

## Instructions for Chairmen and Co-Chairmen for Oral Sessions at PhD Day.

At PhD Day, there will be approx. 30 oral presentations divided into 5 sessions. Each oral session has been assigned two Chairmen (VIP) and one Co-Chairman (3rd year PhD student).

### *As Chairman you are expected to:*

- Read the abstracts for your session in advance and think of at least one or two questions you would like to ask during the presentations.  
The abstract book is available on <http://phd.health.au.dk/doinga-phd/phdday/during> December.
- Be at your oral session no later than 13:20, to divide the assignments between the Chairmen, and to answer any uncertainties from the presenters.  
For information regarding the location and instructions for the oral presentations, please see <http://phd.health.au.dk/doingaphd/phdday/>
- Run the session - in English - between 13:30 - 15:00.  
Each presentation is of 10 minutes followed by 5 minutes for questions. Please keep the time.
- Fill in the form that you will be given at your session. You must acknowledge the presence of each student in the session.
- Choose the student who did best in your session. Please consider:
  - The presentation is comprehensible to people outside the research area
  - Slides are easy to read and comprehend
  - The relationship between presentation and illustrations is obvious
  - Slides supports the presentation (and not just read aloud)
  - The purpose of the presentation (hypothesis) is clearly ahead
  - The content is presented in a logical sequence (progression)
  - The conclusion is unambiguous
  - The students enthusiasm
- Please note that both Chairmen and Co-Chairman have to sign the form.
- As quickly as possible, please return the form to the registration desk in the foyer of the Lakeside Lecture Theatres or to one of the many student helpers.

Helle Møllerup

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*On behalf of the Organizing Committee*

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