

Guidelines for Mentors in the Emerging Researchers' Conference

Poster and/or Pecha Kucha Sessions

Firstly, thank you for agreeing to be a mentor (chair) for a Poster and/or Pecha Kucha session at the Emerging Researchers' Conference in Dublin. As a mentor you are one of our most valuable participants, and we hope you will take a little extra time to read these guidelines so that you become familiar with the procedures and can relax and enjoy the session you are chairing.

As a Poster/Pecha Kucha Session mentor, you are automatically a member of the Best Poster Award Jury. Approximately one week before the conference you will receive a PDF version of the posters included in the competition and the evaluation form you need to use (one per participant) so you can prepare in advance your evaluation.

Things to do beforehand

Please check that the session room has not changed (there will be a printed programme update issued in the Conference Bag and further announcements at the Conference Desk), and that you know where it is. Check that the equipment (computer, projector) is in place. If there is a problem, please contact one of the volunteers from the local organizing committee or the Help Desk.

Things to do during the poster/Pecha Kucha session

Please verify that all of the presenters are present. Introduce yourself to the presenters and inform them in advance how much time will be allowed for their presentation. We suggest you divide the session time by the number of posters that will be presented. In poster sessions, it is preferable if the questions and discussion (5 minutes per presenter) take place immediately after each presentation. New this year are the Time Cards (more information on these below), please show them to the presenters and explain that you will be holding them up as necessary.

If unfortunately some presenters fail to turn up at the session, please agree with the audience and other speakers how the extra time should be used (it may involve an earlier finish, a break, or allowing longer time for questions and discussions). Try to ensure that each speaker is given the same amount of time for the presentation and discussion.

This year poster authors had the option of delivering their poster presentation in the **Pecha Kucha** format. The Pecha Kucha format is a PowerPoint presentation where 20 slides are shown, each for 20 seconds, for a total presentation time of 6 minutes and 40 seconds. These slides advance automatically as the presenter narrates.

If you are mentoring a Pecha Kucha session (there are two in this year: ERG SES C 02 and ERG SES E 01), please make sure that the room is equipped with a computer, a projector and a screen for this type of presentation. Ask the presenters to download their presentation in the room computer and remind them in advance how much time they will have (6'40'') for the presentation.

Time Cards

As you know, it is very important to keep to the allotted time. **Please be firm when reminding speakers to stop.**

In order to assist you in helping the presenters keep to the allotted time, you will find a Time Card on the front table of the session room. This is a two-sided time card, one side is green with the information "5 Minutes" and the other side is red with the information "2 Minutes". Please hold these up as necessary.

At the end of the session

Please extend your thanks to the presenters at the end and encourage those who wish to engage the speakers in lengthy discussion to do so over coffee. Please make any announcements if requested and remind people of the next events on the programme.

Please complete the Session Return Slip (to be found and left in the red folder).

New at ECER 2016: The Session Return Slips have been simplified so that they no longer include any ranking of session quality. We will only be asking for information on which presentations were presented and the number of session participants and would very much appreciate your help in gathering this important and useful information.

Things to do after the session

Make sure that any equipment is safely stored to prevent any accidents. If you have time, please check the room for lost property and hand anything to the EERA Help Desk. Leave the Session Evaluation Form in the folder in the room.

Poster Evaluation Form and Best Poster Award Jury Meeting

Because you are a member of the Best Poster Award Jury, we would like to ask you to please attend the Poster Jury meeting for the best poster competition. Please bring the filled out poster evaluation forms to the meeting.

You will be informed soon of the time and location for the jury meeting. The meeting has to take place on the first day of the conference (August 22nd) as the winner will be announced in the following day at the closing ceremony.

Thank you!