

## Annual PhD-meeting ONWAR 24 and 25 November 2011

The **program** of the meeting can be found in the [attachment](#).

### GENERAL INFORMATION

Location of the meeting is Conference Center Woudschoten, Woudenbergseweg 54, Zeist.

- You are expected to arrive on the 24<sup>th</sup> of November between 9.00 and 9.30 a.m. so there is enough time for registration and mounting of posters.
- For the first time in the history of the ONWAR Annual Meeting, parallel sessions are scheduled, on the first day of the program, to accommodate the high number of PhD-students with an oral presentation. Please check the program for the sessions you want to attend.
- Please note that during the meeting the language will be English.
- The organizing committee can be recognized by a name tag, which will have a distinct colour.

### PUBLIC TRANSPORT – TRANSFER TO WOUDSCHOTEN

On Thursday morning and Friday afternoon shuttle-buses from and to train station Driebergen-Zeist will be arranged. Departure times of the buses will be announced in a separate e-mail.

### INSTRUCTIONS FOR THE POSTER SESSIONS

The size of the poster boards at Woudschoten is **1.15 m x 1.45 m (portrait)**.

We ask you to put **your picture** on your poster, so people who would like to meet you and discuss your poster with you, know who to look for.

All posters have to be mounted on the first day of the meeting and will remain on display during the entire meeting. A ground plan of the different poster groups will be provided at the meeting. There will be a poster session on each day, please check the program to see when your poster session is scheduled. Poster presenters are divided into groups based on research topic (e.g. Group A (Addiction)).

The way we arranged the poster groups this year is a bit different from last year. The main reason for this is that we got complaints from PhD students who had to present their poster to colleagues from the same department. This year we did our best to make groups with only people from different departments. In addition to that we used broader categories, so while you still have something in common with the other PhD students in your poster group, there is a bigger chance that you will explain your research to students who are not yet familiar with your work or the techniques you are using. The groups are also smaller than last year, in order to allow everyone to walk around and check out the posters they are interested in. We hope you will enjoy the poster sessions in this new format! Comments are always welcome.

Instructions for the poster sessions:

- 1) Meet at the first poster board in your session with all poster presenters in your group (So: Danai, Rolinka and Marcia of group A meet at the poster of Danai).
- 2) A feedback form for each poster/poster presenter will be handed out to you by the organizing committee at registration.
- 3) Decide who of you will chair the session and who will keep track of the time.
- 4) Each poster presenter presents his/her poster and discusses the poster content (e.g. set-up of experiments, results, conclusions) and lay-out with the rest of the group members (max. 10 minutes, including discussion).
- 5) Fill out the feedback form for each poster together (with the group) and give this filled out form to the poster presenter at the end of each presentation.
- 6) Repeat 4 and 5 until all posters are presented.
- 7) Nominate one poster presenter of your group for the poster prize by putting only that feedback form in the designated box at registration desk. It should be very clear on this form, why this is the best poster presentation. At the end of the meeting all forms of nominated posters can be picked up by the presenter at the registration desk.
- 8) Go back to your poster so that other people who are interested in your work have a chance to talk to you.

If you prefer additional personal feedback on your poster lay-out, please contact Mark Verheijen (on Thursday) or Elly Hol (on Friday) at the meeting.

Based on your nominations, last year's poster winner together with a few members of the organizing committee will decide who will win the poster prize. This will be announced at the end of the meeting on Friday.

## **INSTRUCTIONS FOR THE BLITZ PRESENTATION**

As a blitz presenter you are expected to prepare a short, maximum 2 slides, power point presentation of your poster. A blitz is intended to **attract** people! It is not meant to show the audience your complete research project. You should focus on a serious presentation (like a presentation at the Society for Neuroscience-meeting.) Your presentation should be maximally 90 seconds. Since there are many presenters and events during the meeting, we are on a tight schedule and time will be tracked very strictly. (After 60 seconds the first alarm will sound, followed by a second and final alarm 30 seconds thereafter. You will have to directly stop with your presentation after the second alarm.)

There are two blitz sessions, one on each day of the meeting. Please check the program to find out on which day your blitz and poster presentation is scheduled. The blitz presentation will proceed in the order noted in the program and your poster presentation is scheduled on the same day.

To avoid delays during the blitz sessions, we have reserved the first row in the lecture room for you. In addition, the blitz presentations from all participants will be arranged into one power point file prior to the meeting. You are kindly requested to send your blitz presentation to Nouk Tanke (email: [n.tanke@erasmusmc.nl](mailto:n.tanke@erasmusmc.nl)) at the latest by **November 21, 2011**. Please include your last name in the filename of your presentation (e.g. blitz2011yourname.ppt). You will be given the opportunity to check your blitz during the first coffee break on your day of presenting.

A prize for the best blitz, selected by the audience, will be announced at the end of the meeting.

## **INSTRUCTIONS FOR ORAL PRESENTATIONS**

Each individual presentation is scheduled for maximally 15 minutes. Members of the organizing committee will be present with an alarm clock to keep track of time. After 11 minutes the first alarm will sound, followed by a second and final alarm 1 minute thereafter. After this second alarm there are 3 more minutes for discussion. Since the meeting has a very tight schedule, we kindly ask you to not exceed the scheduled time. Try to keep your slides to maximum 1 per minute. Each session of four or five presentations will be followed by a didactic moment (feedback). This feedback will be provided by Prof. Matthijs Verhage (VU University Amsterdam), Dr. Matt Self (Netherlands Institute for Neuroscience, Amsterdam) and Prof. Peter Burbach (UMCU, Utrecht.)

Prizes for the best oral presenters, selected by the feedback givers, will be announced at the end of the meeting.

### **Presentations will be given on a PC laptop using PowerPoint2003, Windows XP or Windows Vista.**

Participants who created their presentation on a Apple/MAC computer should check their entire presentation in advance on the laptop at Woudschoten to be sure that all animations and images appear as intended.

Presentations can be loaded onto this laptop during registration via CD or USB memory stick. Therefore presenters scheduled for Thursday morning should plan to arrive early. All presenters should have a back-up of their entire presentation (slides, figures, images) on a finalized CD or USB memory stick.

The computer will be available during registration, coffee breaks, etc. Presenters with additional questions or requiring sound should contact Nouk Tanke.

**Questions** about the program or the meeting? Please contact Els Borghols, Graduate School Neurosciences Amsterdam Rotterdam, tel. 020 – 598 6925, [els.borghols@cncr.vu.nl](mailto:els.borghols@cncr.vu.nl)

### **The organizing committee**

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