

WELCOME TO THE 36TH ANNUAL IMP CONFERENCE AND DOCTORAL COLLOQUIUM 2-4 SEPTEMBER 2020

GUIDELINES FOR PhD STUDENTS PRESENTING AT THE DOCTORAL COLLOQUIUM

Before reading this, we recommend that you read the instructions and guidelines for the main conference.

In order to create engaging presentations and discussions, we have set up the following guidelines for the Doctoral Colloquium:

Presentations

Your slides

- Presentations will be delivered live so PhD students will be required to share their screens and run their own presentations.
- Presenters are required to use PowerPoint.
- Text on the pp slides should be typed in a large font, 18 pts or more and clearly laid out in a simple font. Do not include too much information on each slide – six points is the recommended maximum. The slide aspect should be 16:9.
- Presentations will be held in English
- Presentations are limited to 30 minutes.
- After a student has presented for 30 minutes, the work will then be discussed.
- We will have 30 minutes for discussion.
- The 1st discussant will start and lead the discussion. The second discussant will then join, followed by your fellow PhD students.

Session set-up

- Please make sure to enter the session 10 minutes before it is your time to present. The tech support will let you in
- Make sure that all presentation slides are running in PowerPoint and use the presentation mode whenever possible
- Please update your zoom name with your name (e.g. John/Jane Doe)
- We expect all PhD students to stay in their assigned groups throughout the day
- We also expect all PhD students to read all of the papers belonging to your assigned group, so you can contribute to the discussions. Papers have been distributed by e-mail in July 2020

Timings

- It is essential that you do not exceed the time limit of your presentation!
- When 3 minutes remain of your 30 minutes for presentation, the tech support will notify you



Tech check

We will contact you to arrange a session where we will check the technology in zoom. Participation in this 'test session' is mandatory. We thank you for your understanding!

Support

Every session will have a tech support to assist with the technology. If you experience any technical problems during the meeting, contact the tech support of the session via a private message in the Zoom chat function.

GUIDELINES FOR DISCUSSANTS (FACULTY) AND TECH SUPPORT

Before reading this, we recommend that you read the instructions and guidelines for the main conference.

The 1st discussant (Faculty) and the tech support need to work as a team, sharing in advance how they intend to run the session, and how they will support each other.

The 1st discussant is the academic host of the session, responsible for keeping track of the time and leading the discussion, ensuring that all views and thoughts are recognized and shared in a collegiate and supportive manner.

The tech support is the formal host of the meeting (in the technical sense, being the host of the Zoom meeting) and its role is to help, so that the PhD students and the discussants do not need to worry about the technology.

Your Zoom Session settings will be pre-configured for you. Please do **not change any settings under any circumstances!**

The tech support will let all participants into the session when it is time to start. If possible, please be available 5-10 minutes before so we know the technology works!

There will be a back-end tech support function – *Live Assistant* - for the whole conference. The Live Assistant ensures secure and reliable access to all rooms and expert tech support, etc. He will be contacted at any time by the tech support in each session for help in solving technical issues that they cannot handle. The platform for this communication will be Microsoft Teams.

Discussants (Faculty)

- Presentations will be delivered live so PhD students will be required to share their screens and run their own presentations
- Presentations will be held in English
- Presentations are limited to 30 minutes per student, whereby PhD students are asked to use PowerPoint
- Afterwards, the student's proposal will be discussed for 30 minutes. The 1st discussant will start and lead the discussion, followed by the 2nd discussant.
- All PhD students have been asked to read all of the papers belonging to their assigned group, so that they can contribute to the discussions.

Session Set-up

- Please try and enter the session a few minutes before the session is due to start
- Tech support will let you in as a participant
- Please update your zoom name with your name (e.g. John/Jane Doe)

Timings

- The presentations are limited to 30 minutes per paper followed by 30 minutes for discussion
- **A session must never run over time.** When 5 and 3 minutes remain, the tech support will notify the 1st discussant

Closing

- The 1st discussant closes the session, and thanks all participants, especially the presenters, and refers the participants back to the next segment of the program

Tech check

We will contact you to arrange a session where we will check the technology in zoom. Participation in this ‘test session’ is mandatory. We thank you for your understanding!

Technical support

Every session will have a tech support to assist with the technology. If you experience any technical problems during the meeting, contact the tech support of the session via a private message in the Zoom chat function.

Tech support (Zoom Host)

Pre-Event Preparation

- As a student you have a zoom account. Instructions can be found [here](#)
- Familiarize yourself with the functions of the program

Session Set-up and Start

- Enter the session 10 minutes before the session is due to start. The tech support is the host of the session (pre-configured)
- Please update your zoom name with your name, Tech Support (e.g. John/Jane Doe, Tech Support)
- Make sure the presentations work and that the presenter can share their screen
- Manage access for the participants to join the session. When you are using Zoom Meeting, all delegates will enter into a Waiting Room. This is true even for late-comers once the session has started. Successively admit people in the waiting room into the session. When you are using Zoom Webinar there is no Waiting Room

Questions and Discussion

- The 1st discussant (faculty) will start and lead the discussion, followed by the 2nd discussant. After that PhD students are asked to join the discussion
- Participants may also use the Zoom chat to type questions regarding technical issues by contacting the tech support (i.e., the host).

Timings

- The presentations are limited to 30 minutes per paper followed by 30 minutes for discussion
- **A session must never run over time.** Therefore, it is imperative to keep the session timing and structure. As a tech support you should notify the presenter when 3 minutes remain of the first 30 minutes and then notify the 1st discussant when 3 minutes remain of the last 30 minutes.

Technical support

- Participants will use the chat for technical support by contacting the tech support in the chat in Zoom.
- If you experience any technical problems during the meeting, you can contact the Live Assistant if necessary by Microsoft Teams.

Closing

- The session will be held open during the coffee breaks and lunch as well so that the participants can continue the chat between the sessions.
- Before ending the meeting, remember to *save the chat*. At the bottom of the chat window, Click on Save Chat. This will save your chat to your local recording location. The default is your Documents folder > Zoom > Folder with meeting name, date and time. This is for post-conference analysis and trouble-shooting.

Tech check

We will contact you to arrange a session where we will check the technology in Zoom. Participation is mandatory.