

22st Annual PhD-meeting ONWAR and BCRM, 26 and 27 November 2015, Woudschoten

The **program** of this year's meeting can be found in the other **attachment**.

This year our annual ONWAR/BCRM meeting will be (more-or-less) paperless! All the information you need for the meeting can be found on a newly designed, dedicated website (link coming soon by e-mail).

In addition, the **abstracts** will also be available in PDF on the ONWAR website soon (www.onwar.nl).

GENERAL INFORMATION

- The meeting will be held at: Conference Center Woudschoten, Woudenbergseweg 54, Zeist.
- You are expected to arrive on 26 November between **9.00 and 9.30 a.m.** so there is enough time for registration and mounting of posters. As you may know, participation in this meeting is obligatory for all ONWAR PhD-students. In order to get a certificate of the school, you have to sign a presence list at the start and at the end of the meeting. If you arrive late and/or leave earlier this will have consequences for the amounts of points rewarded.
- BCRM-PhD students will receive 0,9 EC for attending the meeting.
- Upon checking in at Woudschoten you will receive a stamp card for the drinks during the evening program. *Be aware*, if you lose this card, Woudschoten will charge you €50.
- Please note that during the meeting the language will be English.
- The organizing committee can be recognized by a name tag with 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 **1.18 m x 1.46 m (portrait) (work surface.)**



- Please put **your picture** on your poster, so people who would like to meet you and discuss your poster, 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 floor 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 [Neuronal development I]).
- **Please note that also 1st and 4th year PhD-students have been assigned to a poster group (see program.)**

Instructions for the poster sessions:

- 1) Meet at the first poster board in your session with all poster presenters in your group (So: Diane, Sreedeeep, Alexandra, Vincent, Marieke, Céline and Sandeep of group 1 meet at the poster of Diane).
- 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 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 the 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.

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 to visit your poster! It is not meant to show the audience your complete research project. 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 onwarblitz2015@gmail.com at the latest by **22 November 2015**. Please include your last name in the filename of your presentation (e.g. blitz2015yourname.ppt). You will be given the opportunity to check your blitz during registration and the first coffee break on Thursday at the registration desk.

INSTRUCTIONS FOR ORAL PRESENTATIONS

The ONWAR/BCRM committee noticed in the previous years that not all presentations were easily accessible for the broad audience of which the ONWAR/BCRM consists. We think this is a pity for several reasons: 1) if your audience has difficulty following your presentation, they will be less eager to ask questions 2) you invested a lot of time in making this presentation, and now the audience still does not understand what you have been doing all these years 3) the ONWAR/BCRM promotes the translation between different fields within the neuroscience community and hopes that PhD students learn from one other.

To emphasize the importance of an accessible and understandable presentation, we set up some basic guidelines that might help you when assembling your presentation:

- Do not try to fit everything you did in the past four years in a presentation of merely 12 minutes. Pick out your most interesting findings.
- Introduce your subject via a “dummy” introduction slide. If you are in the field of molecular neurobiology, some concepts you think are very well-known are completely new for researchers with a more clinical background, such as psychology or medicine. And vice versa of course. Introduce some of your key-concepts.
- Do not go too deep into the methodology. Try to sketch why you did it and the main procedures, without mentioning all the details of the analyses.
- Try to minimize the amount of complex names or abbreviations (e.g. genes, proteins, medication).
- The most important aspect of your presentation is that the audience gets a global understanding of what you have been doing, why that was important, and remember or learn something from it.

Each individual presentation is scheduled for maximally 12 minutes. After the presentation there are 3 more minutes for discussion. Members of the organizing committee will be present with an alarm clock to keep track of time. 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.

Presentations will be given on either a Mac or a PC laptop using PowerPoint 2007/2010.

Participants using special fonts or effects 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.

Questions about the program or the meeting? Please contact Els Borghols, Graduate School Neurosciences Amsterdam Rotterdam, tel. 020 – 598 6925, els.borghols@vu.nl

The organizing committee

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