Briefing presenters and chairs @studio

**TIMESCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop</td>
<td>Monday 21 September 2020, 14:00 hrs during the online workshop and training for all speakers. Please confirm your presence via: <a href="mailto:biophysics@nwo.nl">biophysics@nwo.nl</a> After registration you will receive a link.</td>
</tr>
<tr>
<td>Arrival at the conference</td>
<td>1 hour before the start of your presentation.</td>
</tr>
</tbody>
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**VENUE INFORMATION**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Restaurant de Roskam Entrance via the left side of the building.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Plein 25, Houten</td>
</tr>
<tr>
<td>Parking</td>
<td>Free Parking behind the restaurant.</td>
</tr>
</tbody>
</table>

**CREW ON SITE**

<table>
<thead>
<tr>
<th>Event management</th>
<th>Mona Neutelings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>+32 486 67 11 52</td>
</tr>
<tr>
<td>NWO</td>
<td>Renée Calon</td>
</tr>
<tr>
<td>Phone number</td>
<td>+31 6 20 79 60 81</td>
</tr>
</tbody>
</table>

| Catering         | Drinks & bites Available at your disposal at the venue |

**REQUESTS**

- Please prepare 5 questions related to your talk. If there are only a few questions from the audience, the moderator/chair can pose these.
- Since we are relying on the internet, we request, as a precaution, that you send us a video (mp4) of your presentation as a backup.

Please send your input before 25 September to biophysics@NWO.NL

**COVID-19 RULES**

*Rules of the Dutch government*

If you experience any symptoms, get tested as soon as possible and stay at home.
Maintain a distance of 1.5 meters from each other.

Wash your hands regularly
- Wash your hands with soap and water for 20 seconds and then dry them thoroughly.
- Wash your hands: before you go outside, when you arrive, after blowing your nose, and of course before meals and after going to the toilet.
Cough and sneeze in your elbow. Do not shake hands.
DutchBiophysics conference rules
- Upon arrival, please report to the reception desk. Here you will be asked if you experience any health problems/ COVID-19 symptoms.
- Follow the instructions of the social distance manager at all times.
- We have created a waiting and working area with workplaces at an appropriate distance. Do not forget to bring your earphones so you can follow the meeting.
- After the presentation, we ask everyone to leave as soon as possible, but not during the recording of a session. If you have other duties for the conference later that day you can take a seat in the waiting and working area.
- All rooms function as studios where live broadcastings are recorded, be careful not to disturb live broadcastings.

INSTRUCTIONS
Plenary presentations are limited to 40 minutes including 5 to 10 minutes for questions and discussion. Parallel presentations are limited to 15 minutes including 5 minutes for discussion. The large number of parallel sessions make it essential that speakers and session chairs work together in order to keep the timing of the session accurate and synchronized.

Instructions for presenters:
1. Please arrive 10 minutes before the start of the session in or in front of the presentation room and introduce yourself to the chair. Be careful not to disturb live broadcastings.
2. Each presentation room is equipped with a projector, screen, handheld microphone, and pointer. Speakers planning to use the projector can use the included laptop or bring their own laptop. A laptop switch (HDMI) will be available so you can connect your laptop before the session starts. If you want to make use of the included laptop please have your presentation available on a memory stick.
3. Please test your laptop and presentation before the start of the session.
4. Please take the time to carefully introduce the subject of your presentation. The audience consists of a mix of biologists and physicists, who may not be fully aware of the latest developments in your field, be it from a biological or physical point of view.
5. Use a clear font in your PowerPoint presentation.
6. Use the microphone correctly. The microphone should not be placed more than 15 cm below your chin (often reported 'problems' with the microphone are just a matter of placing the lapel microphone too far away from the speaker's mouth or to the wrong side when the speaker alternates between looking at the audience and the screen).
7. Be prepared to stop on the exact time and/or when the session chairperson signals you are out of time.
8. After your presentation, we ask everyone to leave as soon as possible, but not during the recording of a session. If you have other duties for the conference later that day you can take a seat in the waiting and working area.
9. Do not forget to pick up your memory stick or laptop at the end of your session.

Extra notes for session chairs:
1. Please arrive at, or in front, of the presentation room at least 15 minutes before the start of the session. Be careful not to disturb live broadcastings.
2. Briefly introduce yourself to the audience at the beginning of the session.
3. Start the session on time - announce the first presenter. Keep in mind that the session has to end on time and that the last speaker has as much right to an audience and time for discussion as the first speaker.
4. Timing is the responsibility of the session chair. The purpose of timing is to allow participants to move from one session to another. Presenters should be asked to stop when their allotted time is up.
5. If a presentation has been cancelled or a presenter does not show up, allow the previous discussion to continue or suspend the session until it is time for the next scheduled presentation.

6. AV technicians are available in each room. They are ready to help with minor technical problems and to contact the organisation. Please contact one of the organisers at the registration desk for all non-technical problems during the session.

7. In case of technical problems with a presentation, clearly communicate to the audience what is happening. In case the presenter is broadcasting from home, the organisation will contact the presenter and will try to fix things in time. If this takes too long please inform the audience that the presentation will be available within the platform shortly. In case of minor audio/visual problems the Q&A can start via the chat if this is still working.

GENERAL TIPS: HOW TO GIVE A PROPER ONLINE PRESENTATION?

1. Time management
Time management is key! Rehearse and time your presentation to make sure you do not go over your allotted time in order to have time for discussion and questions. The timing of the session will also be monitored by the session chair. Presenters will be asked by the chair to stop when their allotted time is up.

2. Connect
- Regularly look into the camera.
- Alternate between presentation mode vs. full screen.
- Add interactive questions to your presentation (using the chat function, or polls).
- Involve the audience by addressing them personally.

3. Convey your (core) message
Use the art of repetition for maximum involvement.
Set concrete goals at the beginning of your presentation. Link back to this continuously.
What do you want to convey in 10 minutes?

The message comes across better if you:
- Articulate clearly.
- Include short pauses (so the audience has time to keep up with you).
- Move while talking (not too wild).
- Look into the camera.