

## Instructions for chairs and co-chair at e-poster sessions at the PhD Day 2023

There will be 14 poster sessions. Each poster session has been assigned a chair (VIP) and one or two co-chairs (3<sup>rd</sup> year PhD students).

**The poster sessions 1-8 take place from 12:50 to 14:30 and poster sessions 9-14 take place from 14:50 to 16:20.** You will only be chair during one of these times.

### As chair/co-chair, 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, besides giving feedback.
  - o [The abstract book will be available on the website](#) in early December at the latest – find your session by searching your name in the file.
  - o The e-posters will all be available before the day through padlet. You will receive more information about this in January.
- Be at your session 20 min. early in order to divide the assignments between the chairs.
  - o [Find information regarding instructions for the poster presentations](#)
  - o Find information about locations [in the abstract book here](#)
- Run the session in English. Each presentation is **4** minutes followed by **2** minutes for feedback and one question. Please keep the time.
- Acknowledge the presence of each student in the session – you will receive a list of names so you can tick off the presenters. The list is then handed in at the reception-area.
- Give short oral feedback to the presenters, also emphasizing the positive aspects. The guide on next page is meant as inspiration on what to give feedback on. The points are not listed in prioritized order.

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PhD administrator

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*On behalf of the Organizing Committee 2023*

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## Guide for feedback – potential topics

### Feedback for poster sessions:

Is the poster comprehensible to someone outside the field?

Is the layout of the poster suitable (relation between text and illustrations)?

Are the purpose and hypothesis clear?

— Was the presentation well-structured (logical)?

Good things that could be highlighted

—  
Advice for future presentations

Ask a question