Instructions for chair and co-chairs at oral sessions at the PhD Day 2021.

At PhD Day 2021, there will be 29 oral presentations in 5 sessions.
Each oral session has been assigned two chairs (VIP) and one co-chair (3rd year PhD student).

The oral sessions take place between 14:00-15:30.

As chairs, 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.
    o The abstract book is available on the website – find your session by searching your name
- Be at your oral session at 13.45 am in order to divide the assignments between the chairs.
    o Find information regarding instructions for the poster presentations
    o In January, you can find the Zoom links to your session on our website
- Run the session in English. Each presentation is 10 minutes followed by five minutes for questions 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

On behalf of the Organizing Committee 2021

Lene Krarup Monrad
E-mail: lkr@au.dk

Lene Krarup Monrad
PhD partner

Date: 15 December 2020

Graduate School of Health

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PhD- and talent administration
Aarhus University
Katrinebjergvej 89 F
8200 Aarhus N

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