

## **Instructions for chair and co-chairs at flash talk sessions at the PhD Day 2021.**

At PhD Day 2021, there will be ca. 120 flash talks in 17 sessions.  
Each flash talk session has been assigned a chair (VIP) and one-two co-chairs (3<sup>rd</sup> year PhD students).

**The flash talk sessions take place between 10.00-11.45.**

### **As chairs, you are expected to:**

- Read the abstracts for your session in advance and think of at least one question you would like to ask during the presentations.
  - o The abstract book [is available on the website](#) – find your session by searching your name
- Be at your flash talk session at 09.45 am in order to divide the assignments between the chairs.
  - o [Find information regarding instructions for the flash talk presentations](#)
  - o In January, you can find the Zoom links to your session on our website
- Run the session in English. Each presentation is 3 minutes followed by 2-3 minutes for one question and feedback. Please keep the time.
- Acknowledge the presence of each student in the session – you will receive a list of names that should be returned to the graduate school.
- Give short oral feedback to the presenters emphasizing also the positive aspects. You can use attached evaluation form as inspiration on what to give feedback on. Otherwise, please consider the following:
  - o Intelligibility to someone outside your field
  - o Layout (relation between text and illustrations)
  - o Clarity (purpose, hypothesis)
  - o Logical presentation
  - o The stage of the presenter's PhD project should be taken into account

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Date: 15 December 2020

Graduate School of Health

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*On behalf of the Organizing Committee 2021*

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## Evaluation form

Presenter's name: \_\_\_\_\_

Session nr.: \_\_\_\_\_

### **Presentation:**

Time management      Time: \_\_\_\_\_

Structure – Well-structured with a clear theme?

Speech (tempo, pauses, clear)

Interaction with the camera

### **Communication skills**

Is the key message clear?

Is the presentation understandable for the audience?

Handling of audience questions

### **Means of presentation**

Abstract quality (written English, size, structure)

Conformity between abstract and presentation

Structure of slides/poster

Incorporation of poster/slides in talk

Good things that should be specifically highlighted

Advices for future presentations