

## **Summerschool “Biopsychology of Emotion”**

**DEAR ALL,**

We'd ask you to please follow the list below in order to guarantee a welcoming and convenient atmosphere for our guest-speakers.

### **PREPARING THE DISCUSSIONS**

When preparing the discussions please bear in mind a few points:

- The main objective of the discussion is to connect the topics of the guest and yours.
- Don't forget to ask the things YOU find interesting.
- It's tempting to let the “big guys do the talking”. Try to take over by being active: The speakers can't develop a feeling for your needs, when they don't get to know you.
- The conference is organized for you – nobody else.
- Have two or three questions prepared (it's surprisingly hard to come out with good language, when you're in front of a large group, and still revolve the talk in your mind).
- Prepare a brief letter, in which you introduce yourselves and explain how the discussion will be (i.e. how much time for the talks, how many talks, how much time for discussion).

When meeting the guests:

- Please introduce yourselves (i.e. the group) to the guest of your workshop. Offer your help, and be a contact person for the whole time of the conference

### Before the talk:

- Either copy the talk to our laptop (powerpoint 2003 and open office will be available) or make sure the hardware of the guest works (remember: Apple computers need an **adapter** to connect to the beamer; **we will need this** from the guest).
- Files for introducing the guest and the discussion please copy to the laptop in the folder 'Conference' on the desktop.
- Have water (with and without gas) at the conference table, and provide a fresh glass.
- Inform guest who will do the introduction - explain color cards to guests: yellow card will be held up 5min before time is up; red card will be held up 2min before time is up; clarify with guest who holds up the card (typically the introducer), and where he/she is seated.

### After the talk:

- Thank guest for the speech.
- Ask for two questions.
- When more than one person raises their hand: pick the three quickest people and say who's first, who's next, and who's last.
- When somebody wants to respond directly, give them priority, but ask them to keep it short.
- When there is an awkward / lengthy break, ask your own question(s), or go on to the next point on the program.
- Finish when the discussion dries out or time is up.