitator

**Name and Cohort #:**

**Institution:**

**Are you available for the dates of this year's workshop?**

Review workshop dates at <https://seaphages.org/faculty/information/#timeline2>

Yes      No

**How many years have you been a SMART\* member?**

**Were you an Expedited Submitter prior to being a SMART member?**

**When did you last facilitate a Bioinformatics workshop?**

Fill N/A if not applicable.

**Please provide the following information:**

Approximate numbers are OK, specific phages names as examples are appreciated.

- **How many phage genomes have you annotated?**
- **How many SEA annotations have you reviewed as part of SMART?**  
Note: Do not include annotations for your own institution.
- **Which clusters are you familiar with?**

**Please write a sentence or two describing why you would be a good candidate for this opportunity.**